

1. CALL TO ORDER

Call to Order – 1:36 PM

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), Sk̓w̓x̓wú7mesh Úxwumixw (Squamish), Sel̓íl̓wítulh (Tsleil-Waututh), k^wík^wəłəm (Kwikwetlem) and q̓ícəy̓ (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 Auja
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 (<i>via phone</i>)
Administrative Assistant	Kristin Kokkov
Executive Assistant	Shaneika Blake
Archival and Administrative Assistant	Aimee de Viveiros

3.3 Guests

The Peak News Writer	Paige Riding
Council/Board Liaison	Gabe Liosis
TSSU Organizer	Vince Tao
Student	Anastasiia Lozitskaia

Student.....Corbett Gildessleve
CSSS PresidentKia Mirsalehi
Student.....Yse Buffard

3.4 Regrets

At-Large Representative Maneet Aujla
VP FinanceTawanda Chitapi

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2019-11-15:01

Jasdeep/Nick

Be it resolved to ratify regrets from Maneet Aujla and Tawanda Chitapi.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2019-11-15:02

Jasdeep/Julian

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

Amendments:

- Add regrets from Maneet Aujla and Tawanda Chitapi.
- Remove discussion item 8.2 Recommended Options Voting Records Motion Next Meeting from the agenda;
 - According to Roberts Rules of Order, the motion that is committed has to come back within the following meetings¹
 - This item will be discussed at the following meetings.
- Add a new section before New Business: report from Council/Board Liaison.

6. APPROVAL OF THE MINUTES

6.1 Board Minutes – MOTION BOD 2019-11-15:03

Julian/Christina

Be it resolved to receive and file the following minutes:

- BOD 2019-11-01

CARRIED

6.2 Committee Minutes – MOTION BOD 2019-11-15:04

Jasdeep/Andrew

Be it resolved to receive and file the following minutes:

- EVENTS 2019-08-19
- EVENTS 2019-10-01

¹ Refer to BOD 2019-05-30 “8.1 Motion to rescind “7.7 Voting at Board Meeting – MOTION BOD 2019-04-18:10” – MOTION 2019-05-30:05”

- EVENTS 2019-10-15
- SCC 2019-08-30
- SCC 2019-09-16
- SCC2019-09-30
- SCC2019-10-21

CARRIED

7. Report from Council

- Council/Board Liaison is a point of contact between Board and Council and keeps Council informed about the current affairs.
 - There have been two meetings so far this term:
 - October 2nd the motion about the pro-choice policy was carried
 - October 30th the motion was carried to draft a letter to provide additional support for the policy.

8. PRESENTATION

8.1 Presentation - Research Assistants Unionizing, TSSU

- Research assistants are unionizing:
 - There is a move to change the working conditions for the RA-s
 - Despite all the work that RAs do, they don't have any employment benefits, sometimes no contract at all:
 - Low pay or no pay; no security,
 - No legal recourse.
 - The purpose of the unionizing is to recognize RAs as employees;
 - RAs do a lot of work for the school and they have the right to get proper rights.
 - 900 union cards signed so far.
- November 21 at 1:00 PM there will be a big rally at the Cornerstone and the union cards will be handed over.
- After that there are several possibilities:
 - 1) There is going to be a voting, probably on 28th November;
 - or
 - 2) The SFU voluntarily recognizes the union.
- Question from the audience:
 - How can the unpaid RAs help with this?
 - Unpaid RAs are not employees, they cannot be unionized right now.
 - But if there is the union, this is the start to change the whole school.
 - When we are spreading the word, where to send the RAs who want to support?
 - There is an office in every campus – interested RAs can go to these offices;
 - The union cards need to be signed in person – the information is kept confidential.
 - Only RAs can vote – how do we know that the ones who vote are RAs?
 - The school do not know the number of RAs – they try to come up with an official voters list;
 - There will also be an unofficial voters list.

- There will be two ballot boxes – official ballot box and “contestant ballot box”.
- These two boxes are going to be taken to court and TSSU will be fighting for the “contestant ballot box” to be counted in addition to the official ballot box.
- Is it an in person vote?
 - Yes – one day hopefully in all three campuses;
 - We don’t know at what time yet – the time will be announced on November 22.
- Where do they sign the cards in Surrey and Downtown?
 - There are offices in Surrey and Vancouver;
 - There is also a hotline phone number to ask for information.
- It is brought out that RAs are often working on jobs that are not research jobs – for example they are doing administrative work
 - This is something that TSSU wants to change.
- There is a question of clarification - what are you asking from the Board?
 - Asking to tell all the RAs to sign the cards;
 - To give information;
 - Endorsement and helping with the campaign.

9. NEW BUSINESS

9.1 Sharing Research Assistants Unionizing Effort with Membership – MOTION BOD 2019-11-15:05

Jasdeep/Emerly

Whereas the Research Assistants at SFU are organizing to unionize with the Teaching Support Staff Union (TSSU) which currently represents non-tenured teaching staff at SFU including many undergraduate members;

Whereas, SFSS members working as Research Assistants should be informed of their democratic right to vote to decide whether they join a union;

Be it resolved that the SFSS Board of Directors distribute information about the campaign and the upcoming RA union vote to SFSS membership on its social media and communications platforms.

Be it further resolved to endorse and support the Research Assistant effort to unionize with the TSSU.

CARRIED AS AMENDED

9.1.1. Sharing Research Assistants Unionizing Effort with Membership – MOTION BOD 2019-11-15:05-01

Jasdeep/Christina

Be it resolved to amend the motion by adding the following paragraph: “Be it further resolved to endorse and support the Research Assistant effort to unionize with the TSSU.”

CARRIED

Simran Uppal left at 2:14 PM

9.2 Spring 2020 General Election and Referenda – MOTION BOD 2019-11-15:06

Jasdeep/Nick

Whereas the SFSS Elections and Referenda Policies require that the Board sets the voting dates for elections and referenda on or before the last meeting of the semester preceding the election or referendum;

Be it resolved to call the SFSS Spring 2020 General Election and Referenda, with the voting dates set to March 17, 18, & 19, 2020.

CARRIED

9.3 Establishment of Issues Policies and IP-1 Reproductive Rights Policies – MOTION BOD 2019-11-15:07

Osob/Jasdeep

*Be it resolved that the SFSS Board of Directors establishes Issues Policies, for the purpose of establishing the Society's stance on social, political and economic issues relevant to the membership.
Be it further resolved to adopt IP-1: Reproductive Rights.*

POSTPONED

- It is brought out that the Issues Policy item 2d about opposing funding and places for groups can create unbalance between the groups;
 - It can affect religious groups, even if this is not an intention;
- Several Board members said that this policy cannot be carried as it stands
[Council letter to the SFSS Board was read out]
 - Approve this policy as it stand can open door to legal problems – the section 2d can possibly bring up court proceedings.
- It is agreed that it is important to recognize that the student union has taken a stance to protect the women's reproductive rights, but it is proposed to postpone this motion until we get legal advice.
- It is brought out that the drafters of the policy can also be hold personally reliable for this policy;
 - Someone could take to court not only the SFSS, but also individual directors.
 - When the directors make a decision as a Board through passing a motion that does open up possibility to personal litigations.
 - Therefore it is suggested to get legal device and also make some background research about what has been fought in court before.
- It is asked if the religious groups were consulted when creating this policy.
 - No they were not, since when there is a policy in place, they can consult the policy.
- It is stated that the policy leaves much room to interpretation and creates grey area;
 - We do not know how is this going to be interpreted and this policy can open up lots of issues about where to draw the line.
- It is decided to postpone the motion.

9.3.1. Establishment of Issues Policies and IP-1 Reproductive Rights Policies – MOTION BOD 2019-11-15:07-01

Christina/Jasdeep

Be it resolved to postpone the motion to get the pro-choice policy reviewed.

CARRIED

Abstention: Osob Mohamed

- Next meeting is 29th Nov, by then the policy can be reviewed;

- It is decided to consult the lawyer and send back the policy by November 29.

9.4 Privacy Consent Form – MOTION BOD 2019-11-15:08

Jasdeep/Nick

Be it resolved to create a form of consent for the disclosure of personal information of the guests of Board and Board Committee meetings.

Be it further resolved to refer to the Governance Committee the creation of a Personal Information Policy for the SFSS Board of Directors.

CARRIED

- There is a concern around the protocol for removing names from documents and meeting records.
 - There a need for a consent form so that if people sign their names on Board meetings, they are told that their name is going to be used on the records
 - Similar note will be created for volunteers sign-in sheets

10. DISCUSSION ITEMS

10.1 SFSS x SEI – Collaboration

- There was a meeting with SEI representatives;
** Rayhaan Khan came in at 2:40 PM**
 - There is a proposal to have a training program for the students, who go on committees.
- It is brought out that there is a problem with finding information about events that are taking place on campus.
 - There are lots of things happening, but students do not know where to find information about them.
 - There is a suggestion to have a project to refabricate existing bulleting points around the campus.
 - The boards are messy right now and they are going to be organized.
 - SEI is very interested and they are willing to fund the project.
- Question: are these the boards that we own or the boards that SFU owns?
 - SFU owns the boards, but they are leased by SFSS.
- Currently people post things on the boards without our permission – would it be possible to make it sure that the postings are pre-approved by the SFSS?
 - There is a process of approval, but it is not followed, because people don't know this.
- It is suggested that the staff should do the monthly maintenance, they should take down the posters about events that are already passed.

Nick Chubb left at 2:45 PM

- Who would take this extra job of taking down the posters?
 - This is not decided yet.

Nick Chubb came in at 2:47 PM

11. GUEST 30 MIN Q&A

- There was a question: if the legal advice comes back negative, will the motion be carried without this specific section?
 - The legal advice is important in order to know the possible outcomes;

- The ideal scenario is that we don't have to remove this section from the policy.
- A guest asked if in relation to religious groups, the Board is referring to a certain events that can occur.
- Furthermore, the students from Muslim's student association asked about this motion and they were worried that this policy can affect them.
 - The Board answered that the problem is not about specific groups;
- A guest brought out that the way the policy is written at the moment, it may be in conflict with the discrimination law which prevents the discrimination of the religious groups;
 - The Board answered that the policy is not limiting rights;
 - It is not a discrimination to say that you should not limit the rights of other people.
- A guest asked that since there is a rule that in order for guests to speak at the meetings before the Guests Q&A section, you have to submit an email in advance. However, if the motion is amended during the meeting, would it be possible to give an opinion about the motion before it is voted on?
 - The Board answered that unfortunately it is not possible and the Board has to make a decision then.

12. ATTACHMENTS

- Personal Information Policy Example.pdf
- Council Letter to SFSS Board.pdf
- Issues-Based Policies.pdf
- BN - Reproductive Rights.pdf
- 2019-06-05 Issues Policies.pdf
- 2019-06-14 Charter Rights.pdf
- 2019-06-18 Pro-Choice Policy Implications.pdf

13. ANNOUNCEMENTS

- Next Board Meeting Nov 29 at 1:30, MBC 2294/96
- BOD May 30 Motion previously referred to Governance re: voting records, expecting Recommended Options for BOD November 29 meeting
- Fall Kickoff Report for BOD November 29 meeting
- Expecting Reports on Conferences attended for BOD Nov 29 meeting

14. ADJOURNMENT

14.1 MOTION BOD 2019-11-15:11

Jasdeep/Jessica

Be it resolved to adjourn the meeting at 2:55 PM.

CARRIED

BRIEFING NOTE

INVESTIGATING ISSUES POLICIES AT DIFFERENT STUDENT UNIONS IN CANADA

ISSUE

The SFSS currently does not have “issues policies” or policies that outline our stance on particular issues relevant to students. This briefing note will investigate the issues policies of different student unions across Canada.

BACKGROUND

In British Columbia, the governance documents student unions have, in order of precedence, are a constitution, by-laws, and policies. This may differ slightly from province to province due to varying legislation. Policies and Board of Director decisions/regulations have, unless otherwise noted, the same primacy. Policies may address more specific issue, or be for a specific time period. Policies are typically separated into two types – issues policies, which outline the official position of the student union on a particular issue or topic, and operational policies, which outline how the internal processes of the student union are managed¹. Most student unions also have separate elections policies as well. The majority of issues policies begin with a preamble or background summary, followed by the policy itself. They may also include definitions. See [Appendix A](#) for a summary of the issues policies of each student union examined in Canada (and for acronyms of student unions used throughout this briefing note).

CURRENT STATUS

The SFSS currently relies on by-laws, policies, and standing decisions of current and past SFSS Board of Directors to inform our stance on particular issues. Some of the issues policies common to all or most of the other student union’s in Canada are:

- Equity, Diversity and Inclusion
- Sustainability
 - Bottled Water often separate
- Public Transportation
- Accessibility
- Indigenous Rights
- Mental Health
- Sexual Assault/Violence Prevention

¹ Thomson Rivers University Students’ Union. (2019). *Policy*. Retrieved from: <https://trusu.ca/governance/documents/policy/>

- Tuition
- International Student Tuition
- Housing
- Quality Education

KEY CONSIDERATIONS

1. CFS-Ontario, UVSS, UMSU, AMS, SSMU, CSU have standalone issues policies, adopted as one document by the Board or Council.
2. RSU, TRUSU, SU – U of C have an entire section of their policy document or webpage dedicated to issues policies.
3. The SU has an individual issues policies webpage.
4. UVSS, The SU, SU – U of C, UMSU, DSU, AMS, issues policies are all related to their student body. RSU, SSMU, CSU, CFS-Ontario take stances on issues both inside and outside the organisation.
5. SSMU's document is based entirely off of resolutions of their governing bodies.
6. The term "issues policies" is used by most student unions, but "positions statement" is used by a few schools as well, typically those that base policies off past Executive/Board decisions.
7. The student unions of University of Toronto, Western, UBC, McMaster, and University of Saskatchewan do not have issues policies, though all of them have some operational policies that cover issues such as equity and diversity, mental health, food access, sustainability and harassment. The reason these policies are not considered issues policies is because they directly relate to a student union-provided service or operation.
8. The SFSS has neither operational policies covering issues nor standalone issues policies – except one member service policy in the SFSS Operational Policies covering the Food Bank program.
9. Most policies are one and up to two pages, including preamble. One page is the most common.
10. The SFSS Board Policies are the only SFSS policies outside of the scope of operations.
11. Positions on reproductive rights were featured in CFS-Ontario, UVSS, UTMSU, CSA, RSU and CSU policies.

OPTIONS

1. Create a standalone document that covers the SFSS' position on different student-related issues.
2. Adapt the SFSS Board Policies to include a section that covers the SFSS' position on different student-related issues.
3. Create "position papers" or publicize Board of Directors' decisions on issues on a single webpage, showcasing the SFSS' position on different student-related issues.
4. Adapt the SFSS Operational Policies to include policies outlining the SFSS' position on social and political issues that could be addressed through operations (e.g. a Women's Centre policy).

RECOMMENDATION

I would recommend Option #1 or Option #3.

NEXT STEPS

1. A working group should be struck to further explore the creation of SFSS Issues Policies or Position Statements.
2. Past Board of Directors' decisions on social and political issues should be catalogued in order to inform the policies (similar to SSMU document).
3. Further develop a policy manual similar to other SFSS policy documents.

APPENDIX A

CANADIAN FEDERATION OF STUDENTS-ONTARIO (CFS ONTARIO)

CFS-Ontario has a standalone policy document called "[Issues Policy](#)". The document begins with a statement of principles, followed by policies for over 70 individual issues. Some policies begin with a preamble providing a brief background, followed by the policy. Many of the policies are specifically student-focused, such as Academic Freedom, Credit Transfer, Part-Time and Mature Students' Issues, etc., and others cover broader social or political issues such as Racism, Women's Issues, Climate Change and Environmental Sustainability, etc.

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY (UVSS)

UVSS has a standalone policy document called "[Issues Policy](#)". This policy manual is similar to the one of CFS-Ontario (includes individual policies for each issue, some have preambles, etc.); however it has fewer policies (25) and policies are grouped into categories (Student Rights, Alliances, Anti-Oppression & Equity, Anti-Violence, Cannabis Hemp, Elections, Environmental Sustainability, Housing, Post-Secondary Education, Socio-Economic Barriers, and Public Transportation). Many of these policies are related to social or political issues, but all have a student focus.

THOMSON RIVERS UNIVERSITY STUDENTS' UNION (TRUSU)

TRUSU has individual policy documents for each of its "[Issues Policy](#)", all housed on one webpage along with Operational Policy. TRUSU has 15 issues policies which primarily relate to student-focused areas such as tuition fees, academic freedom, housing, student support services, unpaid work, etc. There are no social issue related policies; however, Operational Policy includes terms of reference for the Equity Committee, and includes a workplace harassment policy. Each policy has a summary followed by the policy.

UNIVERSITY OF ALBERTA STUDENTS' UNION (THE SU)

The SU has individual policy documents for each of its "[Political Policies](#)", all housed on one webpage like TRUSU. These 23 policies set the formal position of The SU on different political issues and direct The SU's advocacy efforts. They are offered in both official languages. The policies have a facts section followed by resolutions, which are the individual decisions related to each issue made by the Executive Committee. The issues are mainly student-related such as experiential learning, academic materials, student space, quality instruction etc., and most of the social and political positions on issues such as sexual violence, truth and reconciliation, food security, etc. focus on the student side of these issues.

STUDENTS UNION' (SU – UNIVERSITY OF CALGARY)

SU – U of C has "[Advocacy Policy and Positions](#)", a section on the Policies page of their website that outlines the positions of the student union. There are 6 advocacy policies and positions: Secondary Suites, Differential Tuition, Sustainability, Tuition and Fees Accountability, Campus Infrastructure Advocacy and Mental Health Advocacy. These policies provide a definition of the issue, followed by the authority (regulatory), the purpose of the policy, and the policy statement.

UNIVERSITY OF MANITOBA STUDENTS' UNION (UMSU)

UMSU has a standalone document "[Position Statements of the University of Manitoba Students' Union](#)" that outline the student union's position on 9 different issues. Each policy begins with a preamble and the position statements (what issues UMSU supports, and what issues UMSU opposes). The positions are broader than some of the other student unions, for example "Accessibility and Quality of Post-Secondary Education" covers everything from tuition to student loans. These policies cover both student-related issues and social or political issues as they relate to students, similar to UVSS and The SU.

UNIVERSITY OF TORONTO MISSISSAUGA STUDENTS' UNION (UTMSU)

UTMSU devotes a section of "[UTMSU Policy Manual](#)" which also covers procedural and operational policies, to issues policies. UTMSU has 9 issues policies: Anti-Racism, Bottled Water, International Students' Issues, Openness and Transparency in Post-secondary Education, Privatization of Universities and Colleges, Quality in Higher Education, Right to Education, and Womxn's Issues. Each policy begins with a preamble, followed by the policy. Some policies are much more detailed and lengthy than others. Many of these policies are related to social or political issues, but all have a student focus.

CENTRAL STUDENT ASSOCIATION (CSA)

The CSA represents students at the University of Guelph. CSA has a section of their "Policy Appendix Manual", Appendix I – Issues Policy that covers Post-Secondary Education Policy and Students Rights Issues. Post-Secondary Education Policy has 5 "sub policies", and Student Rights has 8. Post-Secondary Education Policy covers issues like accessibility, funding and student aid, while Student Rights Issues covers rights such as LGBTQ+ rights, women's rights, racialized students rights, and students with disabilities rights.

RYERSON STUDENTS' UNION (RSU)

RSU has a section of their Policy Manual dedicated to "[Issues-Based Policies](#)", outlining the RSU's position on primarily social and political issues from accessibility, anti-racism, women's issues, bottled water, military spending etc. There are a handful, such as tuition and originality detection software that are specifically student-related. The RSU has a total of 15 issues policies. Each issues policy has a preamble, followed by the policy itself, then definitions and protocol for implementing the policy. Additionally, RSU's Operational Policies, contained in the same manual, cover initiatives or operations such as accommodation for people with disabilities, Black History Month Celebration, Equity Statement, Pro-Choice, Ethical Purchasing, Promoting Access to Water, etc. that are social and political issue related. There is a specific operational policy that indicates that student groups of RSU must be in-line with these policies.

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INC. (AMS)

The AMS has a standalone issues policy document "[A.M.S. Policy Manual 3: Representation Policy](#)" that outlines the positions adopted by AMS on issues that specifically affect post-secondary students at Queen's University. The 31 policies are categorized into 5 categories: Academics and Learning Environment, Student Life, Equity and Diversity, Queen's University Governance, and External. They also have a standalone Environmental Policy and Procedures Manual.

STUDENTS' SOCIETY OF MCGILL UNIVERSITY (SSMU)

SSMU has a standalone "[Policy and Plan Book](#)" that is essentially a summary of the Society's position on variety of issues, based on standing resolutions of the Legislative Council, Board of Directors, and General Assembly. The 20 policies range from those that are more student-related such as accessible education, against unpaid internships, clubs and services, and those that are more political or social issue-related such as gendered and sexual violence, climate change, global access to medicines, indigenous solidarity, etc. Each policy outlines how it was adopted (e.g. Council, referendum), when it was adopted and when it expires. The Whereas and Be It Resolved clauses of the motions are then provided.

CONCORDIA STUDENTS' UNION (CSU)

CSU has a standalone issues policy document "[CSU Positions Book](#)" that is similar to that of SSMU, where standing decisions of the Council or members are outlined, categorized into themes and then individual issues. The main themes are Access to Education, Socio-Political Issues, External Associations and Concordia University, with student-related issues falling predominantly into Access to Education, External Associations and Concordia University.

DALHOUSIE STUDENT UNION (DSU)

DSU currently has 1 Issues Policy "[Equity Policy](#)" that includes a preamble, definitions, a section on harassment and discrimination, a section on accommodation for student union events and activities, an equity statement and a complaints process. It specifically speaks to privilege, power, oppression and sexual harassment.

BRIEFING NOTE

EVALUATING CITIZEN RIGHTS AND FREEDOMS AS PER THE CANADIAN CHARTER OF RIGHTS AND FREEDOMS AND THE BRITISH COLUMBIA HUMAN RIGHTS CODE

ISSUE

This briefing note will evaluate the intersection between freedom of expression and hate speech in Canada, as per the *Canadian Charter of Rights and Freedoms* and the *British Columbia Human Rights Code*.

BACKGROUND

The *Canadian Charter of Rights and Freedoms* (the Charter) and the *British Columbia Human Rights Code* (the Code) are the fundamental legal foundations in Canada and B.C., respectively, protecting the rights and freedoms of citizens. Both these documents apply to the SFSS as it pertains to service provision and employment practices.

Section 2(b) of the Charter provides for freedom of expression, and thus protects the free speech of Canadians. However, certain limitations may be placed on Charter rights and freedoms, thus freedom of expression is not absolute. Section 1 of the Charter states “The [Charter] guarantees the rights and freedoms set out in it subject to such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society.” This statement permits the courts to decide whether a violation of Charter rights by an institution to which the Charter applies is justified, once an infringement of those rights has been establishedⁱ. Courts use “balancing tests” to compare the actions of the institution against the interest of the claimant who believes their Charter right has been violated. Some laws may even be upheld to justifiably limit Charter rights and freedoms. Section 26 reaffirms that an individual Charter right should not be interpreted as denying the existence of any other rights or freedoms, including other Charter rights. The Charter interacts with many other pieces of legislation in Canada, such as the *Canadian Bill of Rights*, the *Criminal Code*, and the *Canadian Human Rights Act*. Many of these other legislative documents criminalize certain forms of hate speech and hate propaganda.

The Code protects British Columbians from discrimination on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons. Only these specific protected grounds are safeguarded by this Codeⁱⁱ. The “areas” protected by the Code are publications; employment; employment advertisements; wages; public services, facilities and accommodations; purchase of property; tenancy; and unions and associations. Discriminatory publications could be classified as hate speech, and include “any statement, publication, notice, sign, symbol, emblem or other representation that (a) indicates discrimination or an intention to discriminate against a person or a group

or class of persons, or (b) is likely to expose a person or a group or class of persons to hatred or contempt”, based on any of the protected grounds.

The Canadian legal system relies on both legislation (e.g. the Charter and the Code) and case lawⁱⁱⁱ. Case law depends on *stare decisis*, meaning judges must follow the rulings made by judges in higher courts of the province, or the Supreme Court of Canada on the same issue (i.e. precedents). Many precedents exist in Canada with regard to Charter and Code challenges, including decisions that allow Section 2(b) of the Charter to be infringed upon due to the upholding of Section 1.

CURRENT STATUS

The SFSS currently has a by-law, SFSS By-Law 21 – Prohibition on Discrimination, which references the Charter and the Code. This by-law gives protection from discrimination to “any person on any ground enumerated in the Canadian Charter of Rights and Freedoms or the British Columbia Human Rights Code”. The SFSS currently does not have any other policies referencing discrimination.

KEY CONSIDERATIONS

1. Charter provisions relevant to the discussion of freedom of expression versus hate speech can be found in **Appendix A**.
2. It is important to note the influence the US legal system has on Canadian citizens’ interpretation of Section 2 of the Charter. In the US, Constitutional rights are absolute and freedom of expression (the First Amendment) is constitutionally protected and cannot be restricted by Congress^{iv}. There is no provision similar to Section 1 of the Charter included in the US Constitution.
3. In Canada, other Charter rights (often, s. 15(1) or s. 7), *Canadian Human Rights Code* rights, or laws in the *Criminal Code* regarding hate speech or propaganda typically trump freedom of expression (Charter s. 2(b)) due to Charter s. 1 in case law. Some examples of these cases include:
 - a. *Irwin Toy Ltd. v. Quebec (Attorney General)*, [1989] 1 SCR 927
 - b. *R. v. Keegstra*, [1990] 3 SCR 697
 - c. *Saskatchewan (Human Rights Commission) v. Whatcott*, [2013] 1 SCR 467
 - d. *Canada (Human Rights Commission v. Taylor)*, [1990] 3 SCR 892
4. However, there are cases, such as *R v Zundel* [1992] 2 S.C.R. 731, where a section of Criminal Code was found by the Supreme Court of Canada to not be justifiable under the Charter section 1 due to the definition included in the Criminal Code was too broad. This case demonstrates that that deficiencies in federal or provincial laws can be used to uphold section 2(b) of the Charter.

APPENDIX A: RELEVANT CHARTER SECTIONS

Section 1:

The Canadian Charter of Rights and Freedoms guarantees the rights and freedoms set out in it subject only to such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society.

Section 2:

Everyone has the following fundamental freedoms:

- (a) freedom of conscience and religion;
- (b) freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication;
- (c) freedom of peaceful assembly; and
- (d) freedom of association.

Section 26:

The guarantee in this Charter of certain rights and freedoms shall not be construed as denying the existence of any other rights or freedoms that exist in Canada.

ⁱ Walker, J. *Hate Speech and Freedom of Expression: Legal Boundaries in Canada*. Ottawa, ON: Library of Parliament. 2018.

ⁱⁱ BC Human Rights Clinic. "Overview of Human Rights Law." Accessed June 14, 2019.

https://www.bchrc.net/overview_of_human_rights_law

ⁱⁱⁱ Bora Laskin Law Library. "Step 2: Primary Sources of Law: Canadian Case Law." Accessed June 14, 2019.

<https://library.law.utoronto.ca/step-2-primary-sources-law-canadian-case-law-0>

^{iv} Walker, *Hate Speech and Freedom of Expression*

BRIEFING NOTE

PRO-CHOICE POLICY IMPLICATIONS

ISSUE

What are the operational implications of introducing a pro-choice policy at the SFSS?

BACKGROUND

The SFSS Board of Directors would like to introduce a pro-life policy at the SFSS. The CRPC has been tasked with preparing a pro-life policy on behalf of the Board of Directors. The SFSS Women's Centre currently has a pro-life mandate that states: "ensuring the reproductive rights and justice for all, including non-judgemental information on abortion and pregnancy, and support for parents and families." The policy will align and be based off this statement.

CURRENT STATUS

The SFSS currently has no "Issues Policies" declaring the Society's stance on different political or social issues. However, past Board decisions exist as the stance that the SFSS takes on a variety of issues. It is unknown if past SFSS Board of Directors resolved to uphold a pro-choice stance. The SFSS has one by-law, SFSS By-Law 21 – Prohibition on Discrimination, which gives protection from discrimination to "any person on any ground enumerated in the *Canadian Charter of Rights and Freedoms* or the *British Columbia Human Rights Code*". The SFSS club "SFU Lifeline" has recently been making news due to their pro-life event and potentially inflammatory materials (posters, pamphlets). There is a current student petition to "shut down" SFU Lifeline.

KEY CONSIDERATIONS

1. Several student unions in Canada have made decisions to de-fund or not approve certain groups on campus that are at odds with their pro-choice policy or stance. Most of these student unions entered into litigation with or were threatened with litigation from these groups, though most court decisions were in favour of the student unions as they did not deny the students from peacefully assembling (protected freedom under Section 2 of the Charter of Rights and Freedoms). When students were denied this right (see **University of Calgary**), they were penalized.
2. Some of the student unions or universities that entered or were threatened with litigation, and the outcome:

- a. **Central Student Association (CSA)** (University of Guelph): CSA revoked the club status of “Life Choice” through a Board of Directors’ decision in April 2008 where Life Choice was not invited, which contradicted their policy. The club appealed this decision to the Board in November, the Board shut the meeting down, consulted legal counsel, and then decided to create an independent tribunal to deal with the issue in the future. After another CSA board meeting in 2009, CSA announced that Life Choice had been reinstated. The CSA currently has a policy (Appendix E – Issues Policy – 2.2 Declaration of the Rights of the Women Student) that outlines the pro-choice stance.
- b. **Ryerson Students’ Union (RSU)**: In 2015, Students for Life at Ryerson (SFLR) launched a lawsuit against RSU alleging that they were discriminated against for their pro-life beliefs, resulting in denial of club status. The judge ruled in 2016 that as a private non-profit corporation, the RSU has the ability to approve or deny clubs for funding based on whether their mandates and ideologies comply with RSU’s policies, considerations of the Ontario Human Rights Code, and Ryerson’s policies. RSU has a policy (RSU Policy Manual – Section II Operational Policy #28) that is explicitly pro-choice.
- c. **University of Victoria Students’ Society (UVSS)** and **University of Victoria**: Youth Protecting Youth (YPY), a pro-choice student club at UVic, initiated legal action against the UVSS in 2010 for what they claimed was “a protracted campaign of censorship and discrimination against the club, in which the Student Society has deprived YPY of official club status and withdrawn its funding to punish it for expressing pro-life views”, even after the club was reinstated that same year. The outcome of this lawsuit is unclear, but YPY filed a lawsuit against UVic in 2013 (and named UVSS), after booking rights and use of public university spaces were revoked in 2012. The court ruled in favour of UVic in 2015, as did a higher court in 2016. A private settlement was reached in 2017. The UVSS has a policy (Issues Policy – Part 3, section 3.3. c)) that outlines a pro-choice stance.
- d. **University of Toronto Mississauga Student’s Union (UTSMU)**: In 2016, Students for Life, the pro-life group on campus, filed a court action against UTSMU, over allegations its club status was not renewed due to its stance on abortion. This club also had the assistance of the JCCF. The court ruled in favour of UTSMU, although the judge noted that UTSMU had shown incompetence in the handling of the Students for Life club’s application, but not in bad faith. The UTSMU has a policy (Issues Policy – Womxn’s Issues) that outlines a pro-choice stance.
- e. **Student Association at Durham College and UOIT (SA)**: In 2016, Speak for the Weak, a pro-life group at UOIT and Durham College, was denied club status and sought legal action in 2016 against the SA for this reason. The judge ruled in favour of the SA, and this decision was read alongside the UTSMU case and another case against RSU. The SA was wound up in 2017.
- f. **Kwantlen Student Association (KSA)**: When KSA denied the pro-life group Protectores Vitae from becoming a funded campus club in 2012, and were instead offered the unfunded “recognized group status” (similar to some SFSS constituency groups), they threatened to sue. The group had backing from the Justice Centre for Constitutional

Freedoms (JCCF), who offered a pro-bono lawyer to the group. At that time, KSA offered the group club status. The KSA no longer has a pro-life policy.

- g. **University of Calgary:** The University of Calgary found students that were part of a group called Campus Pro-Life guilty of non-academic misconduct for campus, due to their pro-life demonstrations. The university abandoned that position only upon court order in 2015.
3. The Government of British Columbia passed an *Access to Abortion Services Act* in 1995 in response to a history of violent protesting outside abortion clinics. The Act permitted the creation of an access zone around abortion clinics and service providers' homes within which sidewalk interference and protesting would be prohibited. In late 1996, the British Columbia Supreme Court held that the Act, **although it clearly infringed the freedom of expression and religion of the accused, was justified under section 1 of the *Canadian Charter of Rights and Freedoms***. The court found that, because the messages of the protesters **could contain exaggeration and misrepresentation**, and were **offensive in tone and comment**, they were not central to the core values of freedom of expression. On the other hand, the objective of the legislation, ensuring access to health care, is a fundamental value in our society.
4. Examining these past lawsuits between pro-life groups and student unions, the **likelihood of the student union winning the lawsuit is high** due to section 1 of the *Charter of Rights and Freedoms*. Costs of litigation to student unions are currently unknown but many of the lawsuits lasted for years.
5. Of all the lawsuits and other appeals examined, it appears that **most schools still have an active pro-life group on campus**, whether they are officially recognized by the student union or not.
6. The Board has not yet met with SFU Lifeline, the club this policy targets most directly.
7. What areas of the SFSS does the Board want to target with this policy?

OPTIONS

1. Create a pro-choice policy and leave it at that – it will not affect operations in any way.
2. Create a pro-choice policy that guides the Board on campaigns, advocacy efforts and events, both internally (SFU and students) and externally (government). “Groups” such as student unions, constituency groups and clubs would not be subject to these policies.
3. Create a policy and wait until “Groups Policies” are created or the Clubs Terms of Reference is revised to consider operational changes.
 - a. If a club’s mandate openly violates this policy, then it would be reviewed with possible negative consequences. Otherwise, it would be very hard to revoke club status or some of the club privileges.

RECOMMENDATION

I would recommend Option #2 for the time being.

NEXT STEPS

1. Present the policy to the Women's Centre, Board, and ED.
2. Have the Board meet with SFU Lifeline.
3. A risk assessment should be prepared in advance of the Board consideration of this policy.

APPENDIX A: CASES

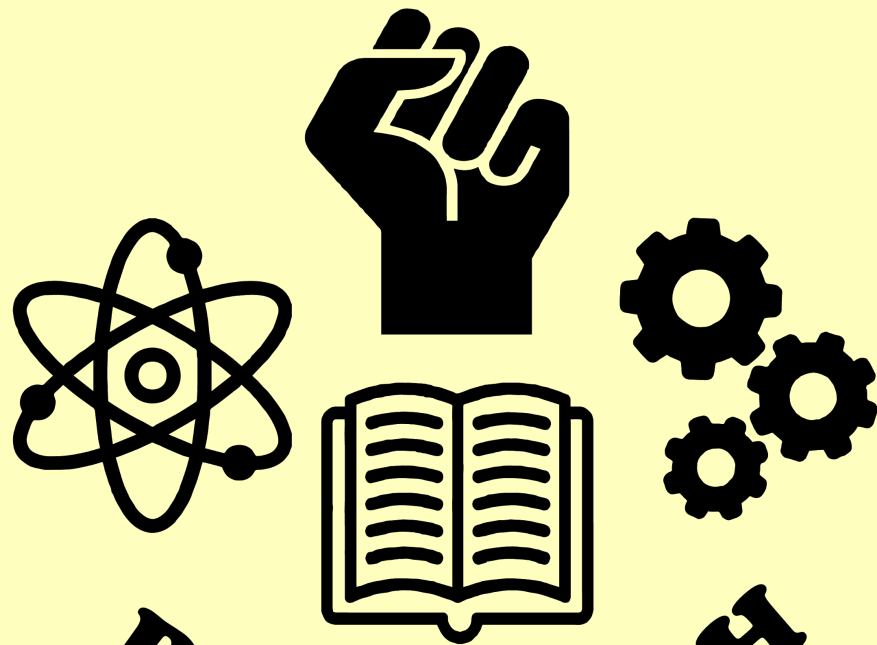
[Grant v. Ryerson Students' Union](#)

[The BC Civil Liberties Association and Cam Côté v. University of Victoria](#)

[Zettel v. University of Toronto Mississauga Students' Union](#)

[Naggar v. The Student Association at Durham College and UOIT](#)

[Wilson v. University of Calgary](#)



**RESEARCH
IS WORK!**

Research assistants are unionizing at SFU!

In less than 3 months, over 900 RAs
have signed union cards



There are ~1500 RAs who do the majority of the research work at SFU

Yet – there are no employment standards for RA contracts.

Late pay, no benefits, no security
no legal recourse or advocacy



SFU's reported research revenues:
\$142,000,000 / year

Estimated total salary of 1,500 RAs:
~\$10,000,000 / year

Average earnings of grad students:
\$20,000 / year



Average earnings of grad students:
\$20,000 / year

2004: \$20,000 per year (SFU Report)

2017: \$20,000 per year (GSS Survey)

156% increase in tuition fees
(2001-02 to 2017-18)



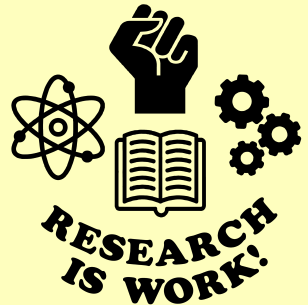
What other pressures to RAs face?

- Rising cost of living in the Lower Mainland
- Expectations of overwork
- Doubling cost of MSP premiums for international RAs



Who counts as an RA?

- Workstudy students
- Co-op students
- USRA recipients



SFU recognizes these problems.

In October 2018, SFU presented their plan to revise the R50 policy for Research Personnel to formalize RA employment at the university by September 2019.



Impact and Proposal

Impact:

- **Among research personnel**—uncertainty about career, inequity, lack of access to SFU support and benefits.
- **Among PIs**—personal risk, obligations and administrative burden of being an 'employer'.
- **To SFU**—inability to attract personnel, impacting reputation and research output.

Proposal:

- Revise R50 policies so that ~1,000 research personnel become SFU employees
- Provide them with access to institutional benefits through existing RA plan
 - Support PIs with guidance, advice and assistance (as the institution does for supervisors)
 - Provide resources to all parties to build awareness of rights and obligations
 - Prepare for an April 2019 onboarding for PDFs and September 2019 for other Research Personnel

(additional info on subsequent pages)

SFU

SIMON FRASER UNIVERSITY
ENGAGING THE WORLD

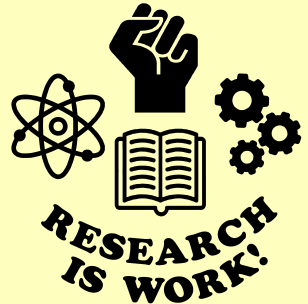


Proposed implementation timeline for discussion



Changes are coming.

How do we as RAs make sure that we have a say in how our employment is structured?



Research Assistants Unionize!

RAs are unionized at major universities across Canada:

- | | |
|-------------|------------|
| → Carleton | → Memorial |
| → Concordia | → Ottawa |
| → Lakehead | → Queen's |
| → McGill | → Ryerson |
| → McMaster | → York |

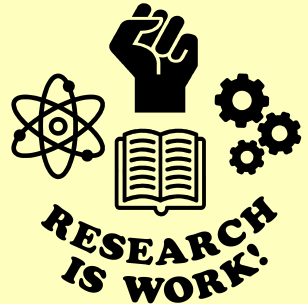


RESEARCH IS WORK



We have 900 union cards signed.

We need your help
to collect the rest!





TSSU represents: TAs, TMs, Sessional
Instructors, English Language & Culture,
Interpretation & Translation (ELC/ITP)
Instructors and Graduate Facilitators at the
Student Learning Commons

Independent, non-hierarchical,
direct-democratic



Collective TSSU Victories

1985

We fight in court and win inclusion of intl. students in public healthcare (MSP)

1988

We demand paid prof. development.
Win TA/TM day

1998

We demand SFU pay for healthcare & childcare
Win 100% MSP coverage & \$50k childcare fund.

2016

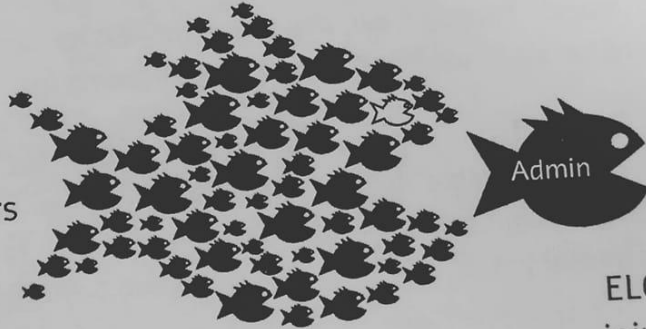
We fight and win seniority rights for sessional instructors

2014

We fight against Guard.me. We win \$120,000, price cut and ongoing refunds for students.

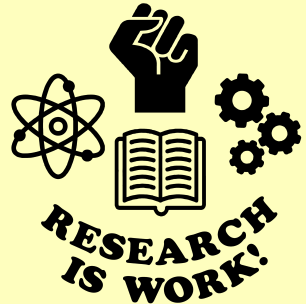
2012

We demand more grad student support and win University wide TA priority and more BUs



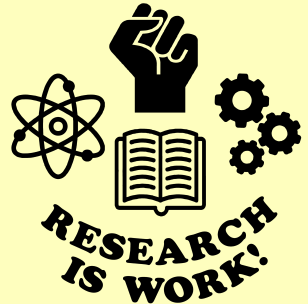
2004

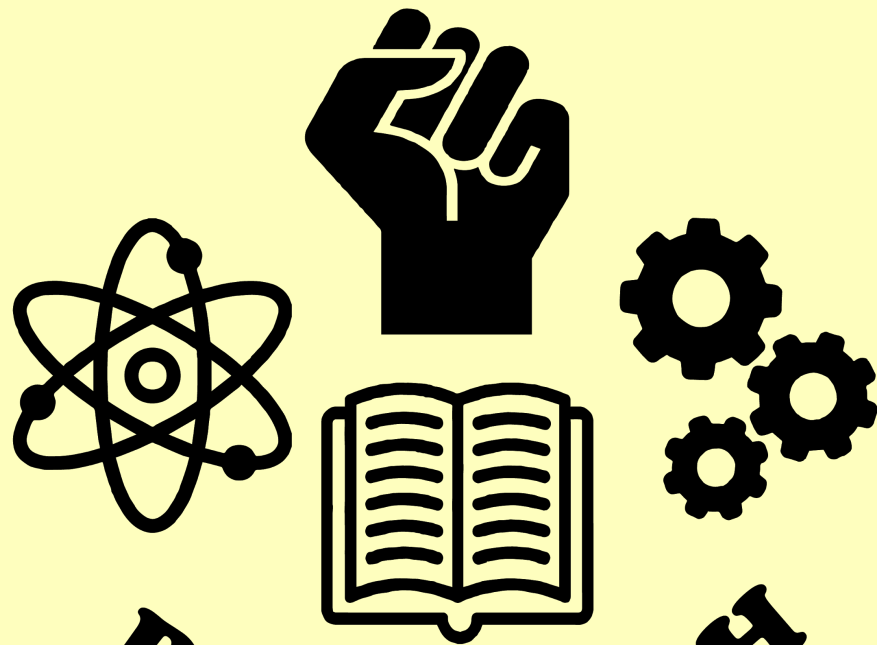
ELC / ITP Instructors join and win seniority rights, benefits, due process protections, pay increases, and more.



Member benefits won by TSSU over the last 40 years

- 100% employer-paid MSP
- 75% paid extended health
- Guard.me reimbursement
- Access to TSSU member childcare fund
- Tuition deferment
- Sick leave
- And more!





**RESEARCH
IS WORK!**

Pro-Choice Policy & Issues Policies

Background

Over the course of the last 6 months, I have been working with Sarah (Campaigns, Research and Policy Coordinator) and Paola (SFSS Women's Centre) to develop a reproductive rights policy and an Issues Policies manual, after being contacted by students who felt unsafe on campus due to anti-choice club promotions and activities. In the development of this policy, we have sought the advice and/or approval of the following groups:

- SFSS Women's Centre
- SFSS Out on Campus
- SFSS Council
 - Archaeology Student Union
 - Psychology Student Union
 - ISSA
 - Geography Student Union
 - Political Science Student Union
 - Education Student Association
 - Health Sciences Undergraduate Student Union
 - History Student Union
 - BNSS

SFSS Council also sent a letter to the Board of Directors, following a motion that passed at the Council table on Wednesday, October 30th, 2019 to approve of the drafted policy as it currently reads, and the recommendation that the Board of Directors do the same.

Motion

- 1. Be it resolved that the SFSS establish Issues Based Policies, for the purpose of establishing the Society's stance on social, political and economic issues relevant to the membership.*
- 2. Be it further resolved to adopt IP-1: Reproductive Rights.*

Recommendations

That the SFSS Board of Directors adopt this policy as it currently reads as recommended by Council, and work further on issues policies that are relevant to the membership.

Pending the adoption of this policy, that SFSS Staff take action to ensure that all clubs are in accordance with this policy and the Clubs Terms of Reference.

November 1, 2019 BOARD MEETING SIGN IN SHEET

PLEASE PRINT CLEARLY

FIRST NAME	LAST NAME	POSITION/TITLE	EMAIL ADDRESS	STUDENT #	SIGNATURE*

*** Statement of Consent for the Disclosure of Personal Information**

I, the aforementioned member, hereby give consent for the Simon Fraser Student Society (SFSS) to collect, use and disclose any and all personal information provided on this form required for the purposes of maintaining a meeting record and confirming my eligibility as a member the Simon Fraser Student Society (SFSS) to the SFSS. My name and affiliation may be published on the SFSS website. No use or disclosure of personal information about me to the SFSS is permitted beyond the terms described herein without my express written authorization or unless permitted or required by law.

Letter to the SFSS Board of Directors from Council

2019-10-31

To the Simon Fraser Student Society Board of Directors,

Since 2011, the Simon Fraser Student Society has recognized and funded SFU Lifeline, an anti-abortion club that advocates for pre-born children and supports anti-abortion establishments. Through their efforts, Lifeline hopes to eliminate protections afforded to women through the Charter of Rights and Freedoms. Advocacy for “life-affirming choices” ultimately takes away any semblance of choice from women regarding their health and perpetuates reproductive oppression that is Canadian courts continue to recognize as being inherently misogynistic and harmful to women, including those on campuses.

The presence of such clubs as well as recent events highlight the damaging ideologies that are perpetrated when adequate issues policy is not present to protect the membership. The Simon Fraser Student Society states in their mandate to “support students [to] reach their full potential” and in the 2019-2021 Strategic Plan to aim to “enhance student experience” and “increase students’ engagement and sense of belonging” but without policy there is no foundation to do so. Other student unions across the country, including the University of Alberta, Ryerson University, and the University of Toronto all have policies in place to address these issues that can significantly affect students. The Simon Fraser Student Society must urgently take action immediately to ensure that similar policies are in place in order to prevent issues before they come up and to properly direct the Society if they do. The Society must take a pro choice stance to be able to implement such policy. The illusion of which is already offered to the society based on the SFSS Women center’s pro choice mandate.

The Simon Fraser Student Society Council supports the draft as presented, as well as the development and implementation of formal issues-based policy. Additionally, in the best interest of the student body and membership, the Council would like to see the creation of this and further policies proceed in an appropriate, timely manner.

The following student bodies in addition to the SFSS Council, approve and support the draft of the pro choice issues policies:

Archeology Student Union

Psychology Student Union

Out On Campus Collective

Women Center Collective

ISSA

Geography Student Union

Political Science Student Union

Education Student Association

Health Science Undergraduate Student Union

History Student Union

BNSS

Sincerely,

Simon Fraser Student Society Council

The following Board policies establish the stance of the Society on social, political and economic issues relevant to the membership of the SFSS.

SFSS Issues Policies

Simon Fraser Student Society

simon fraser
student society

TABLE OF CONTENTS

Purpose of this Manual.....	3
Policy Review and Approval Process	4
IP-1: Reproductive Rights.....	5

PURPOSE OF THIS MANUAL

The SFSS Issues Policies shall serve to clarify the stance of the Society on social, political and economic issues relating to student life and post-secondary education that are important to the SFSS membership. The SFSS Issues Policies shall also serve as a resource and a guide to assist in the development of campaigns, stakeholder relations and media strategies employed by the Society.

The SFSS shall limit its Issues Policies to issues directly pertaining to student life and post-secondary education. The issues covered by these policies are developed through member engagement activities.

POLICY REVIEW AND APPROVAL PROCESS

Each policy will be reviewed annually.

Where no change is required, the policy will remain in its current state.

Where need or opportunities for improvement arise, policy shall be created, changed, or repealed in the following way:

1. The office responsible for the policy outcome shall propose amendments to the Executive Director (ED) or their designate.
2. The ED or their designate shall review the proposed changes with the department head.
3. Where deemed acceptable, the proposal shall be submitted to the Board of Directors or Executive Committee for comment.



IP-1: REPRODUCTIVE RIGHTS

POLICY TYPE:

POLICY TITLE: REPRODUCTIVE RIGHTS

POLICY REFERENCE NUMBER: IP-1

[Adopted: November 15, 2019](#)

[Next Scheduled Revision](#)

[Previous Revisions](#)

Preamble

The United Nations 2030 Agenda for Sustainable Development calls for “ensuring universal access to sexual and reproductive health and reproductive rights”. It supports [individuals] in “mak[ing] their own informed decisions regarding sexual relations, contraceptive use and reproductive health care”. These reproductive rights provide individuals with choice. The SFSS is a trans-inclusive organisation thus, this policy does not just apply to cisgender women. This policy uses the term **trans-inclusive** as an umbrella term to mean inclusive of transgender, non-binary, genderqueer, gender neutral/agender, and gender non-conforming identities and experiences.

Pro-choice is the view that individuals with reproductive capacity should have the right to make decisions on their own sexual and reproductive health. Pro-choice is not pro-abortion; it simply defends the right of an individual to **bodily integrity**, or the importance of personal autonomy and the self-determination of humans over their own bodies.

Pro-life, on the other hand, is the view that is generally characterised as anti-abortion, for either moral or religious reasons. This view supports the right to life of a fetus, and thus may support the criminalisation of abortion. Some supporters believe there are some cases where abortion should be permitted, while others do not.

Both pro-choice and pro-life are broad viewpoints with no clear definition. Not all pro-choice nor all pro-life supporters maintain the above stances.

Policy

1. The SFSS supports:
 - a. The fundamental right to bodily integrity for all individuals;

- b. Reproductive rights and justice for all, including the freedom of reproductive choice;
 - c. The provision of non-judgemental information on abortion and pregnancy, and support for parents and families; and
 - d. Information to access safe, publicly-funded reproductive health services including but not limited to reliable contraceptives, and family planning information and services, in the manner of the individual's choice.
- 2. The SFSS opposes:
 - a. Any legislation, act or designation that directly or indirectly contravenes or limits an individual's reproductive rights or bodily integrity;
 - b. Any campaigns, actions (including the posting or distribution of materials), or lobbying activities that support the limitation of reproductive freedom of choice, reproductive justice and/or bodily integrity; and
 - c. Harmful medical practices, such as female genital mutilation and forced sterilization.
 - d. Recognizing as a club or providing any SFSS resources to groups who seek for and/or advocate to limit an individual's reproductive rights or seek to criminalize an individual for their right to choose abortion and access reproductive care;
 - i. Providing SFSS resources includes but is not limited to funding, facilities booking, staff time, and other organizational or financial resources.

AP-22: Personal Information

1. The Simon Fraser Student Society shall comply with the Personal Information Protection Act (hereinafter referred to as the Act.). This includes the Board of Directors, staff, departments, committees, working groups, departmental student unions, clubs, and constituency groups of the Society.
2. Personal information as defined by the Act is “information about an identifiable individual and includes employee personal information but does not include (a) work contact information, or (b) work product information”.
3. Personal information shall not be disclosed to outside persons or organizations, except as required by law, without the consent of the individual. Personal information shall not be sold to other persons or organizations.
4. Personal information shall not be included on the agenda or supporting documentation of meetings of the Society's Board of Directors, Student Council, committees or working groups without the consent of the individual. Such consent shall include an understanding that such documents are publicly available to the Society's membership.
5. The following, or similar language shall be included in or posted clearly by all sign up sheets, petitions, and any other forms or documents designed to collect personal information for the Society and its branches: “This form has been created in

compliance with the Personal Information Protection Act. The personal information you provide will be used solely for _____ [fill in purpose here]. By providing it, you give the Simon Fraser Student Society [or name of department] consent to use this information in this way only. This information will be kept confidential and will not be sold or traded to any other organization. If you do not consent to this, please refrain from providing us with your information."

6. The President and the VP Finance jointly serve as Privacy Officers for the Society and shall be responsible for:
 - a. familiarizing themselves with the Act and the legal requirements that it places on the Society,
 - b. coordinating the education of the Society's staff, Board of Directors, Student Council, committees, working groups, and the executive officers of the Society's departmental student unions, clubs, and constituency groups concerning their obligations and responsibilities under the Act and this policy,
 - c. ensuring that all forms, petitions, and other documents that are used to collect personal information clearly note the purposes for which such information shall be collected,
 - d. receiving and responding to all personal information protection requests and complaints, and
 - e. ensuring that the Society maintains appropriate controls over all personal information that is under the control of the organization, and
 - f. ensuring that the Society destroys personal information that may no longer be used or disclosed.
7. All completed forms used to collect personal information shall be kept in a locked filing cabinet or box. Any electronic files containing information gathered from said forms shall be stored on a password-protected computer.
8. Each office and/or department of the Student Society shall develop a retention and destruction schedule that will be kept on file with the Society's Privacy Officers.
9. Any decision of the Privacy Officers may be appealed to the Executive Committee. The Society will make every reasonable effort to resolve disputes without the need to involve the Privacy Commissioner under the Act.