

1. CALL TO ORDER

Call to Order – 1:34PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), S^kwxwú7mesh Úxwumixw (Squamish), Səlílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwikwetlem) and Katzie Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

President (<i>Chair</i>).....	Giovanni HoSang
VP External Relations	Jasdeep Gill
VP Finance	Tawanda Chitapi
VP Student Services.....	Christina Loutsik
VP Student Life	Jessica Nguyen
VP University Relations.....	Shina Kaur
At-Large Representative	Maneet Aujla
At-Large Representative	Rayhaan Khan
Faculty Representative (Applied Sciences).....	Nick Chubb
Faculty Representative (Arts & Social Sciences).....	Jennifer Chou
Faculty Representative (Business)	Andrew Wong
Faculty Representative (Communications, Art, & Technology)	Fiona Li
Faculty Representative (Education).....	Emerly Liu
Faculty Representative (Environment)	Julian Loutsik
Faculty Representative (Health Sciences)	Osob Mohamed
Faculty Representative (Science).....	Simran Uppal

3.2 Society Staff

Campaign, Research, and Policy Coordinator.....	Sarah Edmunds
Executive Director	Sylvia Ceacero
Archival and Administrative Assistant.....	Aimee de Viveiros,

3.3 Guests

The Peak Coordinating News Editor	Zach Siddiqui
Student.....	Gabe Liosis
Student.....	Sheldon Bond
GSSDER	Matt McDonald

3.4 Regrets

Faculty Representative (Communications, Art, & Technology).....	Fiona Li
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Faculty Representative (Science)..... Simran Uppal
At-Large Representative (*Chair*) Rayhaan Khan

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2019-09-06:01

Jasdeep/Shina

Be it resolved to ratify regrets from Fiona Li for the rest of the semester (academic).

Be it further resolved to ratify the regrets from Simran Uppal and Rayhaan Khan.

CARRIED AS AMENDED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2019-09-06:02

Jasdeep/Shina

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- Discussion items: 10.4 Help My Grandma Day, and 10.5 Fall Kickoff

6. APPROVAL OF THE MINUTES

6.1 Board Minutes – MOTION BOD 2019-09-06:03

Jasdeep/Shina

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

- Board of Directors 2019-08-22

CARRIED

6.2 Committee Minutes – MOTION BOD 2019-09-06:04

Christina/Maneet

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

- Vancouver Campus Committee 2019-08-14.pdf
- Vancouver Campus Committee 2019-08-22.pdf
- Vancouver Campus Committee 2019-07-10.pdf
- Accessibility Fund Committee 2019-07-16.pdf
- Events Committee 2019-07-22.pdf
- Events Committee 2019-08-06.pdf
- Finance and Audit Committee 2019-07-11.pdf
- Governance Committee 2019-07-16.pdf
- Surrey Campus Committee 2019-07-19.pdf
- Surrey Campus Committee 2019-08-16.pdf
- Surrey Campus Committee 2019-08-23.pdf
- UAA 2019-07-25

CARRIED

7. PRESENTATIONS

7.1 PACE Communications

Q&A

- What kind of events would take place? Board think of content with pace helping organize and plan labour, with creation of master schedule and events happening, opportunity for university community to see themselves within the building. Opportunity for students to find themselves within the building
- How can we create excitement for students as the launch debate is not in close proximity? Suggestions: conversation surrounding opening day and discuss about launch week, with conversations with clubs and student unions early? Communicate spring 2020 with a specific date coming on later as construction context often happen, concurrently building is on budget which is more important than the building being late. Move conversation surrounding opening in comparison to the delay of opening week.
- Any ideas for the SUB should be expressed to both Executive Director and Build SFU General Manager to be communicated with the PACE communications group
- Communications team focusing on communication for the SUB and event proposals

8. OLD BUSINESS

8.1 Federal Elections Debate – MOTION BOD 2019-09-06:05

Shina/Jennifer

Be it resolved that the SFSS Board of Directors support the October 3 federal election debate and give the University and Academic Affairs Committee the mandate to do further planning and execution of the event, and furthermore allow for the use of SFSS resources such as funding of up to \$800.00 and promotional support.

CARRIED

- Clarification given for SFSS federal elections debate discussed in the University and Academic Affairs Committee
 - There was verbal support regarding a debate with the Burnaby North Seymour riding which would be held at the SFU Burnaby Campus. Event is pending approval of from the board to go ahead with the meeting.
- Currently, if there is anything not inside a committee year plan, then approval needs to be given by Board, if it is within the yearly plan, Board does not need to approve
- Costs will be shared between SFU, GSS, and the SFSS: pending approval from the Board, topics that will be centered at the debate are surrounding post-secondary issues and other interests for students. Debate will be given priority to students, with some outside individuals seats reserved. ASL costs will be taken from the accessibility fund
- OPTIONS for the board to decide on: SFSS PROVIDE PROMOTIONAL SUPPORT AND FUNDING, PROVIDE PROMOTIONAL SUPPORT, AND OPTION 3 PROVIDE NO promotional SUPPORT OR FUNDING FOR THE DEBATE
- Recommendation to pick option 1 up to \$800.00 and additional accessibility funding
- Logistic problems may take place due to time line, adding 15-minute break, and extending time till 9:30PM
- Discussion surrounding logistics of debate rounds and length of debate with buffer time

9. NEW BUSINESS

9.1 Amendment to Partial Surrender of Lease for MBC – MOTION BOD 2019-09-06:06

Christina/Tawanda

Whereas it is necessary to amend the Partial Surrender of Lease Agreement for space in the Maggie Benston Centre (MBC) to extend the Outside Surrender Date (as defined in the Amendment to Partial Surrender of Lease agreement) from September 30, 2019, to June 1, 2020;

Be it resolved that the Board of Directors authorizes Giovanni HoSang, President, and Sylvia Ceacero, Executive Director to execute the Amendment to Partial Surrender of Lease dated August 27, 2019.

CARRIED

10. DISCUSSION ITEMS

10.1 Federal, Provincial, Municipal Advocacy and Lobbying Committee Plan

- Sign-on has been sent already, letter is being used as an example for a similar template SFU would be sending, similar to a package and recommendations

10.2 National Student Letter

- Successful year in review with successful trips within student loan interest, lobbying coalitions, and advocacy recognition. Building successful relationships within coalition movements. UPASS extension for five years providing security and less administrative work. Recognition from MP Julian, and Beech, and the minister of accessibility
- Issues put forward are needs based grants, interest rates on student loans, among others
- Two important questions to ask are the Burnaby Mountain Gondola, and Surrey-Langley skytrain extension
- Provincial Priorities: finances biggest concern for students going forward, additional barriers are living expenses (housing, food, and costs will daily living). With focus on housing: introduce a rent rebate for students, capping residence housing fees (housing affordability easier however 6-7% increase but with a demand of costs to be regulated), off-campus living allowance, student housing loan program
- Other advocacy efforts: needs based grants (biggest focus for provincial lobbying), international student tuition affordability, tuition limit policy, investment in advanced education
- This year conversations have been held with different organizations, process is aligned with other institutions with priorities and dates being connected. Pending Board support information will be provided to other organizations to showcase SFSS priorities.
- Updates will be provided with coalition of items
- Lobbying trip tentatively end of October, with MP expecting organizations to be there at that time
- 2-3 individuals from the committee will be needed on the fall lobbying trip

10.3 New Work Report Format

- Reports more comprehensive and format needed for a universal format for everyone, meeting that was held, who was there, summarization, and next steps. These reports are for Board but to improve record keeping for future Board providing context for someone looking back on the meeting.
- Committee updates coming from the Chair person with additional persons whom are working on these events are to be written down under summaries
- Discussion surrounding improvement on the follow up section of the work format, with the suggestion of adding action items and next steps to the format. However, actionable items can be found under projects. Committee update table will be included
- Concern surrounding commitment around work reports being completed, however new template is providing consistency and improvement of overall information being provided.

10.4 Help My Grandma Day

- Non-profit organization based out of SFU campuses, to assist elderly population with technology difficulties, organization reached out to promote contest with the prize being 6

thousand towards tuitions. Organization is asking for assistance is secondary prizes, and reaching out to faculty to spread awareness of contest. The organization is reaching out to additional student unions and organizations concurrently.

- Board in agreement with supporting. Outreach will initiate with the organization

10.5 Fall Kickoff

- Excel sent out to Board to keep track of what is due and when it is due, for example invitation to the after party. Board taking time to help events committee will elevate work for the events committee members.
- Baggies will be created for handles to be passed out within the campus and lectures to reach out handles for Fall Kickoff.
- Other suggestions can be made can be made to VP Student Life, concurrently we are ahead of previous ticket sales, can be extended with more work from the Board
- T-shirts will have board names and can be picked up from VP Student Life's office. This is your ticket into the event, and security will know this is your entry into Fall Kickoff, do not lose your t-shirts. When street teams go out, t-shirts should be picked up. Incensement of social media awareness and engagement of Fall Kickoff presence within events on campus, any opportunities on campus.
- Workshop will prepare Board for Fall Kickoff, with how to support security and students at Fall Kickoff.
- Coat-check role will be selected, role for 4 hours outside of the study. Three people will be needed included VP External Relations.
- Role of Board members is to support security as their eyes at the event, with workshops to guide Board members on how to handle situations at Fall Kickoff. Board members replacing volunteers for accountability purposes.
- Media Question: Can students buy physical copy of tickets? Answer: keep track of tickets, and keep track of focus of tickets be given to students
 - Students can buy tickets via cash: SFSS staff will be at club week and to collect tickets via cash purchase.

10.6 Fall 2019 Care Packages

- Meeting with SFSS staff clarified that packages were expensive due to small quantity of overall packages. Although feedback was positive a stronger correlation with packages and mental health. Recommendation of workshops takes time out of students schedule and continuity of students attending workshops.
 - Idea of content of the workshop being a part of the care packages. No worksheet was provided if students were feeling anxious or stressed.
- Possibility of working with Red Bull for packages and reduce costs of overall expenses, with the idea of building own packages to elevate costs of wasting resources that not all students need.
- Must know for mental health response from students: a place to express their emotions, sleeping space (napping rooms elevate this within the SUB), free food, breakfast, bubble tea, communication with friends
- Executive Director speaking on apart of reducing plastic items and the relationship with mental health and getting free items, the relation between one another. Items may not correlate with showing that the SFSS is caring for wellness of students.
- Having volunteers and individuals at the wellness events to help with the mental health connection
- Pursuit of happiness and High-Five working groups on campus have been contacted in previous partnerships for wellness

11. GUEST 30 MINUTE Q&A

12. ANNOUNCEMENTS AND NOTICES

12.1 Clubs Days Sep 10 to Sep 12

12.2 SFU Street Fest - We have a table

12.3 SFSS AGM Sep 25

13. ATTACHMENTS

- National Student Letter.pdf
- 2019-08-29 BN - Amendment to Partial Surrender of Lease.pdf
- Board Work Report Example New Template.pdf
- Help Grandma Day – Intro Slides Deck.pdf
- Advocacy and Lobbying 2019-2020.pdf
- Advocacy Annual Plan 2019-2020.pdf
- Fall 2019 Care Packages.pdf
- Help Grandma Day-BN1.pdf
- Pace Group-SFSS Board Presentation.pdf
- Brief Note – Federal Elections Debate 2019.pdf
- Advocacy Initiative Proposal Federal Elections Debate.pdf

14. ADJOURNMENT

14.1 MOTION BOD 2019-09-06:06

Shina/Christina

Be it resolved to adjourn the meeting at 3:39pm

CARRIED

BRIEFING NOTE

AMENDMENT TO PARTIAL SURRENDER OF LEASE FOR MBC

ISSUE

The Partial Surrender of Lease agreement between SFSS and SFU states that the SFSS must move out of the MBC by September 30, 2019. Due to the delay in SUB construction, this date needs to be changed through an amendment to the agreement.

BACKGROUND

SFSS leases space in the MBC from SFU. In order to fund the early development costs of the SUB, the SFSS and SFU signed a Partial Surrender of Lease Agreement in 2015 wherein SFSS agreed to vacate part of its leased MBC space upon completion of the SUB. In exchange for the surrender, SFU compensated SFSS \$3.5 million.

Subsequently, the SFSS and SFU signed a separate agreement in 2017 in which the SFSS surrendered other MBC space including the pub, coffee shop, and food court. Only a few rooms in MBC will remain leased to the SFSS once we move out of MBC and into the SUB including Forum Chambers and The Undergrounds.

CURRENT STATUS

The SFSS is unable to move out of the MBC until such time as the SUB achieves Substantial Completion which is estimated at November 2019. Therefore, an amendment to the Partial Surrender of Lease is needed to extend the deadline by which the SFSS must move out of the MBC.

According to the general contractor, the SUB should achieve Substantial Completion in November 2019. The SFSS is planning to move into the SUB in spring 2020 and host a grand opening in March 2020.

KEY CONSIDERATIONS

1. The SFSS will have three months to move out of MBC once the SUB achieves Substantial Completion.

RECOMMENDATION

That the Board of Directors authorize the execution of the Amendment to Partial Surrender of Lease agreement dated August 27, 2019. A motion is proposed below:

Amendment to Partial Surrender of Lease for MBC

Whereas it is necessary to amend the Partial Surrender of Lease Agreement for space in the Maggie Benston Centre (MBC) to extend the Outside Surrender Date (as defined in the Amendment to Partial Surrender of Lease agreement) from September 30, 2019, to June 1, 2020;

Be it resolved that the Board of Directors authorizes Giovanni HoSang, President, and Sylvia Ceacero, Executive Director to execute the Amendment to Partial Surrender of Lease dated August 27, 2019.

Attachments:

Amendment to Partial Surrender of Lease

AMENDMENT TO PARTIAL SURRENDER OF LEASE

THIS AGREEMENT dated the 27 day of August, 2019,

BETWEEN:

SIMON FRASER UNIVERSITY, having an address at
8888 University Drive
Burnaby, British Columbia
V5A 1S6

(“**SFU**”)

AND:

SIMON FRASER STUDENT SOCIETY, having an address at
8888 University Drive – Maggie Benston Centre Room 2250
Burnaby, British Columbia
V5A 1S6

(“**SFSS**”)

WHEREAS:

- A. By a lease (the “**Lease**”) dated June 29, 1993, between SFU, as landlord, and SFSS, as tenant, SFU leased to SFSS for a term of thirty (30) years, commencing in 1996, and with two consecutive renewal terms of thirty (30) years each, certain premises (the “**Leased Premises**”) comprising 4,958 gross assignable square metres (“**GASM**”) of area located in the Maggie Benston Centre (“**MBC**”) on SFU’s Burnaby Campus on lands legally described as:

PID: 028-300-131

Lot 1, DLs 31, 101, 102, 141, 144, 147, 209, 210 and 211

Group 1, NWD, Plan BCP45523;

- B. Since the date of the Lease, SFU and SFSS agreed to amend the area of the Leased Premises such that, as of August 29, 2017, the Leased Premises consisted of 5,706 GASM or 3,522.6 net assignable square metres (“**NASM**”) in MBC;
- C. Pursuant to a partial surrender of lease dated January 7, 2015 (the “**Partial Surrender Agreement**”), a copy of which is attached as Schedule “A” hereto, SFSS surrendered a portion of the Leased Premises comprising 1,903.27 GASM (or 1,174.86 NASM), to SFU effective September 30, 2017;
- D. Pursuant to an agreement dated August 31, 2017 (the “**Second Partial Surrender Agreement**”), a copy of which is attached as Schedule “B” hereto, SFSS surrendered an additional portion of the Leased Premises comprising 3,241.88 GASM (or 2,001.2 NASM), to SFU effective September 1, 2017;

- E. As of the dated SFSS takes possession of the new student union building, the Leased Premises will consist of 561 GASM or 346.6 NASM in MBC, as confirmed in the confirmation and acknowledgement dated May 7, 2018 (the “**Confirmation and Acknowledgement**”), a copy of which is attached as Schedule “C” hereto;
- F. The Partial Surrender Agreement contemplates that the Surrender Date may be postponed on the terms and conditions set forth therein, but not beyond September 30, 2019 (the “**Outside Surrender Date**”); and
- G. SFU and SFSS wish to extend the Outside Surrender Date, on the terms and conditions set out herein.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of \$1.00 (ONE DOLLAR) paid by each party to the other, the mutual covenants and agreements contained in this Agreement, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged) the parties agree as follows:

- 1. **Definitions.** Capitalized words and expressions used but not defined in this Agreement shall have the meanings given to them in the Partial Surrender Agreement.
- 2. **Amendment to Partial Surrender Agreement.** Section 6(a) of the Partial Surrender Agreement is hereby deleted and replaced with the following:

“the Surrender Date will not be postponed by more than three months after an occupancy certificate has been issued for the new student union building, and in any event will not be postponed beyond June 1, 2020; and”.
- 3. **Effect of Agreement.** All the provisions of the Partial Surrender Agreement, as supplemented and amended by this Agreement, remain unchanged and in full force and effect and are hereby ratified and confirmed. The Partial Surrender Agreement and this Agreement shall henceforth be read together as if all of the terms and conditions of this Agreement were contained in the Partial Surrender Agreement.
- 4. **SFSS’ Representations.** SFSS represents and warrants to SFU that:
 - (a) all necessary corporate action on the part of SFSS has been taken to authorize and approve the execution and delivery of this Agreement; and
 - (b) all of the representations and warranties of SFSS contained in the Partial Surrender Agreement are true and correct in all material respects with the same force and effect as if made by SFSS on and as of the date hereof, except to the extent that such representations and warranties specifically relate to an earlier date, in which case they are true and correct as such earlier date.
- 5. **Binding Effect.** This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and permitted assigns.

6. **Counterparts.** This Agreement may be executed in any number of counterparts with the same effect as if all parties had signed the same document. All counterparts will be construed together and will constitute one and the same agreement.
7. **Electronic Transmission.** This Agreement or any counterpart may be executed by a party and delivered by facsimile or electronically in portable document format (pdf) and if so executed and delivered this Agreement or such counterpart shall for all purposes be as effective as if the party had executed and delivered the Agreement or a counterpart bearing an original signature.

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

SIMON FRASER UNIVERSITY

SIMON FRASER STUDENT SOCIETY

Name:

Title:

Name:

Title:

Schedule “A”
Partial Surrender Agreement

(see attached)

Schedule “B”
Second Partial Surrender Agreement

(see attached)

Schedule “C”
Confirmation and Acknowledgement
(see attached)

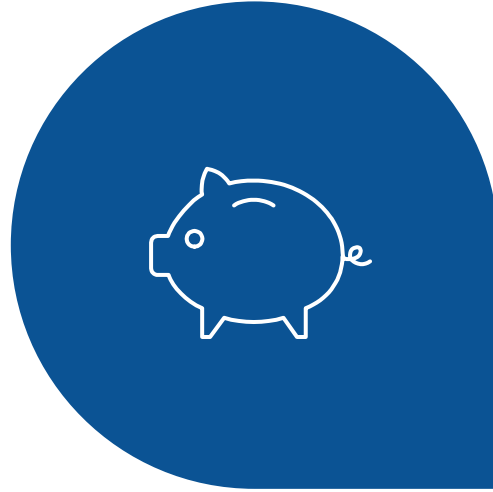


Advocacy and Lobbying

2019/2020

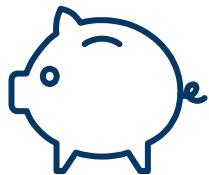
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Informed Decision Making





A Review of Last Year



Student Loan
Interest



OER Funding



Housing
Affordability



Rent with Rights



Lobbying
Coalitions



U-Pass



Letter Writing
Campaigns



Advocacy
Recognition

Planned Timeline

2019/2020

BC Budget 2020 Consultation	Federal Budget 2020 Consultation	2019 Provincial Lobbying Trip	BC Budget 2020 Follow-up	2020 Federal Lobbying Trip
June 2019 1. Needs Based Grants 2. Student Housing Loan Program 3. Tuition Limit Policy 4. Renters' Rebate	August 2019 1. Burnaby Mountain Gondola 2. Surrey Langley SkyTrain	October 2019 Working on selecting priorities and determining which organizations we can collaborate with.	February 2020 The focus of this trip will be to evaluate the provincial budget and how it will impact students in the province.	April 2020 Continuing to build and grow our advocacy work and organizational presence at the federal level.

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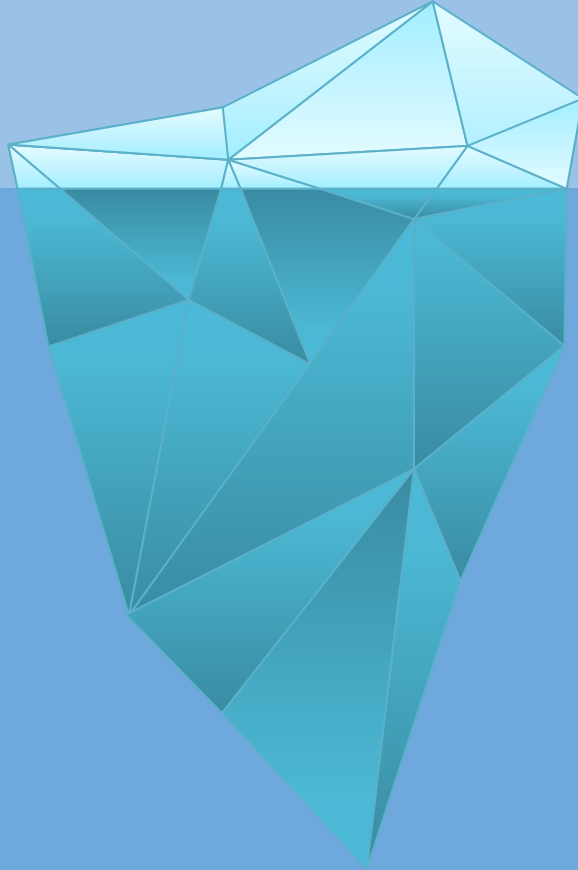


Provincial Priorities

2019/2020

6

THE COST OF POST SECONDARY EDUCATION



Tuition

The average cost of full-time tuition at research intensive institutions in BC during the 2018/2019 academic year was over \$5,000.

Other Costs

There are many other additional factors that increase the cost of post secondary education:

- Living expenses (housing, food, etc.)
- Transportation
- Textbooks and materials
- Ancillary fees

7



A Focus on Housing

Introduce a Rent Rebate for Students

Annual investment of \$200 million to provide rent rebates to students living outside of their parents' homes.

Currently, low-income families and seniors are eligible for a \$400 rebate.

Off-Campus Living Allowance

BC Student Aid and the Canadian National Loan Service provide a maximum monthly living allowance of \$1600 for single BC students with no dependents.

Capping Residence Housing Fees

Housing costs can make up 30-50% of the annual expenses for students.

Campus housing fees need to be regulated so they can remain below the market rental prices and serve their purpose.

Student Housing Loan Program

Distributing loan funds to increase student housing at SFU campuses.

Housing on campus tends to be approximately 25% below market rate.

8



Other Advocacy Efforts

Needs Based Grants

Advocating for up-front grants that help students from lower income families.

Up-front grants are more effective than completion grants because they directly tackle the financial barriers to education.

Tuition Limit Policy

Revise the Tuition Limit Policy to mandate post secondary institutions to provide a four-year cost projection to both domestic and international students.

This will ensure predictability and stability.

International Student Tuition Affordability

International tuition at SFU has increased by 34% for undergrads beginning their studies prior to September 2017.

This creates financial uncertainty and unreasonable burdens on students.

Investment in Advanced Education

The economic value of investing in post secondary education cannot be discounted for a growing economy.

An increase in provincial funding will reduce the financial burden on students.

9

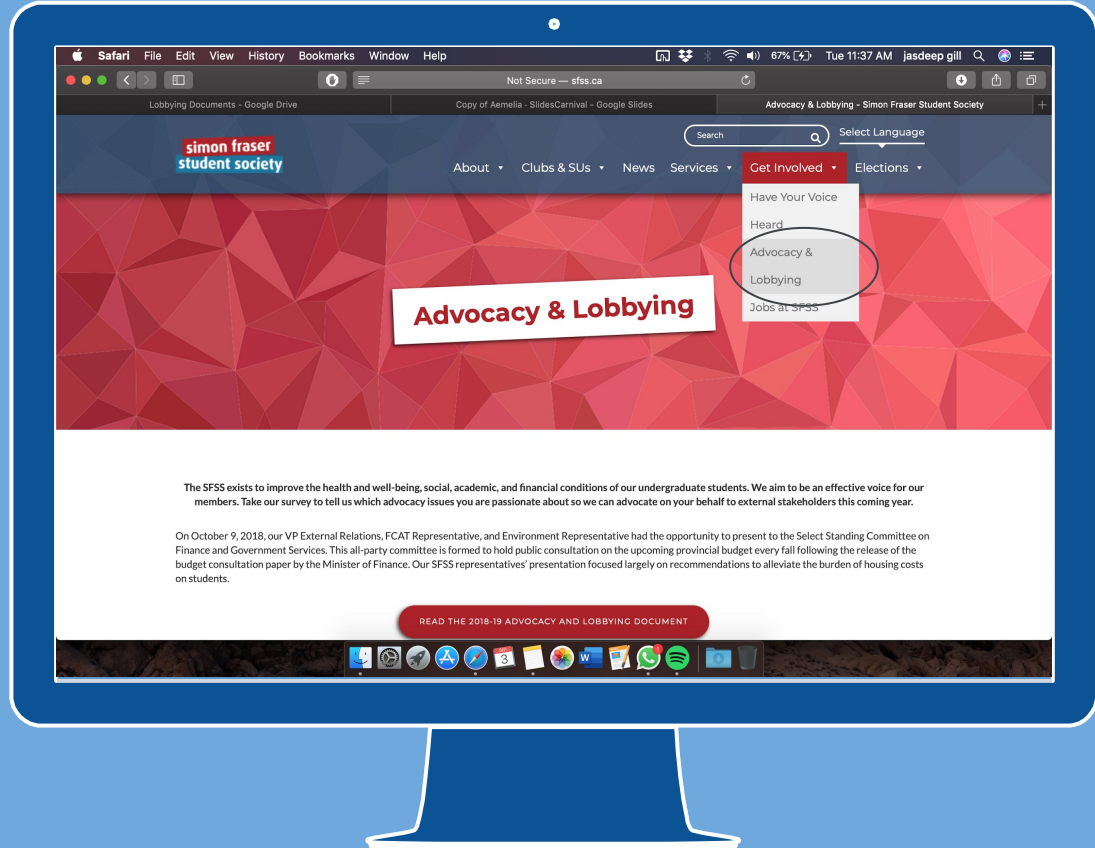
Who are our
potential
partners?



10

For More Information

sfss.ca/advocacy



A close-up photograph of a hand holding a blue pen, poised to write on a piece of paper. The hand is wearing a grey, textured sweater. The background is blurred, showing more of the paper and the pen.

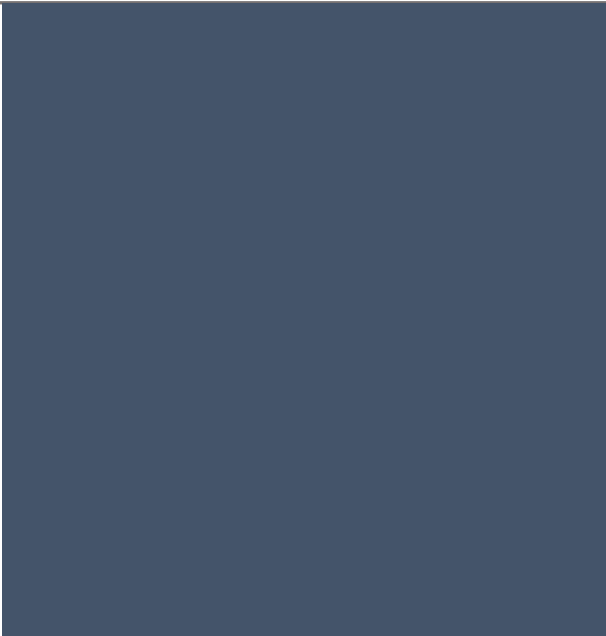
11

THANKS!

Any questions?

You can reach me at

- ▶ vpexternal@sfss.ca



Advocacy Plan 2019/2020

An annual plan for the
Advocacy Initiatives budget
(line item 820/18)

Campaigns, Research and Policy Coordinator

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Advocacy Initiatives Budget

The Advocacy Initiatives budget has been historically housed in the Board of Directors Department (Department 20) as line item 820/20. It was utilised by the Advocacy Committee, the predecessor of the Federal, Provincial and Municipal Lobbying and Advocacy Committee (FPMALC), which is often colloquially and in government submissions still referred to as the Advocacy Committee. 2019/2020 marks the first Board year where this line item has moved into a staff coordinator's budget, namely, into the Campaigns, Research and Policy Department (Department 18) as line item 820/18. The University and Academic Affairs Committee (UAAC) will also use this budget. This "pilot project" will be tested for one Board year and a decision will be made by the ED and Finance and Audit Committee members to determine its effectiveness. The budget will remain \$30,000 in 2019/2020.

Background

BOARD COMMITTEES

There are two Board committees that will utilize the Advocacy budget in 2019/2020 – the Federal, Provincial and Municipal Lobbying and Advocacy Committee (FPMALC) and the University and Academic Affairs Committee (UAAC). Until April 2018, there was one Board committee focused on advocacy, the aptly named Advocacy Committee. In April 2018, a new committee called the Academic Committee was created to take over the university portfolio from the Advocacy Committee. In August 2018, the names of the Academic and Advocacy Committees were changed, to the UAAC and FPMALC, respectively, as were their terms of reference. Essentially, the UAAC focuses on advocacy initiatives aimed at SFU and students, and the FPMALC at initiatives aimed at all levels government. The Academic Committee and the UAAC have never been formally active before 2019.

ADVOCACY AND LOBBYING ACCOMPLISHMENTS 2018/2019

The FPMALC had a successful year, lobbying the federal and municipal governments for the first time and continuing the strong relationship with the provincial government. The following are some of the key accomplishments:

- Successfully lobbying the provincial government to eliminate interest on the provincial portion of student loans, saving graduates an estimated \$22 million in 2019/2020;
- Lobbying the provincial government for \$5 million in funding towards open education resources (OERs), of which \$3.26 million was pledged in 2019;
- Advising the provincial government on the housing affordability issues faced by SFU students, resulting in \$450 million being allocated towards building more on-campus student housing in BC;
- Playing an instrumental role in the Rent with Rights campaign, to ensure SFU improves their Renters' Handbook in order to receive more provincial funding for on-campus student housing;
- Establishing a strong relationship with other student societies in BC to form a coalition that represents over 200,000 students;
- Effectively securing approval from SFSS membership for a new U-Pass agreement that will guarantee students the lowest annual increases on their U-Pass until 2025 than ever before;

- Receiving recognition in both MP Terry Beech’s “Condensed Policy Timeline for the Burnaby Mountain Tank Farm” regarding the Board’s letter to the National Energy Board on the reconsideration of the Trans Mountain pipeline project, and in MP Peter Julian’s letter of endorsement for the Burnaby Mountain Gondola to the Mayor of Burnaby regarding the Board’s support of the project; and
- Being recognized by the Honourable Carla Qualtrough, Canadian Minister of Accessibility, as the first university in Canada to meet with members of the Canadian government in Ottawa to advocate for students with disabilities.

Annual Plan

The Annual Plan outlines the municipal, provincial and federal lobbying initiatives; provincial and federal budget consultations; campaigns; surveys; conferences & skill development; deliverables; and financials for 2019/2020 that will be funded by the Advocacy Initiatives budget. Specific advocacy topics from 2018/2019 are outlined in [Appendix A](#).

FPMALC Lobbying

MUNICIPAL LOBBYING

The SFSS has only recently begun lobbying the municipal government. The priorities for 2019/2020 are:

1. Attend at least one Burnaby City Council meeting (Mondays at 6 pm, twice per month).
2. Explore additional opportunities in the three municipalities that SFU has a campus in: Burnaby, Surrey and Vancouver.
3. Explore the idea of lobbying a Board Committee of the regional government: Metro Vancouver Regional District – Housing. The regional government oversees housing in addition to the municipal and provincial governments. The Metro Vancouver Housing Committee (MVHC) offers below-market rents or on a rent geared-to-income basis and focuses on long-term affordability. The FPMALC must [apply](#) to speak to a committee when the agenda relates to a topic of interest.

Recommended dates:

November 6 th , 2019	Attend an MVHC Committee Meeting (agenda unreleased) to discuss student housing
Wednesdays in 2020	Attend an MVHC Committee Meeting (agenda unreleased) to discuss student housing

PROVINCIAL LOBBYING

On behalf of the Simon Fraser Student Society, three representatives will go to legislature in Victoria with the UBC Alma Mater Society (AMS) and the BC Federation of Students (BCFS) to lobby for students issues, once in the fall and once in the spring. The purpose of these lobby trips are to receive commitments from the provincial government to fulfill campaign and budget promises, and to openly discuss advocacy issues with the provincial government, while introducing the SFSS to the BC legislature.

The SFSS maintains a relationship, but not a membership, with AMS and the BCFS, as well as the Alliance of BC Students (ABCS). The SFSS has also worked with the University of Victoria Student Society (UVSS) on projects like Rent with Rights, and with the SFU Graduate Student Society (GSS) on projects like the U-Pass renegotiations and the NEB submission project. Lobbying topics of shared interest are developed through a working group and research is shared amongst all student societies. The SFSS will contribute research that has already been undertaken for the [provincial budget consultation](#), and do further research on new topics of shared interest. The provincial government has expressed that a united student front is stronger and has the most credibility.

Dates:

October 2019: Fall Lobbying Days with AMS, UVSS, ABCS and/or BCFS

February 2020: Spring Lobbying Days with AMS, BCFS, ABCS, UVSS, and/or GSS OR independently as the SFSS

FEDERAL LOBBYING

On behalf of the SFSS, two representatives will go to Ottawa, Ontario to lobby for issues affecting the SFSS membership and community. The purpose of this lobbying trip is to generate awareness of the advocacy work of the SFSS, provide recommendations to the federal government, and to openly discuss issues pertaining to member interests and advocacy priorities, while introducing the SFSS to the Canadian legislature. 2018/2019 was the first year the SFSS lobbied the federal government, and was a year of building relationships with MPs and Ministers, both in Ottawa and in Burnaby. The SFSS currently has a strong relationship with MP Burnaby North-Seymour Terry Beech, whose seat is up for election in October 2019. The SFSS is not seeking to partner or collaborate with other student societies or student advocacy groups at this time.

Lobbying topics were developed through examining the results of the SFSS 2019 Advocacy Survey, and comparing it to current federal government priorities and other student societies' or student advocacy groups' initiatives in 2018/2019. The SFSS will continue to use the results of this survey and the General Membership Survey 2019 to research and advocate for topics relevant to member interests.

2018 was a **non-election year**. 2019 year is an election year, so the following dates are recommended for lobbying:

March or April 2020: Post-budget release

FPMALC Budget Consultations

PROVINCIAL BUDGET CONSULTATION

The SFSS is invited to attend the 2019 Budget Consultation and will give a five minute presentation followed by five minutes of questions from the Select Standing Committee on Finance and Government Services. After this, a budget submission will be submitted to the Committee. The priorities are typically based on past recommendations that have not been achieved and the current provincial budget compared to the recommendations included in Report on the Budget Consultation, with regards to SFSS member interest.

Of the five recommendations in 2018/2019, three have not been met and are not in the process of being met. This year's focus will be on housing affordability and grants.

Dates:

- June 2019: Meet with Select Standing Committee on Finance and Government Services
- June 2019: Submit Presentation to the Select Standing Committee on Finance and Government Services (Budget Submission 2019)

FEDERAL PRE-BUDGET CONSULTATION

The SFSS has not previously participated in the Canadian government's Pre-Budget Consultation in Advance of the Budget. The budget submission is due August 2nd, 2019. Similar to the provincial budget submission, the SFSS will provide recommendations based on the current year's budget and the budget consultation's resulting "Report and Government Response". This year's focus will be on "Climate Emergency: The Required Transition to a Low Carbon Economy"; in particular, two large public transit projects in Metro Vancouver. The federal government has a specific template to be used for written budget submissions.

Dates:

- August 2nd, 2019: Standing Committee on Finance launched Pre-Budget consults in advance of the budget. Required [written submissions](#) must follow a template and be no more than 2,000 words.
- December 2019: Report and Government Response: The report provides details on the budget consultation and gives recommendations. This date may change based on the election results.

FPMALC Campaigns

KNOCKOUT INTEREST CAMPAIGN

The Knockout Interest Campaign was started by the British Columbia Federation of Students in order to advocate for the elimination of interest on the federal and provincial portions of student loans, making government student loans for British Columbia post-secondary graduates interest-free. The SFSS Board of Directors endorsed the BCFS Knockout Campaign in July 2019.

BACKGROUND

The BC government eliminated interest on the provincial portion of government student loans for post-secondary students in February 2019. Federal student loans still have an interest rate of prime. For this reason, the BCFS decided to continue with their Knockout Interest Campaign, but solely focus on the federal portion of student loan interest. With an upcoming election and federal budget consultations occurring throughout Summer 2019, late 2019 is an ideal time to begin advocacy work on this issue.

WORK TO DATE

The FPMALC has developed a letter providing context to the Board of Directors' endorsement of the BCFS Knockout Interest Campaign.

CAMPAIGN

The SFSS Knockout Interest Campaign will utilize many resources provided by the BCFS. Following the posting of the Board of Directors' letter of endorsement of the campaign, social media posts will be created and posted on all SFSS social media channels. There will be concerted effort to tie the campaign into engaging students in advance of the upcoming federal election. The campaign will feature a "street team" reminding SFSS members to vote in the upcoming election, showcasing the linkage between advocacy and democratic participation. Through social media, the SFSS newsfeed, and the street team, members will be provided with information and resources on to help inform their voting choices.

Recommended dates:

August - October, 2019

The campaign should end before the federal election on October 21st, but may continue depending on the outcome

UAAC Campaigns

STUDENT OUTREACH

Student outreach will allow the SFSS to engage with students to obtain feedback and share the work the SFSS is doing to support students. Student outreach and engagement will occur through student information campaigns and through the general membership (GM) survey. Ideally, a question like "Did you see any SFSS advocacy campaigns in the past year?" with a list of the campaigns undertaken, would be added to the GM survey and tracked over subsequent years.

OPEN EDUCATIONAL RESOURCES

The SFSS has been advocating for increasing Open Educational Resources (OERs) for students for many years. After the provincial government committed \$3.26 million in funding for OERs in early 2019, which will go towards the Open Textbook project that is managed by BCcampus, there is a need to increase faculty member usage of OERs at SFU.

BACKGROUND

OERs include no-cost, open access textbooks, readings, multi-media files, games, assessment tools or even full courses. SFU currently offers [SFU Open Educational Resources Grants](#) to faculty members who wish to integrate OERs into their course. The Faculty OER Toolkit also provides a guide for faculty on how to integrate and adopt OERs into their teaching.

WORK TO DATE

Groundwork has been completed by a previous Board member in 2018/109 with regards to opening discussions with SFU administration on increasing OER use by professors and other faculty staff. This work included proposing revisions to SFU faculty policies that include language that is supportive of the development, implementation and usage of OERs by faculty. These amendments will be sent to the SFU Faculty Association.

CAMPAIGN

The UAAC will create a working group to work with SFU Senate and SFU Library working groups/task forces to speak with SFU professors currently using OERs, particularly those that have utilized the SFU Open Educational Resources Grant. These staff will be featured on social media, highlighting the great work they have done in making textbooks, and education generally, more affordable for students. In the background, the working group will arrange meetings with key SFU administration stakeholders to discuss how to help faculty navigate the OER vs licensing agreement issue. The working group will also draft letters for FARM reps to take to their respective faculty deans, who will be encouraged to share with faculty, outlining how they can bring OERs into their classes and what support and resources are available.

Recommended dates:

September/October, 2019

The campaign should culminate in participation in Open Access Week, October 21-27th

BURNABY MOUNTAIN GONDOLA TRANSIT PROJECT

The SFSS is in support of the Burnaby Mountain Gondola Transit (BMGT) project proposal, a project of TransLink with the support of SFU. The project aligns very well with the 2018/2019 SFSS lobbying priority of advocating for increased safety measures surrounding the Trans Mountain Expansion Project, and with member interest in reliable transportation services.

BACKGROUND

The BMGT project proposal offers multiple alternative routes, with the preferred being a 2.7 kilometre route that would extend from the Production Way-University SkyTrain Station to the SFU Town Square and transit loop. The BMGT project proposal offers an efficient, reliable, and safe transportation alternative for students in the event of heavy snowfall, earthquake, fire, or hazardous event from the Burnaby Mountain tank farm, located adjacent to SFU. If any of these events cause a road closure, it would be impossible for traffic, including emergency personnel, to enter or exit Burnaby Mountain. Future student safety and well-being are a significant concern as the pressure on the existing transportation system over the next decade will increase with the growing SFU student population as well as the expected growth of the UniverCity residential community on Burnaby Mountain.

Approximately 73% of students at SFU depend on public transit, and the proposed gondola route would serve over half of these students who use the 145 bus route to travel to Burnaby Mountain. According to the 2019 SFSS Advocacy Survey results, 94.4% of SFSS students identified reliable TransLink services as very important or important, and 62.1% identified Trans Mountain tank farm safety issues as very important or important.

WORK TO DATE

The SFSS VP External has written eight letters of support for the BMGT to Burnaby city councilors, MLAs, and MPs, and the BMGT has been endorsed and/or approved in principal by all levels of government. Funding for the BMGT project Phase II has yet to be committed. The SFSS President and VP University Relations attended Burnaby City Council meetings on May 27, 2019 to provide student representation for City Councilors. The SFSS President had an interview with CTV to show support for the BMGT project on May 27, 2019. The project was approved in principle by the Mayor's Council on Regional Transportation for Metro-Vancouver at a meeting on July 25, 2019, which was attended by a UAAC Representative.

CAMPAIGN

The UAAC plans to undertake an information campaign directed at SFSS members in order to provide pros and cons of each of the proposed routes of the project. The campaign will feature poster boards with the routes, and UAAC members will engage with students to share the different benefits and negatives of each route. Student engagement numbers, as well as student feedback, will be gathered whenever possible. This information could be used to advocate for the BMGT to members of the public, including the Forest Grove neighbourhood in North Burnaby that will be most affected by the project.

Recommended dates:

November/December 2019: Engage with students right before the season when bus service up Burnaby Mountain becomes increasingly difficult is a good tactic.

SFU BUDGET CONSULTATION

The SFSS will be invited to the SFU pre-budget consultations that occur in October and/or November 2019, and can attend the SFU Budget Consultation, likely in February 2020. The SFU 2020/2021 Budget is particularly important to students as it showcases how much tuition and possibly other student expenses will rise in the coming fiscal year. It may show other items that do not align with member interests.

BACKGROUND

Each year SFU releases a new annual budget in which students are asked to provide feedback through attending consultations. The new budget is voted on and approved in March of each year. The FPMALC was the only advocacy-related committee active in 2018/2019, so it took on the responsibility of hosting two Board of Governors (BOG) meeting breakfasts in advance of the BOG meetings in 2019, in order to provide students attending a meal and support. Two Board members (the previous VP University Relations and the acting President) attended both the pre-budget consultation and the SFU Budget Consultation.

WORK TO DATE

In 2018/2019, the SFSS Board of Directors formally endorsed the student-led advocacy group “SFU Tuition Freeze Now” on their campaign to encourage SFU to freeze tuition and not increase it by the standard 2% per year for domestic students, and up-to 20% per year for international students. However, the SFSS was in favour of the 2% tuition increase per year for all students to account for inflationary costs.

CAMPAIGN

The UAAC, with the support of the CRPC, will analyse SFU’s 2019/2020 Budget and develop questions to ask SFU with regards to the budget, which will be shared with members and other student advocacy groups, if necessary. Collaborative partnerships will be established by the end of 2019. Beginning in January, the UAAC will plan two BOG meeting breakfasts and initiate a letter-writing campaign, where a template will be prepared and distributed to SFSS members to sign, either in hard copy format at BOG meeting breakfast #1, or online using a digital form. These letters will be hand-delivered to the SFU President or VP Finance and Administration during the SFU Budget Consultation in February.

Recommended dates:

October/November 2019: One or two representatives from the Board will be invited to attend the SFU pre-budget consultation

January 2020:	Board of Governors meeting breakfast #1: First budget discussion
February 2020:	SFU Budget Consultation: Students are invited to give feedback on the proposed SFU 2020/2021 Budget. The UAAC should attend and present letters of support
March 2020:	Board of Governors meeting breakfast #2: Final vote and approval of the SFU 2020/2021 Budget

Joint UAAC and FPMALC Campaigns

GET OUT THE VOTE CAMPAIGN

The Canadian federal election is set for Monday, October 21st, 2019. Advance polling will occur at SFU October 5th-9th, 2019. As youth in Canada are historically less engaged in politics than older Canadians, this campaign will focus on encouraging students to vote in the federal election, providing them with information on the voting process and candidate platforms, and facilitating a simulated voting experience.

BACKGROUND

Elections Canada administers elections federally in Canada. Although Elections Canada found that overall voter turnout in the 2015 general election was higher than previous years, Canadian youth representation remained low at around 57%. Additionally, youth, including students, face barriers in regards to registration and voting options for the general election. Specifically, students often split their time between their location of school and where they grew up (often their permanent address), causing difficulties in providing ID and understanding where to register. Elections Canada has two priorities: increasing their presence on post-secondary campuses by allocating over 115 polling stations to campuses across Canada, including for longer operational hours and voting days, and inspiring democracy through providing support to non-partisan organisations that encourage voting in their community. The SFSS would like to assist this endeavour through the Get Out The Vote campaign.

WORK TO DATE

The SFSS has worked with Elections Canada in previous election years (e.g. 2015) to promote the election to students. The Knockout Interest campaign endorsement letter has provided some information on the election to raise initial awareness. SFSS VP University Relations in contact with Elections Canada and is providing support for negotiating the lease with SFU, ensuring that polling stations are on campus. The CRPC attended a Vote Pop-Up workshop on August 29th, 2019.

CAMPAIGN

The SFSS will lead an information campaign, beginning in early September until the federal election on October 21st, to inform students on the voting process, including but not limited to information on voter registration, advance polls, mail-in ballots, and how to determine what riding you can vote in/who your candidates are. From there, information on candidates and political party platforms will be provided. The SFSS will also host a “vote pop-up” event in order for students to familiarize themselves with the voting process. After this, the SFSS will continuously promote the advance polling that will be occurring on SFU campus, in collaboration with Elections Canada and SFU. Throughout the entire campaign, the SFSS will

continue to remind students about the upcoming election and the importance and purpose of voting and civic engagement.

Recommended dates:

Early-Mid September 2019:	Building on the brief mention of the election in the Knockout Interest endorsement letter, provide information to students on the voting process and candidate platforms.
Late September 2019:	Host a “vote pop-up” event.
Late Sept-early October 2019:	Provide more information about advance polls on campus.
October 2019:	Continue to remind students about the upcoming election and the importance and purpose of voting and civic engagement.

FPMALC Surveys

REPLICATING THE PHARE SURVEY

L'Unité de travail pour l'implantation de logement étudiant¹ (UTILE) is a non-profit organization that is working to develop, study, and promote affordable student housing solutions in Quebec. Since 2014, UTILE has administered a survey called PHARE (Prospection des habitudes et aspirations résidentielles étudiantes)² through its student society partners in Quebec, collecting results from 15 post-secondary schools in 2017³. UTILE is developing a similar survey targeted to the BC student population market, which will likely be ready for deployment in late 2019 or early 2020.

The SFSS is currently the main point of contact in BC for UTILE. The SFSS has an opportunity to act as a liaison between other student societies in BC to promote the administration of the survey (including the Graduate Student Society and BC Federation of Students). Ideally, the SFSS will provide input and insight into the survey development, to share unique student housing challenges in BC with UTILE. Once the survey is ready for distribution, the SFSS will administer the survey to all SFU undergraduates. In order to boost completion rates and obtain valuable and statistically significant data, prizes for survey completion will be available. Participants will be randomly drawn if they provide their email, for cash prizes in denominations of \$400, \$200, and \$100, similar to that of the General Membership Survey.

Conferences and Skills Development

Conferences and skills development workshops or training are opportunities for FPMALC and UAAC members to network and gain valuable and specific skills needed for lobbying and advocating on behalf of students. Suggested conferences based on ongoing advocacy priorities are:

- Student Cooperative Housing Leadership Conference – June 20-22nd, 2019, Waterloo, ON

¹ Roughly translates to “The Student Housing Implementation Unit”

² Translates to “Surveying student housing habits and aspirations”

³ <http://impactcampus.ca/actualites/enquete-nationale-logement-etudiant-devoile-resultats/>

- 2019 ACUHO-I Conference and Expo – June 22-25th, 2019, Toronto, ON
- BCCIE Summer Conference 2019 – June 23rd to 26th, 2019, Whistler, BC
- CAPRE's Canada Annual Student Housing Forum: West – October 10th, 2019, tbd (Western Canada)

Deliverables

Per Appendix 2: Board Committee Structure of the SFSS Board Policies, each Board committee has specific deliverables to be presented to the Board. The deliverables include recommendations and reports to the Board on campaigns, proposal implementation plans, and progress reports on the campaigns. The specifics of what must be presented to the Board are outlined in GP-15: Advocacy and Lobbying Standards of the Board Policies.

REPORTS

The FPMALC and UAAC shall prepare three main reports:

1. Advocacy Initiative Proposal

Based on the newly created Advocacy Initiative Proposal Template created by the Campaigns, Research and Policy Coordinator (CRPC), to be submitted to Board and the CRPC in advance of the each of the advocacy and lobbying initiatives, including but not limited to lobbying trips, budget consultations, meetings, campaigns, conferences, and skills development workshops/training (see [Appendix B](#) for an example).

2. Lobbying Reports

One for each of municipal lobbying, provincial lobbying, and federal lobbying (including topics advocated for in budget consultations). The CRPC will assist in the preparation of these reports and the Communications Department will create a digital document available to members and keep the Advocacy and Lobbying tab of the SFSS website updated with all current advocacy and lobbying topics. There are no templates for these reports. Past examples may be found [here](#).

3. Campaign Summary Reports

Will include spending actuals and campaign highlights from FPMALC, UAAC and joint campaigns (see [Appendix C](#) for a template). UAAC campaigns must include a note on student Senator involvement.

TRACKER FOR ADVOCACY ACCOMPLISHMENTS

The FPMALC and UAAC, with the support of the CRPC Department, conduct research, design campaigns, advocate externally and internally on matters of member interest, and communicate their work to students on a yearly basis. Every year the committees experience major changes as a new Board transitions into their new roles. It is important to ensure that the traction on each initiative is not lost during this transition, and that the new Board has sufficient resources to thoroughly understand each campaign and advocacy issue. The CRPC Department currently maintains briefing notes, government submissions, and reports to support this transition. Reports, lobbying topic summaries and news postings are communicated to members through the SFSS website in order to support transparency. However, in an effort to create a simplified, easy-to-read summary of these committees' accomplishments, the creation of an advocacy accomplishments "tracker" is suggested.

As per the Board Policies, the FPMALC and UAAC must prepare a report for the SFSS Board of Directors on the status and accomplishments for each campaign, indicating financial details and timelines among other things. Using these reports, and reports prepared for stakeholders, a “tracker” visual could be added to the SFSS website tab “Advocacy and Lobbying”. This graphic would show the issues/topics that have been lobbied for, the work that is being done, accomplishments, and the status of each lobbying issue/topic. This tracker should be presented as timeline, to clearly show each topics’ status. This project would utilize the support of the CRPC Department and the Communications Department.

Financials

The following financials are estimates based on 2018/2019 spending for the Spring 2019 Federal Lobbying trip on April 10th to 13th, 2019; the Fall 2018 Provincial Lobbying trip to Victoria on October 30th to November 2nd, 2018; the Provincial Budget Consultation trip to Esquimalt on October 9th, 2018; and the BOG Meeting Breakfast on January 24th, 2019, respectively. Municipal lobbying/meeting costs are estimates based on other trip costs. Survey costs are similar to the General Membership Survey prizes, and the Household Food Security Survey prizes. A contingency line item has been development for each initiative, at 10% which is consistent with past Board decisions.

FEDERAL LOBBYING

	Item Description	Cost Breakdown	Total Cost
Accommodations	3 nights stay + applicable taxes	\$201.10 x 3 nights + \$35.49 x 3 nights	\$714.25
Flights	Roundtrip flight from YVR to YOW plus baggage	Roundtrip cost \$616.24 x 3 + roundtrip cost \$60 x 3 checked luggage fee	\$2,028.72
Other Transportation	Taxi/Uber – to and from airport and to and from accommodations	\$30 x 2 for airport transfer + \$10 x 6 for accommodations to meetings	\$120.00
Food	3 meals per day for 3 days	\$15 per meal x 3 meals a day x 3 days x 3 people	\$405.00
Contingency	10% of total trip cost	\$3,067.97 x 10%	\$306.80
Cost per person:			\$1,191.59
Total cost for 3 people:			\$3,574.77

PROVINCIAL LOBBYING

	Item Description	Cost Breakdown	Total Cost
Accommodations	3 nights stay + applicable taxes	$\$197.10 \times 3 \text{ nights} + \$33.82 \times 3 \text{ nights}$	\$692.76
Ferry	BC Ferries Tsawwassen Terminal to Swartz Bay Terminal roundtrip	Pre-booked ferry costs $\$57.50 + (\$17.20 \text{ per person} \times 4) \times 2$	\$272.60
Other Transportation	Gas Parking	$\$70 + \$15 \text{ per night} \times 3 \text{ nights}$	\$115.00
Food	3 meals per day for 3 days	$\$15 \text{ per meal} \times 3 \text{ meals a day} \times 3 \text{ days} \times 4 \text{ people}$	\$540.00
Contingency	10% of total trip cost	$\$1,620.36 \times 10\%$	\$162.36
Cost per person:			\$445.68
Total cost for 4 people:			\$1,782.72

PROVINCIAL CONSULTATIONS/MEETINGS

	Item Description	Cost Breakdown	Total Cost Per Item
Ferry	BC Ferries Tsawwassen Terminal to Swartz Bay Terminal roundtrip	Pre-booked ferry costs $\$57.50 + (\$17.20 \text{ per person} \times 3) \times 2$	\$238.20
Other Transportation	Gas Parking	$\$70 + \15	\$85.00
Food	2 meals per day for 1 day	$\$15 \text{ per meal} \times 2 \text{ meals} \times 3 \text{ people}$	\$90.00
Contingency	10% of total trip cost	$\$413.20 \times 10\%$	\$41.32
Cost per person:			\$151.51
Total cost for 3 people:			\$454.52

MUNICIPAL LOBBYING/MEETINGS

	Item Description	Cost Breakdown	Total Cost
Transportation	Gas Parking	\$6 + \$15	\$21.00
Food	1 meal (lunch or dinner, depending on time of day)	\$15 per meal x 3 people	\$45.00
Contingency	10% of total trip cost	\$66 x 10%	\$6.60
Cost per person:			\$24.20
Total cost for 3 people:			\$72.60

CAMPAIGNS

	Item Description	Cost Breakdown	Total Cost
Food/Catering	Food for attendees; food platters + juice + hot coffee + applicable taxes	\$136.96 for platters + \$10.00 for juice + \$29.38 for coffee + \$21.16 in sales tax	\$197.50
Contingency	10% of total cost	\$197.50 x 10%	\$19.75
Total cost:			\$217.25

SURVEYS

	Cost
Grand Prize	\$400
First Runner-up Prize	\$200
Second Runner-up Prize	\$100
Total Cost:	\$700

No anticipated cost of creation or distribution at this time.

CONFERENCES AND SKILLS DEVELOPMENT

Costs of conferences may average anywhere from the cost of provincial consultations/meetings (\$454.52) to federal lobbying (\$3,574.77), plus the cost of attending a conference (usually in the range of \$100 to \$250 for a 1 to 3 day conference or workshop). Conferences and training sessions often take place in BC or Ontario, significantly changing the cost.

Thus, the average cost per conference would be:

$$\$2,014.65 + \$175.00 = \$2,189.65$$

This budget would most likely allow for 2 BC-based conferences or workshops, and one based in another province. A more precise budget would be detailed in Advocacy and Lobbying Proposal for the events.

PRINT AND ADVERTISING CONTINGENCY BUDGET

A print and advertising contingency budget has been developed to be used by the Committees in the event that printing and other advertising costs cannot be covered by coordinator budgets. In the past, the CRPC and Communications Coordinator would cover these costs due to the administrative difficulty associated with charging to the Board budget for printing. However, due to the pilot project and the closure of the Copy Centre that produced all print materials for the FPMALC, it is currently unclear what the cost of printing and advertising will be for 2019/2020. Thus, the contingency budget is 10% of the total projected costs for 2019/2020.

FORECASTED SPENDING

Initiative	Cost
Federal lobbying x 2:	$\$3,574.77 \times 2 = \$7,149.54$
Provincial lobbying x 2:	$\$1,782.72 \times 2 = \$3,565.44$
Provincial consultations/meetings x 2:	$\$454.52 \times 2 = \909.04
Municipal lobbying/meetings x 3:	$\$72.60 \times 3 = \217.80
Campaigns x 4:	$\$217.25 \times 4 = \869.00
Surveys:	$\$700.00$
Conferences/Skills Development x 3:	$\$2,189.65 \times 3 = \$6,568.95$
Printing and Advertising Contingency:	$\$19,979.77 \times 10\% = \$1,998.00$
TOTAL FORECASTED SPENDING:	\$21,977.75
BUDGET:	\$30,000.00
FORECASTED SURPLUS:	\$8,022.25

Appendix A

ADVOCACY TOPICS 2018/2019

PROVINCIAL BUDGET CONSULTATIONS

1. Capping residence housing fees under market value.
2. Giving students a housing allowance proportional to the area they live in.
3. Committing to eliminating interest on student loans.
4. Providing completion grants of up to \$1000.
5. Funding smaller post-secondary institutions so they can implement their sexual violence and misconduct policies.

PROVINCIAL LOBBYING

1. Capping residence housing fees under market value.
2. Giving students a housing allowance proportional to the area they live in.

FEDERAL LOBBYING

1. Burnaby Mountain Tank Farm Safety
 2. Reduction of Federal Student Loan Interest to Prime
 3. Supporting a Work-Integrated Learning Strategy
 4. Sexual Violence Support and Prevention on Campus
 5. Accessibility on Post-Secondary Campuses
 6. Multicultural Strategy
 7. National Standard on Psychological Health and Safety for Post-Secondary Students
 8. Support for Refugees Attending Post-Secondary Institutions
 9. Introducing an Undergraduate Student Research Awards Program
 10. Increasing the Canada Social Transfer
 11. Education Grants Tied to Inflation
-
3. Committing to eliminating interest on student loans.
 4. Providing needs-based grants.
 5. Funding smaller post-secondary institutions so they can implement their sexual violence and misconduct policies.
 6. Supporting Open Educational Resources (OERs).
 7. Regulation of International Student Tuition Fees.

MUNICIPAL LOBBYING

1. Burnaby Mountain Gondola Project

Appendix B

ADVOCACY INITIATIVE PROPOSAL EXAMPLE

Spring 2019 Federal Lobbying

Description and Purpose

On behalf of the Simon Fraser Student Society, three representatives will go to Ottawa, Ontario to lobby for issues affecting our membership and community. The purpose of this lobbying trip is to make recommendations, generate awareness of student concerns, and to openly discuss student advocacy issues with the federal government, while introducing the SFSS to the Canadian legislature.

Topics of Focus

- Burnaby Mountain Tank Farm Safety
- Reduction of Federal Student Loan Interest to Prime
- Supporting a Work-Integrated Learning Strategy
- Sexual Violence Support and Prevention on Campus
- Accessibility on Post-Secondary Campuses
- Multicultural Strategy
- National Standard on Psychological Health and Safety for Post-Secondary Students
- Support for Refugees Attending Post-Secondary Institutions
- Introducing an Undergraduate Student Research Awards Program
- Increasing the Canada Social Transfer
- Education Grants Tied to Inflation

Support

Staff: CRPC will conduct research and create topic briefs for presentation to the federal government; Communications Coordinator and Communications Assistants will create unique graphics and a digital report “Recommendations to the Government of Canada” based on CRPC topic briefs

Resources: 10 print copies of the Recommendations to the Government of Canada

Logistics

Where: Ottawa, Parliament of Canada

When: April 10th to 13th, 2019

Who: Jasdeep Gill (VP External Relations), Board Member X, and Sarah Edmunds (Campaigns, Policy and Research Coordinator)

Cost: See below

Budget

	Item Description	Cost Breakdown	Total Cost
Accommodations	3 nights stay + applicable taxes	\$201.10 x 3 nights + \$35.49 x 3 nights	\$714.25
Flights	Roundtrip flight from YVR to YOW plus baggage	Roundtrip cost \$616.24 x 3 + roundtrip cost \$60 x 3 checked luggage fee	\$2,028.72
Other Transportation	Taxi/Uber – to and from airport and to and from accommodations	\$30 x 2 for airport transfer + \$10 x 6 for accommodations to meetings	\$120.00
Food	3 meals per day for 3 days	\$15 per meal x 3 meals a day x 3 days x 3 people	\$405.00
Contingency	10% of total trip cost	\$3,067.97 x 10%	\$306.80
Cost per person:			\$1,191.59
Total cost for 3 people:			\$3,574.77

Appendix C

CAMPAIGN SUMMARY REPORT TEMPLATE

Campaign Summary Report

Campaign Name:

Campaign Dates:

Student Participation:

Campaign Highlights:

Actual Spending:

	Item Description	Budgeted Cost	Actual Cost
Food/Catering			
Contingency	10% of total cost	\$__ x 10%	
Total:			

Advocacy Initiative Proposal - Debate

Federal Elections 2019 Debate

Description and Purpose

On behalf of the Simon Fraser Student Society, The University and Academic Affairs Committee is planning to hold a 2019 federal election debate between the candidates contesting the Burnaby North-Seymour riding. This is part of a larger package of initiatives to increase on-campus engagement in the October 21 federal elections, organized jointly with the Graduate Student Society at SFU. The purpose of this lobbying trip is to make recommendations, generate awareness of student concerns, and to openly discuss student advocacy issues with the federal government, while introducing the SFSS to the candidates.

Topics of Focus

- The federal government's role in post-secondary education & tuition
- Burnaby Mountain Tank Farm Safety and the SFU Gondola
- Housing & affordability
- The federal government's role in post-secondary education & tuition
- The environment & climate change
- Housing & affordability

Support

Staff: To pull together the final communications and logistical pieces after approval

Volunteers: Total 6 volunteers, Check in, Meet the candidates in waiting area, set up stage, put up posters etc

Funding: From SFU, SFSS, GSS

Resources: 10 print copies of the Recommendations to the Government of Canada

Logistics

Where: Burnaby Campus Room C9001

When: Oct 3, 2019 - 4:30 to 8:30 (Debate 5:30 to 7:30)

Who: SFSS University and Academic Affairs Committee (Primary Points of Contacts Giovanni Hosang and Shina Kaur)

Cost: Below

Budget

Expenses*

Category:	Cost:	Paid By SFSS:	Paid By GSS	Paid By SFU
AV/IT/Live-streaming*	~\$1000.00 (When we get the breakdown we will have it listed, this is still approximate. See note below)	\$350	\$150	\$500
Venue*	~\$275.00	-	-	275.00
Security (2)*	3 hours with 3 security each = ~\$40 per hour per security ~\$360.00	\$100	\$50	\$160
Honorarium for Moderator	\$100.00	\$50.00	\$50.00	\$0
Catering (Coffee, Juice, Water, Pastries, Fruit and Veggie, Drinks - For Candidates and Moderator)	\$200.00 (Need a breakdown)	\$50.00	\$50.00	\$0
Printing (Posters, Directions on campus etc)	\$100.00	\$50.00	\$50.00	\$0
ASL Interpreter	Quotes to be sought	Accessibility Fund Advisory Committee		
Total	\$2035.00 plus the ASL Interpreter from SFSS Accessibility	SFSS: \$600 plus \$200.00 buffer	GSS: \$300.00	SFU: \$1000.00

EVENT TIMELINE

Time Period	Outline
4:30 - 5:00 PM	Set-up: AV/IT installs its equipment. Stools and mic stands for candidates and the moderator is arranged. Refreshments for the candidates and moderator are provided.
5:00 - 5:15 PM	The audience is invited to take their seats.
5:20 - 5:30 PM	Remaining empty seats are released for any overflow audience (if tickets were all reserved).
5:30 - 5:40 PM	Welcomes and introductions of candidates, the moderator, and hosts are made.
5:40 - 7:00 PM	Round 1 of the debate takes place, using pre-selected questions.
7:00 - 7:30 PM	Round 2 of the debate takes place, using carefully screened questions from audience cue cards and/or Twitter hashtag.
7:30 - 8:30 PM	The debate ends, the audience leaves, AV/IT removes their equipment, cleanup is done.

SFSS BOARD WORK REPORT

This report reflects the Board work from
Sep 01 - Sep 15, 2019

PRESIDENT (GIOVANNI HOSANG)

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VP EXTERNAL RELATIONS (JASDEEP GILL)

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VP STUDENT LIFE (JESSICA NGUYEN)

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VP UNIVERSITY RELATIONS (SHINA KAUR)

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AT-LARGE REPRESENTATIVE (MANEET AUJLA)

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APPLIED SCIENCES REPRESENTATIVE (NICK CHUBB)

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ARTS & SOCIAL SCIENCES REPRESENTATIVE
(JENNIFER CHOU)

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BUSINESS REPRESENTATIVE (ANDREW WONG)

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COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE (FIONA LI)

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EDUCATION REPRESENTATIVE (EMERLY LIU)

Meeting Summaries and General Comments	<p><u>Meetings:</u></p> <table border="1"> <tr> <td><i>Meeting and Date:</i></td> <td></td> </tr> <tr> <td><i>Parties Attending:</i></td> <td></td> </tr> <tr> <td><i>Reason:</i></td> <td></td> </tr> <tr> <td><i>Summary and Outcome:</i></td> <td></td> </tr> <tr> <td><i>Next Steps:</i></td> <td></td> </tr> </table>	<i>Meeting and Date:</i>		<i>Parties Attending:</i>		<i>Reason:</i>		<i>Summary and Outcome:</i>		<i>Next Steps:</i>	
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HEALTH SCIENCE REPRESENTATIVE (OSOB MOHAMED)

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BACKGROUND

On July 11, the University and Academic Affairs Committee discussed and supported a 2019 federal election debate on campus involving the parliamentary candidates in the Burnaby North-Seymour riding. This idea developed out of email and in-person discussions between the SFSS VP External, VP University Relations, and President, and serious consideration began when candidates showed interest in a debate after preliminary inquiries on social media.

The University and Academic Affairs Committee is, therefore, planning to hold a 2019 federal election debate between the candidates contesting the Burnaby North-Seymour riding. This is part of a larger package of initiatives to increase on-campus engagement in the October 21 federal elections, organized jointly with the Graduate Student Society at SFU.

The minutes from the Committee meetings of July 11 and July 25, as well as this year's SFSS Board Work Reports, give additional details of the discussions and deliberations about these plans. The records show the SFSS President and VP University Relations suggesting the SFSS and Graduate Student Society (GSS) host a debate during the upcoming federal elections, with input and ideas suggested by other meeting attendees. The stated intent was to increase student engagement in the election and to increase voter turnout on campus.

PLANNING TIMELINE

July 11 - University and Academic Affairs Committee Meeting

- The committee was agreeable to the idea of hosting a federal election debate in Fall 2019.

7.4 SFU Federal Candidate Debate

- SFSS President gave the suggestion of hosting a debate during the upcoming federal election
 - The intent of this debate is to increase student engagement
- Executive Director suggested that we invite all the MPs from all the area
 - This is to ensure that everyone is invited and it won't cause conflict or bias

"From UAA Committee 2019-7-11 Meeting Minutes"

July 12 - Met with GSS and SFSS to coordinate logistics for the debate

- After getting consensus from the committee, the VP University Relations, President, and GSS Director of External Relations, as well as a member of TSSU with knowledge of event logistics, started the planning process for the event.

Projects

- Federal Election Debate
 - Met with Shina, Derek from TSSU, Matt from GSS to discuss the logistics of the collaboration. Awaiting various endpoints and follow up from each party.

From President - Work Report July 16 - 25

July 25 - University and Academic Affairs Committee Meeting

- The committee was updated on the status of the debate planning.

7.2 Federal Debate Room Booking and Invitations

- SFSS President reached out to several election candidates, and have gotten unofficial confirmation of attendance from some
 - SFSS President wants to confirm with the committee on certain rooms that are available for the event
 - SFSS President suggests we put a hold rooms in order to save the space for the event
- CPRP suggests that SFSS President communicate with the FPMAL Committee, as they already have working relationships with multiple MPs

"From UAA Committee 2019-07-25 Meeting Minutes"

[July 25] University and Academic Affairs Committee Meeting

- Got consensus from the committee to forge ahead with booking the space for the Federal Elections debate. Pending SFU confirmation of room. Action Item was to go ahead and figure out available dates as well as to confirm with candidates availability
- Gave an update regarding the Gondola. Gondola Working group to be established. Got the go ahead to work with other Gondola advocates to create a terms of reference to communicate to membership and see expression of interests

"From SFSS Board Work Report July 16-25"

August 22 - University and Academic Affairs Committee Meeting

- A more comprehensive update was given to the committee.

8.5 Federal Elections Debate Update

- Confirmed 3/4 Candidate from the Burnaby North Seymour riding
- Location of the debate will be C 9100 from 5:30-7:30PM
- GSS and SFU will be providing funding
- Registration tickets will be purchased through Showpass
- VP University Relations will be recommending the Board to support the Federal elections debate
- This event has started but it has not been through the proper channels, therefore it must go through Board in order to receive approval

"From UAA Committee 2019-08-22"

August 25 - Meeting with President, VP External, and Executive Director

- In a conversation held between the SFSS Executive Director, President, and VP External, it was decided that the debate must be brought to the board for approval as it is not yet part of the UAA Committee plan. Only events under the UAA Committee plan umbrella may be approved by the committee; there is currently a policy being developed outlining this.

CURRENT STATUS

I am bringing this proposal to the Board and asking for support in principle by the Board so that work on it can continue, other members of the Board may participate in the planning, and finally we may inform students that this event is supported by the SFSS board. The proposed debate is being planned in parallel with work being done by the SFSS and GSS to assist Elections Canada in publicizing and increasing student turnout in early voting which begins Oct 5 to Oct 9. It is also being done in conjunction with the Get Out the Vote campaign co-sponsored by the Federal, Provincial, Municipal Advocacy and Lobbying Committee and the University and Academic Affairs Committee.

The early voting for students organized by Elections Canada is tentatively set for Burnaby campus in various locations from October 5-9. As a result, October 3 is an ideal date for the election debate, and on August 13 GSS Council voted to approve their federal election plans (see below), including the co-organization of this debate.

In the current plan, costs will be shared between SFU, GSS, and the SFSS, and pending board approval of the event in principle, promotional partners (who will assist by publicizing the debate and suggesting debate questions) will be engaged by us in the next week, such as the Tuition Freeze Now campaign, SFPIRG, SFU350, CJSF, Department of Political Science and other on-campus organizations focused on issues surrounding the federal elections and who will be impacted by federal political decisions.

Stakeholders have been notified of the plans to have a debate and been given updates.

Topics will be centered around the following:

- * The federal government's role in post-secondary education & tuition
- * The environment & climate change
- * Housing & affordability
- Three out of the 4 candidates have confirmed availability for the debates
- Room booking → 4:30 pm to 8:30 pm
- Security → 5:00 pm - 8:00 pm
- Venue → SFU Burnaby Campus C9001
- Debate Time → 5:30 PM - 7:30 PM

- AV secured through SFU IT Services
- Livestream has been confirmed through SFU IT services
- SRS is currently conducting a safety and risk assessment
- Moderator - Sobhana Madhavan has cleared her schedule and available for moderating.

The Graduate Student Society in preparation for this passed the following motion on August 13:
Be It Resolved That the Graduate Student Society endorses efforts by the Executive Committee to host, in conjunction with the Simon Fraser Student Society, a debate between major party candidates for the 2019 federal election in the Burnaby North-Seymour riding, to be held in early October; Be It Further Resolved That the Graduate Student Society endorse efforts by the Executive Committee to create, in conjunction with the Simon Fraser Student Society, a candidate questionnaire to be sent out to all major party candidates contesting a Metro Vancouver riding in the 2019 federal election; Be It Further Resolved That the Graduate Student Society endorse efforts by the Executive Committee to promote voter registration and voting in the 2019 federal election, including but not limited to sharing Elections Canada material in physical or digital form with the membership, crafting and distributing our own works, and sending reminders when timely.

EVENT TIMELINE

Time Period	Outline
4:30 - 5:00 PM	Set-up: AV/IT installs its equipment. Stools and mic stands for candidates and the moderator is arranged. Refreshments for the candidates and moderator are provided.
5:00 - 5:15 PM	The audience is invited to take their seats.
5:20 - 5:30 PM	Remaining empty seats are released for any overflow audience (if tickets were all reserved).
5:30 - 5:40 PM	Welcomes and introductions of candidates, the moderator, and hosts are made.
5:40 - 7:00 PM	Round 1 of the debate takes place, using pre-selected questions.
7:00 - 7:30 PM	Round 2 of the debate takes place, using carefully screened questions from audience cue cards using Slido, or cue cards and/or Twitter hashtag
7:30 - 8:30 PM	The debate ends, the audience leaves, AV/IT removes their equipment, cleanup is done.

LIST OF NEEDS

MECS will provide

- 5 stools, 5 mics, 5 mini-stools
- Livestream and video recording equipment via MECS AV/IT services
- 5 bottles of water and light refreshments for candidates during the debate, via Catering services

SRS will provide

- up to 4 security guards and risk management plan

Recording consent toolbox language

- [to-do] Sarah will send language around what we will say about consent

Media Kit

- [To-do] Sindhu and Sylvia to create a package around media stuff

BUDGET ESTIMATES

Expenses*

Category:	Cost:	Paid By SFSS:	Paid By GSS	Paid By SFU
AV/IT/Live-streaming*	~\$1000.00 (When we get the breakdown we will have it listed, this is still approximate. See note below)	\$350	\$150	\$500
Venue*	\$275.00	-	-	275.00
Security (2)*	3 hours with 3 security each = ~\$40 per hour per security ~\$360.00	\$100	\$50	\$160

Honorarium for Moderator	\$100.00	\$50.00	\$50.00	\$0
Catering (Coffee, Juice, Water, Pastries, Fruit and Veggie, Drinks - For Candidates and Moderator)	\$200.00 (Need a breakdown)	\$50.00	\$50.00	\$0
Printing (Posters, Directions on campus etc)	\$100.00	\$50.00	\$50.00	\$0
ASL Interpreter	Quotes to be sought	Accessibility Fund Advisory Committee		
Total	\$2035.00 plus the ASL Interpreter from SFSS Accessibility	SFSS: \$600 plus \$200.00 buffer	GSS: \$300.00	SFU: \$1000.00

* Note: Total event costs will be shared between the SFSS, GSS, and SFU in the following manner: SFSS and GSS will split costs for the moderator, catering and printing, and further contribute \$350 (SFSS) and \$150 (GSS) to AV, venue, and security costs. SFU has indicated in conversation and via email that they will be able to cover AV, venue and security costs above this joint amount.

MEDIA RELATIONS & COMMUNICATIONS

We will contact various media entities to cover the debates both in their lead-up, the event itself, and for a post-debate reflection. The SFSS President will be meeting with the SFU President regarding a joint statement released by the SFSS, GSS, and SFU about the partnership, and/or a possible joint statement on the importance of the federal elections and increasing student engagement in them.

- Media entities to reach out to will be
 - The Peak
 - CJSF (Interviews before and live radio coverage of the debate)
 - Global News
 - CBC
 - Daily Hive for pre-event coverage
 - Burnaby Now

- Partners will be creating flyers and sharing within their community groups and present questions to be asked in Round 2 section of the debate
- Ticketing through Showpass for tracking how many people will be attending
- Flyers to be created by the communications department
 - Summary: SFSS/GSS Federal Elections Debate at SFU
 - Put up the Room, Date, Location and Time
 - Values statement:
We value Equity, Diversity, and Inclusion. To include the creation of a safe space.
 - Accessibility Info: Information about the accessibility of C9001. Has been requested to Facilities
 - Potential Description:
How do you feel about public funding for Post-Secondary Education? How do you feel about climate change? Should a Gondola be built from Production Way to SFU? Should we push for a Green New Deal in Canada?
The SFSS and the GSS will be hosting a Federal Elections Debate at Simon Fraser University. [We also have to include in the description the confirmed candidates when all is confirmed. We will work with the Communications Department to draft the description]
- Preference will be given to students. Remainder will be reserved for community members

OPTIONS

1. Motion 1: Be it resolved that the SFSS Board of Directors support the October 3 federal election debate and give the University and Academic Affairs Committee the mandate to do further planning and execution of the event, and furthermore allow for the use of SFSS resources such as funding of up to \$800.00 and promotional support.
2. Motion 2: Be it resolved that the SFSS Board of Directors supports the October 3 federal election debate in principle, without participation in the organization of the event or its funding, but with SFSS providing promotional support and Board volunteers for the execution of the event.
3. A final option is that the SFSS Board does not endorse the October 3 federal election debate in principle, nor provide resources such as funding or promotion for the event.

Key Considerations

	SFSS Board provides	Impacts
Motion 1	<ul style="list-style-type: none"> - Endorsement - Funding 	A minor outlay of funds and Board member time; showing

	<ul style="list-style-type: none"> - Planning support from President, VP UR and the UAA Committee - Social Media promotion - Volunteers 	the commitment of SFSS to engagement in democracy and student issues; improving our relationship with the GSS and SFU; creating campus culture with political engagement and excitement for the elections; complementing Elections Canada early voting and Get Out the Vote campaign.
Motion 2	<ul style="list-style-type: none"> - Endorsement - no funding - no planning assistance from the board or committee - Social Media Promotion - Volunteers - Executive Officers (Pres and VP UR) as per Societies' Act will provide the supported that they personally committed to 	Late changes in SFSS involvement (with respect to funding) will jeopardize the successful execution of the event; perception of the reliability of SFSS with respect to event planning may suffer; collaboration with outside organizations may become more difficult in the future; avoid SFSS expenses but also credit for hosting the event.
Option 3	<ul style="list-style-type: none"> - No endorsement - Social Media Promotion - No funding - No involvement from the board - No volunteers - No planning assistance from Board - Executive Officers (Pres and VP UR) as per Societies' Act will provide the supported that they personally committed to 	Late changes in SFSS involvement will jeopardize the successful execution of the event; perception of the reliability of SFSS with respect to event planning may suffer greatly; collaboration with outside organizations may become much more difficult in the future; avoid all risks and resources used in hosting the debate.

RECOMMENDATION

1. **BE IT RESOLVED THAT THE BOARD OF DIRECTORS SUPPORTS IN PRINCIPLE EITHER OPTION 1 OR 2 FROM THE ABOVE OPTIONS. PREFERABLY OPTION 1 (AMEND THE MOTION ACCORDINGLY)**

PREFERRED MOTION:

Be it resolved that the SFSS Board of Directors support the October 3 federal election debate and give the University and Academic Affairs Committee the mandate to do further planning and execution of the event, and furthermore allow for the use of SFSS resources such as funding of up to \$800.00 and additional accessibility funding and promotional support.

Burnaby Campus

8888 University Drive

Burnaby, BC V5A 1S6

October 3, 2019

Event Plan

Contact: **SFSS - Simon Fraser Student Society**
SFSS Student Centre
Maggie Benston Centre 2270
SFU Burnaby
Burnaby, BC
Direct: 778-782-3870
E-Mail: studentcentre@sfss.ca

Event Manager: **Justin J. Ankenmann**
Direct: 778-782-3012
E-Mail: ankenman@sfu.ca

Bill To: **Please submit Account Authorization form**

On-Site Contact: **Matt - GSS**

<u>Time</u>	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Charges</u>
	Space Rental Charges	400 PPL	Shrum Science Centre C9001	

Thu Oct 03	16:30 - 20:30	Shrum Science Centre C9001		\$0.00
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Function Subtotal: **\$0.00**

Thu Oct 3	16:30 - 17:30	Client Move-in		Shrum Science Centre C9001
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Oct 3	17:30 - 19:30	Setup		Shrum Science Centre C9001
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Facilities Services

17:30 - 19:30	Custom Item - Laborers	2.0	0.00 / EA	\$0.00
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x 5, black bar stools for moderator & panel, at front of lecture hall

	Furniture Charges	4.0	35.00 / EA	\$140.00
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*\$35 each for the first 5 items, additional \$20 for each additional item.
Items include: Table with 2 chairs (per 2 tables), Easel (per 5), Rolling Board (per 2), Whiteboard (per 2), Chairs (per 50), Coat Rack with hangers (per 2), Riser Plank (per 2), Rope & Stanchion (per 5), Sandbag (per 5), roadside barricade (per 1), High Cocktail Rounds (per 2), High Cocktail Rounds (from Tim Hortons) (per 1). No charge for waste stations if included with other event setup items.*

	Cleaning, event has catering ordered	1.0	28.00 / EA	\$28.00
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Function Subtotal: **\$168.00**

Oct 3	17:30 - 19:30	Audio Visual		Shrum Science Centre C9001
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Audio/Visual Services

17:30 - 19:30	Data Projector, Built-in	1.0	50.00 / EA	\$50.00
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-All theatres include HDMI and/or VGA laptop connections for built-in projectors.

Please speak with your event planner to determine the connection available within a specific space.

-All classrooms include a VGA laptop connection only for built-in projectors.

An adaptor is required for HDMI or any other connections.

-All spaces require an adaptor for laptops with mini display port connections.

-There are fees for video adaptors, please speak with your event planner to determine if you will need an adaptor and the fee.

	Mic - Handheld	5.0	13.00 / EA	\$65.00
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	Computer, Windows, Built-in	1.0	21.00 / EA	\$21.00
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	Sound, Built-in, with Projector Rental (for iPod)	1.0	0.00 / EA	\$0.00
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	Technician	2.0	40.00 / HR	\$80.00
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Function Subtotal: **\$216.00**

Burnaby Campus
8888 University Drive
Burnaby, BC V5A 1S6

October 3, 2019

Event Plan

	<u>Time</u>	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Charges</u>
Oct 3	17:30 - 19:30	IT Webcasting	400 PPL		Shrum Science Centre C9001
IT Webcasting					
	17:30 - 19:30	IT Webcasting and Event Recording-2HR	1.0	125.00 / EA	\$125.00
<i>Up to 2hr service. Includes technical crew, 1 HD Camera, associated video and audio equipment. Requires minimum 1 hour setup and 30 minute teardown. Live stream and recording. Do you need to record presentation contents?</i>					
Function Subtotal:					\$125.00
Oct 3	17:30 - 19:30	Refreshment Break - tba	5 PPL		Shrum Science Centre C9001
Oct 3	19:30 - 20:30	Client Move-out			Shrum Science Centre C9001
Estimated License Fee: \$509.00					

Summary

<u>Department</u>	<u>Amount</u>
IT Webcasting	125.00
Audio/Visual Services	216.00
Facilities Services	168.00
Estimated License Fee:	509.00

Please note our catering policies:

All catering must be supplied by SFU's contracted caterer. Please talk with your event manager for menus.

Vancouver Coastal Health and Fraser Health in Burnaby has strict guidelines on the time perishable catering can be left out. If you need to have catering left out longer than 2 hours, please inquire about staggering your food service.

All catering orders must be made before the Tuesday of the week prior to your event.

Catering guarantees are required 3 business days in advance of your event.

A minimum of 3 business days prior to the start of your event will be required for decreases in your catering order.

- Decreases or cancellations of food within the 3 day period will be billed at 100%
- Decreases or cancellations of beverages within the 3 day period will be billed at 50%

EVENT: #137630 - SFSS/GSS Federal Election Debate
October 3, 2019 - October 3, 2019

DEPARTMENT/PROGRAM: SFSS - Simon Fraser Student Society

BILL TO CONTACT NAME: SFSS Student Centre

SFU ACCOUNT NUMBER TO BE DEBITED:

<u>FUND</u>	<u>DEPT</u>	<u>PROGRAM</u>	OR	<u>FUND</u>	<u>PROJECT</u>
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Name of person with account signing authority for the department: _____

NAME

DATE

SIGNATURE

EXPENSE CATEGORIES:

Account codes are fixed and will be debited from 7414

Following your event, you will receive a statement from the Meeting, Event and Conference Services office showing meeting services purchased and their exact costs. Costs for the services purchased will be automatically debited to the account number and code 7414. Please note, this contact name and account number will be kept on file for future events.

User Codes - If you would like event expenses to be billed to a specific user code, please let your coordinator know.

Discussion Item: Fall 2019 Care Packages

Background

[Mental Wellness Day](#) in the summer semester was very well received. I was hoping to do the same thing in the fall semester (with the care packages) but on a larger scale.

The purpose of this event was mainly to promote mental well-being during exam season at Simon Fraser University (SFU). We handed out care packages with granola bars inside.

Our objectives were:

- To make students happier and improve their day
- To show students that there are people who care about their mental health
- To reduce stigma against mental health by openly conversing about it

The first time we did this, we received overwhelming support. Students said:

- "I've been going through a lot lately, [I don't know] what clicked today but I feel way better!"
- "I didn't have breakfast and your project saved me."
- "It's nice to know someone cares."

Key Considerations

Cost

- At almost \$10 a package, this was a very expensive project
 - We ordered only 200 bags though - price per item is expected to drop if we order more
 - However we may need to save the budget for other events (like pub nights) throughout the year
- It took a lot of time and effort to find supplies and assemble packages
- Could partner with different SFU departments (Health & Counselling) to help with funding

Correlation with Mental Health

- Do students just like free stuff or do these packages actually help students?
- It's hard to tell who the package would really benefit (differentiate between want and need)

Materials Provided

- Were there too many items? Too much information being given to students?

- “Give a man to fish, he eats for a day. Teach him, and he eats for a lifetime.”
 - Mental Health toolkits (instructions, not items)

Recommendations

Cost

- Could partner with different SFU departments (Health & Counselling) to help with funding

Correlation with Mental Health

- Could host an event or workshop with a mental health professional
 - Mental Health Association of Canada
 - This experience would last longer, students can get some sort of package after the workshop
 - Workshop summary could be put on the website
 - How to get students to sign up? Students never go to the workshops and drop-ins that Health & Counselling hosts
- Could have mental health weeks where a different resource goes out each week
 - Teaches students how to deal with anxiety, stress, depression
- Volunteers could cheer people on during finals season

Materials Provided

- Choose items that students will find helpful in dealing with stress during exams

Next Steps

1. Ask students what they do when they feel stressed:
<https://www.facebook.com/groups/mustknowsfu/permalink/10162323260070296/>
 - Someone said “screaming space”
 - Students also love having secure, private areas to sleep during exam season
 - Also love free food, bubble tea, talking with friends
2. Discuss at Events Committee meeting

HELP MY Grandma & Day

Introducing a new student contest by Digital Health Circle

A young woman with long dark hair and an older woman with short white hair and glasses are sitting at a wooden table outdoors. They are both smiling and looking at a tablet held by the younger woman. The background consists of a wooden slat fence. The text is overlaid on the left side of the image in a large, white, sans-serif font.

Digital video storytelling contest for students in BC's Lower Mainland.

HELP MY
*Grandma
Day*♥



Help build a healthier
and more caring
community through
**intergenerational
volunteerism** and
digital storytelling.

25%

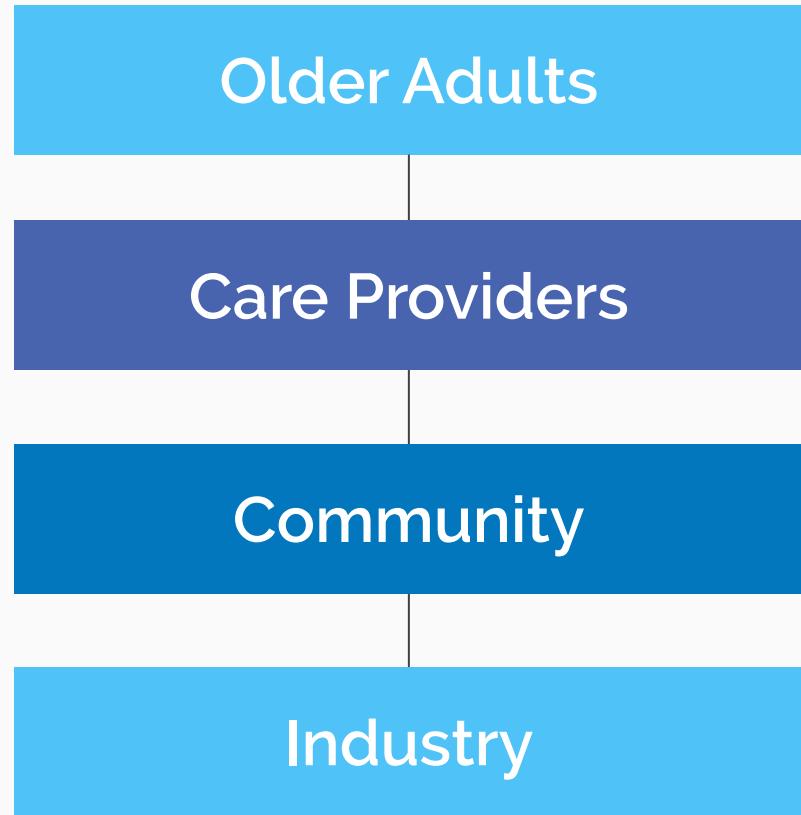
of British Columbians will be 65 or older by 2030.

70%

of Canadians believe incorporating more technology into their personal health care will help to prevent illnesses.

Innovative Co-Creation

Multi-stakeholder engagement needed to grow BC-based digital health tech companies and deliver new products that help older adults.



We're inviting
students to tell a
story about
helping an older
adult.



Help My Grandma Day 2020

Launching in September 2019

September 2019

Launch events at SFU,
UBC, Emily Carr, and
BCIT

December 2019

Contest closes to new
video submissions

February 2020

Invite students to
Digital Health Circle
training programs

October 2019

Social media campaign
promoting contest

January 2020

Award ceremony
including students,
older adults, and VIPs

What's Next?

- Co-create marketing and prizes with student clubs and societies
- Form panel of seniors to assist with judging and recruitment
- Launch contest-microsite with instructions and prize info
- Host campus-based launch events with industry sponsors

Presenters and Sponsors



SIMON FRASER UNIVERSITY
ENGAGING THE WORLD



Western Economic
Diversification Canada
Diversification de l'économie
de l'Ouest Canada



Be a part of this!

Contact Mike or Emma at Digital Health Circle to learn more about getting involved.

mike@digitalhealthcircle.ca

emma@digitalhealthcircle.ca

Help My Grandma Day

The goal of the event is to build a stronger and more caring community by promoting **intergenerational volunteerism and digital storytelling**. It is being put together by **Digital Health Circle**, a non-profit organization in partnership with SFU and based at SFU Surrey. They are currently reaching out to clubs and student societies for marketing support and help selecting prizes.

about us

Digital Health Circle is a BC-based non-profit that helps create digital technologies to improve health outcomes for seniors, improve working conditions for health workers, and alleviate the growing pressures on BC's health system caused by an aging population.

*see slideshow attached

The Request

"This fall, students are invited to submit a short digital video documenting an act of service for a grandparent or other older adult (2-3 minute video). We'll collect submissions during the Fall academic session and host an award ceremony in January 2020. Videos will be judged by local seniors who will award tuition, cash, and other prizes.

To connect with young people and offer meaningful marketing and rewards we're reaching out to student societies, clubs, and other groups. You know your students best and understand which messages and prizes will motivate them to participate in the video competition"

Grand prize is **\$6000** dollars in tuition paid!

They are seeking help to select secondary prizes and promote the contest to students. Contest launches September 30th at SFU Surrey.

The Question

Is this an event we are able to support, via outreach (social media, faculty reps connecting with their faculties) and help selecting prizes?

Dear Federal Party Leaders,

Together, our organizations represent (XXX,XXX) post-secondary students across Canada. Our students are closely watching party platforms, as are the families who support them, and we are getting ready to mobilize millions of voters to go to the polls as students head back to school in September. These votes must be informed by concrete plans that the parties have to address student concerns.

This federal election, eligible voters aged 18-38 will be the single largest voting bloc in Canada - more than 37% of the electorate.¹ On post-secondary campuses alone, there are over 2.5 million voters, with many voting for the very first time.² In this upcoming federal election, young Canadians will have the voting power to determine what happens next and we are more politically engaged than ever before.³ This comes at a time when we collectively face the dangerous realities of climate change. When we face the urgency to act on the calls to action from the Missing and Murdered Indigenous Women and Girls report and countless other inquiries that call on Canada to support Indigenous communities. When we feel the burden of unaffordable living conditions and the rising costs of education.

As students coming together from all across Canada, we are preparing Get Out the Vote campaigns on each of our campuses to bring young voters to the polls in record numbers. In the last federal election in which many successful Get Out the Vote campaigns took place, there was an 18% increase in voter turnout among people aged 18 to 24.⁴ These voters are critical to listen to. The next four years will be decided in the next three months and before students and their families go to the polls, it is essential that their federal party leaders tell students what their vision is for education and supporting students and their families in Canada.

We call on your leadership to address affordability, good quality jobs, and to support Indigenous students. You can take action by making commitments within your party's platform this federal election to:

Eliminate interest on federal student loans and increase federal grants for post-secondary students. Eliminating interest on federal student loans will immediately make post-secondary education more accessible for low-to-middle income students. Furthermore, all parties should commit to reallocate a large portion of the \$1.5 billion saved by eliminated tuition

¹ Jason Vermes,

<https://www.cbc.ca/radio/checkup/what-motivates-you-to-participate-in-this-year-s-federal-election-1.4973867/millennials-could-swing-the-2019-election-but-parties-need-to-engage-them-says-pollster-1.4976824>

² Usher, A., (2018). *The State of Post-Secondary Education in Canada, 2018*. Toronto: HigherEducation Strategy Associates.

https://higheredstrategy.com/wp-content/uploads/2018/08/HESA_SPEC_2018_final.pdf

³

https://d3n8a8pro7vhmx.cloudfront.net/casaacae/pages/752/attachments/original/1463343956/CASA_Next-Canada_Report_by_Abacus-Data.pdf?1463343956

⁴ Ibid.

tax credits to finance up-front grants administered by the Canada Student Loans Program. Low to middle-income students, having less resources to inform their tax filings, are the least likely to utilize this credit immediately and,⁵ simultaneously, they take on more debt. Reallocating tax credits will ensure students in the greatest need receive this benefit at the start of their degree when costs are the highest and can be unknown or sudden.

Create high-quality jobs and work-integrated learning opportunities for students. All parties should commit to investing in the creation of meaningful opportunities for students to get ahead in the workforce. This includes undergraduate and graduate research opportunities and increasing funding for the Undergraduate Student Research Awards, work-integrated learning opportunities, and high-quality job opportunities for new graduates. This will provide students with opportunities to prepare for success in the workforce and help Canada bridge the labour gap. Furthermore, when international students participate in these opportunities, they should be able to use these hours to apply for permanent residency, increasing the talent available in Canada's economy.

Support Indigenous Students and the calls of the Truth and Reconciliation Commission (TRC). A 22% university attainment gap remains between Indigenous people and non-Indigenous people in Canada.⁶ As established in the TRC and under Articles 14(2) and 21(1) of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), education is a powerful tool for reconciliation and to improve the economic and social conditions of Indigenous people. Of eligible Indigenous learners, only 21% are funded by the Post Secondary Student Support Program, widening the gap in University attainment. Hence, we call on party leaders to commit to fulfilling these duties and ending the backlog of Indigenous students waiting for funding to attend post secondary.

We are student leaders. Our job is to listen to students and take action to ensure that young people, learners of all ages, and the families that support them, are able to thrive as they pursue a high-quality Canadian education. Every year, we hear about the challenges students face starting their degrees while tuition continues to increase or how difficult it is to start a family when they're still paying off student loans ten years after graduation. We clearly hear their needs and urge the parties to make higher education more accessible, create opportunities to give educated and skilled graduates jobs that will fill Canada's labour gap, and use education as a tool for reconciliation to support Indigenous communities.

When students head to the polls in October, we will be voting with these commitments, based on important student priorities, in mind. We call on you to remember the 2.5 million students, their families, and Canadian citizens who are passionate about an affordable and accessible post secondary education system and are counting on you as their next government.

⁵ http://www.pbo-dpb.gc.ca/web/default/files/Documents/Reports/2016/PSE/PSE_EN.pdf pg. 16

⁶ https://www.afn.ca/wp-content/uploads/2018/07/PSE_Fact_Sheet_ENG.pdf

Sincerely,

Student Union logos

Communications Plan

Student Union Building

Simon Fraser Student Society

September 6, 2019



Three Elements



- Pre-opening, establish brand, set expectations
- Issues management
- Launch week content / activities

A First for SFU



- Slated to open March 2020
- 110,000 sq ft
- Emphasis on shared use/maximum benefit to students
- Student-funded, \$55 million
- First of its kind for SFU
- One of SFU's largest capital projects

Four Parts to the Plan



1. Generate awareness/excitement about completion and opening
2. Begin branding prior to opening
3. Empower SFSS Board and staff, provide SUB messaging/key messaging
4. Monitor communications/quickly respond to issues

Pre-Opening Key Audiences

SFSS Board and staff
Students /clubs
Campus and community media
SFU Communications Dept.

Campus community
Mainstream media
SFU Alumni
Burnaby and BC Government

Publicity and Comms Schedule



September - February

It's all about awareness and building the brand:

- Countdown clock kick-off event
- Construction milestones
- Construction tours

Launch and Opening Week



- First impression is key
- Begin planning now
- Recruit participating organizations early
- Week-long schedule of events and activities
- Something for everybody
- Audiences beyond current students
- Media profile on the mountain and beyond

QUESTIONS?