1. CALL TO ORDER

Call to Order – 4:36 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), Sel̓íl̓witulh (Tsleil-Waututh), kʷikʷəƛ̓əm (Kwikwetlem) and q̓ic̓aʔ (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 Council Composition

Student Union Representatives

- Applied Science .......................................................... Vacant
- Archeology ........................................................................ Damon Tarrant
- Art, Performance, and Cinema Studies ................................. Vacant
- Asia Canada Studies ............................................................ Vacant
- Bachelor of Environment .................................................... Tiana Andjelic
- Behavioral Neuroscience .................................................... Aarthi Srinivasan
- Biology .............................................................................. Nicolas Bonilla
- Biomedical Physiology & Kinesiology ................................... Gurleens Grewal
- Business ............................................................................. Vacant
- Chemistry .......................................................................... Vacant
- Cognitive Science ............................................................. Aaron Fung
- Communications ............................................................... Alan Ropke
- Computing Science ............................................................ Shariq Ahsan
- Criminology ........................................................................ Ava Wood
- Dance ................................................................................ Vacant
- Data Science Student Union ................................................. Vadym Shakhraichuk
<table>
<thead>
<tr>
<th>Faculty or Student Union</th>
<th>Name</th>
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<tbody>
<tr>
<td>Earth Science</td>
<td>Eden Lien</td>
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<td>Economics</td>
<td>Rafid Rahman</td>
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<td>Education</td>
<td>Christine Yoo</td>
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<td>Liam Feng</td>
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<td>Gabe Liosis</td>
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<td>Faculty of Communication, Art and Technology</td>
<td>Rastko Koprivica</td>
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<td>Faculty of Environment Event</td>
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<td>Rio Huenemann</td>
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<td>Simran Basra</td>
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<td>Geography</td>
<td>Natasha Kearns</td>
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<td>Indigenous Studies Student Union</td>
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<td>Interactive Arts and Technology</td>
<td>Jung-yeon Lee</td>
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<td>Sude Guvendik</td>
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<td>Linguistics</td>
<td>Alev Maleki</td>
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<td>Mathematics</td>
<td>Ben Tischler</td>
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<td>Mechatronics System Engineering</td>
<td>Ryley McWilliams</td>
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<td>Molecular Biology &amp; Biochemistry</td>
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<td>Music Student Union</td>
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<td>Operations Research</td>
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Performing Arts...............................................................Vacant
Philosophy.................................................................Ashley Flett
Physics...........................................................................Daniel Alder
Political Science..............................................................Brydan Denis
Psychology ........................................................................Mark Giles
Public Policy ..........................................................................Vacant
Science Undergraduate Society ........................................Ayooluwa Adigun
Semester in Dialogue ........................................................Vacant
Society of Arts and Social Sciences ....................................Hilary Tsui
Sociology and Anthropology ..............................................Arthur Lee
Software Systems................................................................Gurmehar Singh
Statistics and Actuarial Science (SASSA)..............................David Taeil Ahn
Sustainable Community Development...............................Vacant
Sustainable Energy Engineering Student Society ...............Mohammad Al-Sheboul
Theatre Student Union........................................................Vacant
Visual Arts ..........................................................................Vacant
World Languages and Literature.........................................Raghava Payment

Constituency Group Representatives
Disability and Neurodiversity Alliance ..............................Vivian Ly
First Nations, Métis & Inuit Student Association ..............Keianna James
International Student Advocates ......................................Vacant
Out on Campus Collective ...............................................Vacant
Students of Caribbean & African Ancestry......................Linda Chobang
Women Centre Collective ................................................Nim Basra

Affiliated Student Groups
Residence Hall’s Association (RHA) .................................Emmanuel Adegboyega
Student Athlete Advisory Committee (SAAC) ......................Vacant
SFSS Executive Committee
President (Chair) .................................................. Helen Sofia Pahou
VP Internal and Organizational Development .......... Judit Nagy
VP Finance and Services ........................................ Abhisheek Parmar
VP University and Academic Affairs .................... Nicole Kirigin
VP External and Community Affairs ....................... Eshana Baran
VP Equity and Sustainability ................................ Rea Chatterjee
VP Events and Student Affairs ................................ Vaibhav Arora

3.2 Society Staff
Operations Organizer ........................................... Ayesha Khan
Board Organizer ................................................... Emmanuella Droko
Policy, Research, Community Affairs Coordinator .... Beaty Omboga
Administrative Assistant ........................................ Simar Thukral
Building Manager ................................................... John Walsh

3.3 Regrets
Behavioral Neuroscience ......................................... Aarthi Srinivasan
Cognitive Science ................................................... Aaron Fung
Linguistics Student Union ....................................... Alev Maleki
Statistics and Actuarial Science Student Association .... David Taeil

3.4 Leave of Absence
VP Equity and Sustainability ................................ Rea Chatterjee

3.5 Guests
SFU 350 .............................................................. Wei Chun
SFU 350 Co-President ............................................ Abigale Heard
SFU 350 .............................................................. Allyson Soriano
The Peak Newswriter ............................................. Chloe Arnerson
3.6 Absents
Archaeology Student Society ........................................Damon Tarrant
Data Science ...............................................................Vadym Shakhraichuk
Economics Student Society ............................................Rafid Rahman
English Student Union ....................................................Gabe Liosis
Gender, Sexuality and Women Studies Student Union..........Simran Basra
Indigenous Studies Student Union ....................................Anita Shen
International Studies Student Association .........................Sude Guvendik
Molecular Biology and Biochemistry Student Union ..........Houman Layegh Mirhossein
Political Science Student Union ......................................Brydan Denis
Psychology Student Union ..............................................Mark Giles
Sustainable Energy Engineering Student Society ..............Mohammad Al-Sheboul
Disability and Neurodiversity Alliance ..............................Vivian Ly
First Nations, Métis & Inuit Student Association ..............Keianna James
Students of Caribbean & African Ancestry .......................Linda Chobang
Residence Hall’s Association ...........................................Emmanuel Adegboyega

4. CONSENT AGENDA
4.1 CONSENT AGENDA
Be it resolved to adopt the consent agenda by unanimous consent.
CARRIED UNANIMOUSLY

4.1.1. MATTERS ARISING FROM THE MINUTES-Council Minutes-MOTION COUNCIL 2022-07-20:01
Be it resolved to receive and file the following Council minutes:
• Council 2022-04-27
• Council 2022-06-22
4.1.2. MATTERS ARISING FROM THE MINUTES-Committee Minutes-
MOTION COUNCIL 2022-07-20:02
Be it resolved to receive and file the following Committee minutes:

• EXEC 2022-06-14
• GOV 2022-06-06
• GOV 2022-06-20
• GOV 2022-07-04
• OCEO 2022-05-25
• OCEO 2022-06-23
• ECA 2022-06-27

4.1.3. NP-1 Language-Governance Model Synchronisation- MOTION COUNCIL 2022-07-20:03
SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
Whereas NP-1 references Executive Committee Elections;

Whereas NP-1 still references the old Board model;

Be it resolved to strike “Board of Directors” and replace it with “Executive Committee.”

4.1.4. Housekeeping Changes to the terms of reference of the Committee for the Recommended Appointment of an IEC (CRAI)-MOTION COUNCIL 2022-07-20:04
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas the terms of reference for the CRAI currently contain several minor typos;

Whereas the purpose listed in the terms of reference for the CRAI is currently inaccurate;

Be it resolved to amend the “Purpose” section in the CRAI Terms of Reference by striking it and replacing it with “The purpose of this committee is to interview candidates for the IEC Commissioner Positions
and make a recommendation to Council for the appointment of candidates to the IEC”.

Be it further resolved to amend the “Deliverables” section in the CRAI Terms of Reference by striking all occurrences of the word “Board” and replacing it with “Council”.

Be it further resolved to amend the first sentence of the section “Communications” in the CRAI Terms of Reference by striking the words “in person”.

Be it further resolved to amend the second bullet point of the section “Relevant Bylaws and Policies” in the CRAI Terms of Reference by striking it and replacing it with “SFSS Elections and Referenda Policies.”

4.1.5. Housekeeping Changes to R-2 - MOTION COUNCIL 2022-07-20:05
SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
Whereas there is a minor error in R-2 based on inconsistent wording due to past amendments not fully considering all language that exists in R-2;

Be it resolved to amend R-2.7 by striking the word “semi-monthly” and replacing it with “monthly”.

4.1.6. R-8 Updates Alternates - MOTION COUNCIL 2022-07-20:06
SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
Whereas R-8 is referencing the wrong bylaws;

Whereas it is unclear who can fill in as an alternate at council meetings;

Whereas alternates under bylaw 6(24)(b) and (c) are entitled to the same voting, speaking, and in-camera privileges as regular directors;

Be it resolved to strike “bylaw 17(7)” from “relevant bylaws” and replace it with “bylaw 15(7).”
Be it further resolved to add: “8.2 (a). As per the membership definition of the SFSS Constitution, any and all, alternative councillors must be in good standing of the Society and must be an undergraduate student at SFU.”

Be it further resolved to add: 8.3(a). The appointment of alternate councillors must be communicated to the President and VP Internal and Organizational Development prior to the alternate’s attendance at the Council meeting.
8.3(a)(i) The groups shall provide the alternate’s or alternatives’: full name, student number, and student email.”

Be it lastly resolved to strike “bylaw 17(7) from R-8.6 and replace it with “bylaw 15(7).”

4.1.7. Acceptance of Resignation- MOTION COUNCIL 2022-07-20:07
SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
Be it resolved to accept the resignation of the Disability and Neurodiversity Allianca Councillor “Vivian Ly”, English Councillor “Gabe Liosis”, and Indigenous Studies Student Union Councillor “Anita Shen”.

4.1.8. RATIFICATION OF REGRETS-MOTION COUNCIL 2022-07-20:08
SUBMITTED BY: President “Helen Sofia Pahou”
Be it resolved to ratify the regrets from Behavioural Neuroscience Councillor “Aarthi Srinivasan” due to their vacation time.

5. ADOPTION OF THE AGENDA
5.1 MOTION COUNCIL 2022-07-20:09
Helen / Abhishek
Be it resolved to adopt the agenda as presented.
CARRIED AS AMENDED
• VP Finance moved to include regrets from Economics Councillor.
• VP External moved to include a new discussion item.
• Sociology and Anthropology Councilor expressed their concerns regarding the amendment.

• VP Equity expressed that this discussion item is in regards to the email that was sent out to Council just before the meeting.

• Software Systems Councilor spoke against this amendment and mentioned that they feel this discussion is not good for at least this quorum. Also, if the discussion is around the email that was sent out, more time should be given considering the fact that it was sent just few hours ago.

• In response to VP Finance regarding if VP Equity and VP External have had a legal advice on this to ensure there is no legal liabilities to read this out and there is no breach of in-camera, VP Equity mentioned that they have not yet had any legal consultation on that.

• Mathematics Councilor expressed that based on the response provided by our VP Equity, they agree with the concern raised by our Computing Science Councilor and VP Finance. Based on the response, they will be voting no for this discussion item and strongly encouraged others to do so as well.

(NOT CARRIED)

In Favor (3): History, VP External, and VP Equity.

Against (20) – Communication, Computing Science, Criminology, Earth Science, Education, Engineering Science, FCAT, Film, Health Science, IAT, Mathematics, MBB, Philosophy, SASU, Software System, President, VP Internal, VP Finance, VPUAA, and VP Events.

Abstentions (12) - Bachelor of Environment, Biology, BPK, French, Geography, Physics, Science Undergraduate Society, SASS, Statistics and Actuarial Science, World Languages and Literature, RHA, and Women’s Center Collective.

• The President moved to include regrets from COGS councilor and
Linguistic councilor.

- VP University and Academic Affairs moved to include new business item - 9.8.
- The President moved to include Q/A section - 11.
- The President moved to include 17.5 and 17.6.

6. RATIFICATION OF REGrets

6.1 MOTION COUNCIL 2022-07-20:10
Helen / Abhishek
Be it resolved to ratify regrets from Economics Councillor “Rafid Rahman”, Cognitive Science Councillor “Aaron Fung”, and Linguistics Councillor “Alev Maleki”.
CARRIED UNANIMOUSLY

7. PRESENTATION

7.1 CSSS Frosh 2022
SUBMITTED BY: Computing Science “Shariq Ahsan”
- Frosh week is being happening since last 10 years and has been a biggest event for the CSSS.
- Every year, the CSSS welcomes new students to engage with their fellow students, ask for advice, and make connections with friends and mentors.
- CSSS Frosh Week is open to attend by all SFU students regardless of year or major. Anyone who would like to engage with the community is welcome to attend.
- CSSS Frosh Week is completely free for all attendees.
- Event expenses for Ice Cream Social and Scavenger Hunt would be $160, on Tuesday for Hike and Pizza Lunch it would be $700,
- The General Expenses would include t-shirts, art, banner, prizes, and contingency fee totalling up to $3225.
- CSSS Frosh Week 2022 will be essential for incoming Computing Science students to engage with their community, learn about the opportunities available to them, and meet fellow students. It serves as an opportunity for
the new students to learn about what goes around the campus.

* Students of Caribbean & African Ancestry left the meeting

7.2 Review of Meetings with Politicians
SUBMITTED BY: VP External and Community Affairs “Eshana Baran”

- They met with MLA Kang and they talked about Tuition freeze now, upcoming funding review, and international student’s rights and fees.
- They met with Mayor Mike Hurley to talk about TMX Pipeline, Gondola updates, students in Burnaby, and the Water Drive.
- They met with Councillor Mike Hillman to have a tour of the SUB, communicate about gondola, and open educational resources.
- They met with Mayor Doug McCalluum to talk about Water Drive, Surrey SUB, Transit times in Surrey, and Student housing.
- They met with Councillor Alison Gu to go over VP External Annual Plan, Anti-TMX work, and tuition waiver for youth in care.
- They met with MLA Katrina Chen to discuss about Anti-TMX Pipeline work, the Burnaby Mountain Gondola, Municipal elections, National Day of Truth and Reconciliation, and Student Housing.
- They communicated with MLA Lisa Beare and Bod D’Eith about access to post-secondary in maple ridge, improving public transportation into tri-cities for Maple Ridge, climate justice, and recognizing National Day of Truth and Reconciliation day.

7.3 Updates on the VP External and Community Affairs Annual Plan
PRESENTED BY: VP External and Community Affairs “Eshana Baran”

- Relationship Building with the politicians.
- Budget 2023 Consultation is completed.
- External and Community Affair Committee is setup and running.
- ECA Committee at-large membership application went out and members have been recruited by now.
- Attended Labor Notes Conference.
- Updates on Burnaby Mountain Gondola.
• Water Drive.
• Municipal elections – get out to vote campaign.
• Starting a campaign with other student unions and student organizations.
• Gondola Celebration.

7.4 Bans Off our Bodies Solidarity Rally Recap
SUBMITTED BY: Women’s Center Collective “Nim Basra”
• The day before the Rally, the WC hosted poster making session on July 12th.
• On July 13th, 2022 the SFSS WCC hosted a rally to stand in solidarity with all those globally who do not have access to safe and legal actions.
• The WCC and department’s aim to bring together the community and demonstrate that they are not alone in the hope for a world where everyone had the right to bodily autonomy.
• There were people who came to deliver a speech – Helen Sofia Pahou from SFSS, Ally Soriano from SFU 350, Paola Quiros from Sexual Violence Support and Prevention Office, Nebula from Out on Campus, Nim Basra from Womens Centre.
• The reason why this march took place was because there is no enshrined law protecting the right to abortion in Canada. 86 members of Parliament are anti-choice, and there is inequitable access for marginalized and historically excluded communities.
• There are only three publicly-funded sites for abortion care in New Brunswick, which means that over half a million of the province’s residents live hundreds of kilometers from the nearest provider.
• Clinic 554 operates out of Fredericton and provides abortion up to 16 weeks of pregnancy. They have subsidies available for those who cannot afford the cost of an abortion at the clinic. Due to lack of support from the provincial government, Clinic 554 recently had to sell their building, but fortunately the current owners are still renting them space to continue their work.
• Following the rally, they hosted a gathering in WC that allowed for further discussion, information about support, building connection, decompression, to have snack.
8. REPORTS FROM COMMITTEES

8.1 Executive Committee Report

- **President:**
  - Joint Health and Safety Committee Meetings.
  - SFSS Executive Committee Meetings.
  - Council Agenda Planning.
  - Municipal Election Planning Updates with VP External.
  - Board Organizer check-in’s.
  - SVSPO Advisory Panel Meeting.
  - Attend the Bans off our Bodies Solidarity Rally.
  - SFSS and GSS Presidents with Joy Johnson.
  - Meeting with WE consulting.
  - July SUB inspections.
  - Check-in with Building Manager.
  - Check-in with Student Advocacy coordinator and CUPE representative.
  - SFSS and Student Care tabling.
  - CCBC Work.
  - Administrative Work.

- **VP Internal and Organizational Development:**
  - Orientation feedback is out.
  - Student Care tabling earlier today.
  - Governance Committee and Emergency Governance Committee meetings.
  - Nominating Committee meeting.
  - Member’s meeting planning committee.
  - Ukrainian Students working group meeting.
  - Notice of motion tracker.
  - Staff Consultation folders sent out.
  - Confirmed development sessions until October.
  - Staff meeting structure working group.
  - H and C support for council.
  - Setting AGM date.
  - Staff Council update emails.
  - Staff Check-in’s
• **VP Finance and Services:**
  - Meeting with SFSS investments portfolio manager.
  - EFT project with finance coordinator.
  - Admin work (signing cheque requisition, emails, bank requisition, payroll, and check-in).
  - Preparing for approval payroll while certain staff are on vacation.
  - Tabling with Student Care.
  - AVP Finance Search committee.
  - Governance Committee.
  - Nominating Committee.
  - Meeting with Compass. (mental health group)
  - First FASC meeting this Friday.

• **VP University and Academic Affairs:**
  - Enrolment Appeal Committee.
  - Council Mental Health and Wellbeing working group.
  - Strategic planning: University and Academic Affairs committee.
  - AVP University and Academic Affairs Search committee.
  - Meetings with University Administrators.
  - Formation of the VP UAA Annual Plan.
  - Optimizing Student Engagement in SFSS Affairs — Project.
  - Regular office hour for Student Engagement.
  - Investigation of Accessibility concerns at the University.
  - Investigation of optimal student communications and policy limitation.
  - Low barrier meet and greet on campus for student engagement.

• **VP External and Community Affairs:**
  - Staff meeting working group.
  - U-Pass working group meeting.
  - Executive meeting.
  - VP External office updates to staff.
  - Migrant Students United weekly meeting.
  - External and Community Affairs committee meetings.
- They met with Liam Maclure from Metro Vancouver Alliance.
- Poster making with Women’s Centre for the Bans off our Bodies Solidarity Rally.
- Meeting with SFU about complaints letter process.
- Student Worker organizing meeting.
- Bans Off our Bodies Solidarity Rally.
- Gondola updates to the SFSS Website.
- VP External and AVP External Check-in.

• **VP Events and Student Affairs:**
  - LinkedIn Professional Photoshoot.
  - Spiderman movie night on June 27th.
  - Executive Meeting.
  - Meeting with poparide.
  - Meeting with potential sponsor for street fest.
  - At large membership candidates for ESAC interviewed.
  - Esports discussion.

8.2 **CCBC Report**
• The president mentioned that CCBC has progressed in studying the evidence that was brought forward to the committee. To further on the ongoing investigations, CCBC has reached a point where the committee is prepared to compel or request individuals to answer question or provide testimonies. Members of Council may be compelled or requested to come to the committee. They will receive the compel or request letter via their Council email.

*6 minutes break taken at 6:04 pm*

9. **NEW BUSINESS**
9.1 Approval of CCBC Public Report – MOTION COUNCIL 2022-07-20:11
**SUBMITTED BY:** President “Helen Sofia Pahou”
Abhishek / Ayooluwa
Whereas the CCBC has developed a public report about the investigation into the February 16th Leak of In-Camera information onto Reddit.

Whereas a non-confidential, public report is important to ensure that the membership is aware of further context behind Council’s decision;

Whereas the CCBC has approved the current draft of the Public Report;

Be it resolved that Council approves the release of the Public Report;

Be it further resolved to task SFSS Communications Department on for the distribution of the public report via the SFSS website.

CARRIED UNANIMOUSLY

9.2 CSSS Frosh 2022 – MOTION COUNCIL 2022-07-20:12

SUBMITTED BY: Computing Science “Shariq Ahsan”

ATTACHMENT:
Ben / Abhishek

Whereas the Simon Fraser University Computing Science Student Society (CSSS) plans to hold the Frosh Week event from September 12th to September 16th to welcome new Computing Science students to Simon Fraser University;

Whereas the CSSS has successfully hosted Frosh Week for the last 10+ years;

Whereas they will need financial support above what staff and admin can approve;

Whereas they're requesting $8,100 to support their event;

Be it resolved that Council approve spending up to $8100 from line item 5000/G to go towards supporting their event.

CARRIED AS AMENDED

• Computing Science Councillor mentioned that Frosh event has been happening since 10 years and they hope to successfully plan and executive this event.
• In response to History Councillor for the clarification for line item 5000/g, the VP Finance mentioned that it comes from Student Union grants.
• The president spoke in favor of this motion and expressed that CSS has been doing this for 10 years so they would like to support them. In terms of recommendation on the amount of money going out based on the grant department, the recommendation that they have been given is to support all expenses except for t-shirts, there is policy in place where the limit is for $200. Whereas, in the current budget as presented, the expense is for $2225. Also, the $700 from contribution from core, and $700 from contingency fund. So, based on that if the amount could be lowered to $5510 as per the recommendation.
• Mathematics Councillor expressed that while they understand the recommendations based on the funding guideline currently has been written, they are aware that Council in the past has approved more than $200 for expense relating to t-shirts for i.e. Storm Hacks and SUS Frosh Week.
• Mathematics Councillor moved to amend to strike “X” with “8100”.
• VP Internal expressed that this is a welcome event for the students and this is more than reasonable to do.
• VP Events suggested that since this event is funded by SFSS budget, it would be appreciated if it can have SFSS logo and posters alongside the Student Union logos.

SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
Judit / Ben
Be it resolved to amend SO-18.3 by striking “involves” and replacing it with “involves:”

Be it further resolved to strike the 8th point in the “Composition” section of SO-18;

Be it further resolved to strike the 10th point in the “Composition” section of SO-18;
Be it further resolved to strike “Constrains” and replace it with “Constraints”;

Be it further resolved to amend SO-18.10 by adding a new section (a) that reads:

a. Notwithstanding SO-18.10, the committee may not approve additional funding for projects where funding has already been granted for that project by Council.

Be it further resolved to strike SO-18.11 and SO-18.12, and renumber accordingly;

Be it further resolved to amend SO-18.19 by striking “Annual Budget” and replacing it with “Annual Budgets.”

CARRIED UNANIMOUSLY

• VP Internal mentioned that updates were needed in the policy to keep things consistent. They are fixing typos and are adding in a clause that allow for SPOC not to be abused and not to be used as a top-up. So if a funding request is submitted to council for your space, then it would just go back to council if more money is needed and council is kept in the loop so that the transparency is maintained.

* Residence Hall’s Association left the meeting.

9.4 Procedural Change to IEC-9- MOTION COUNCIL 2022-07-20:14
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Ben / Shariq
Whereas IEC-9 has procedural issues or omissions that result in either a lack of clarity on certain procedures, or procedures that are inconsistent with SFSS By-Laws.

Whereas these procedures outlined under IEC-9 should be corrected so that they can be unambiguously understood and consistently applied in the future, if deemed necessary.
Be it resolved to amend IEC-9.5 by striking the word “may” and replacing with “shall”.

Be it further resolved to amend IEC-9.6 by striking it and replacing with:

9.6. The IEC can verify the election of the Councillor in question is in line with the Society Bylaws and Society Regulation. If the Chief Commissioner of the IEC believes that the Non-Executive Council election in question is unverifiable, this must be communicated to the Chair of Council, and Council may order, by a 2/3rds majority vote, that a re-election for that position takes place.

CARRIED UNANIMOUSLY

• Mathematics Councilor mentioned that two changes are being made here – the first one being, IEC 9.5 states that the non-executive council elections “may” run in accordance to the by-law of the society, this is being changes to “shall be” run as it is no optional to follow society by-laws when running non executive council elections.
• In regards to the second change, currently it is said that if the chief commissioner believes that the non executive council election is under question, it has to be communicated to the chair of council and council may order that re-election takes place. Although there is no outlined procedure in place currently, they suggest a majority vote procedure for the Council to carry out.

* SFU 350 Co-President joined the meeting.

9.5 NP-3 Language and Safeguard Updates- MOTION COUNCIL 2022-07-20:15
SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
Judit / Ethan

Be it resolved to strike NP-3.2 and replace it with: “No candidate is permitted to run for more than one position during the Executive Committee Elections.”

Be it further resolved to strike NP-3.3 and replace it with: “Proposed candidate’s must conduct themselves in accordance with the Elections Referenda Policies and
Bylaws set out by the SFSS. Breaching said regulation may be escalated to the IEC.”

Be it further resolved to add NP-3.3(a) to read as: “3(a). As per SFSS Bylaw 13(3), elected candidates cannot hold department student union (DSU), faculty student union (FSU), constituency group (CG), affiliated student group (ASG), or club executive seats concurrently to their SFSS Executive Officer terms.”

Be it lastly resolved to strike “Board of Directors” in NP-3.6 and replace it with “Executive Committee.”

CARRIED UNANIMOUSLY

• VP Internal mentioned that currently in the NP-3, there is an issue with NP-3.2 that grammar is problematic.
• Also in terms of housekeeping updates, this policy refers to executive committee elections and not everyone in the board of director is a council member so clarification is made.
• They are also adding language in by-law sub section 3 regarding how one can not hold both DSU, FSU, etc. while being an executive officer to avoid abuse and to ensure that executive committee is separate from other group and there is no misuse of power.
• VP University suggested that for amending NP-3 (a) they understand the concerns regarding holding two positions, however there may be possibility to allow executive officers to hold minor position in the clubs or possibly DSU to encourage them to stay involved in the student community. As they feel that being involved in clubs is the best way to stay connected with the students.
• Science Undergraduate Society mentioned that relate to the concerns raised by our UAA, they also belong to different groups and they would not want to disconnect with those as they are not part of SFSS. However, there is some sort of conflict of interest if someone holds an office in both. For example, for funding or situations where one can influence votes, there may be conflict of interests on both the sides.
• Mechatronics System Engineering mentioned that this would not prevent us
from participating in any form. But, will give more opportunity to assist.
• VP Internal mentioned that the eligibility criteria states that one cannot hold these DSU seats being an executive officer. The point of this is to ensure that the executive officers can still go to the meetings and talk to DSU but ensuring that no executive seats are taken up at DSU at the same time to maintain democracy within and to ensure that students who are just joining the SFSS have the chance to get executive seat which may not be the case if SFSS executive may be coming for that.
• Mathematics Councilor mentioned that attention should also be drawn to the amendment made in By-Law 13(3) as the language currently there is not as great.

* Gender, Sexuality and Women Studies Student Union joined the meeting.

9.6 Constituency and Affiliated Student Group Censure Policy Corrections - MOTION COUNCIL 2022-07-20:16
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Nicole/ Ben
Whereas Constituency Group and Affiliated Student Group representatives currently do not have membership in any Faculty Caucus.

Whereas this causes issues for these representatives if they were ever to be censured for a breach of confidence, as unlike Student Union representatives, they would then begin to lose a portion of their stipend as outlined under R-4.16(a).

Whereas this should be changed so that a censure for a breach of confidence would have a consistent effect on a Non-Executive Councillor, no matter the nature of the group that they represent.

Be it resolved to add a new section SO-21.4 of Council Policies (and renumber other sections accordingly) that reads:
21.4. Members of Council who represent Constituency Groups and Affiliated
Student Groups who belong to a University Faculty shall also be members of that Faculty Caucus.

CARRIED UNANIMOUSLY

• Mathematics Councilor mentioned that this is in relation to the policy that was introduced regarding prohibiting members of the society censured for breach of confidence from serving in the community. Currently what this means in terms of constituency groups or affiliated student groups representatives now that we have more representative’s from ASG, it is important to fix this. It would mean that they will begin to lose a portion from their stipends. They feel this is not good and any sort of accountability measures should be applied to members of council equally no matter the form of group they represent.
• VP Finance mentioned that it is important to pass this to ensure all councilors censured for the breach of confidence are treated equally.

9.7 R-3 Updates - MOTION COUNCIL 2022-07-20:17
SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
Ben / Abhishek
Whereas numerous updates are required for R-3 to make the policy cohesive;

Be it resolved to strike By-Law 4(10) -(16) and By-Law 5(3) from “relevant bylaws” and replace it with “By-Law 7.”

Be it further resolved to strike “By-Law 4(10) -(16)” from R-3.1 and replace it with ‘By-Law 7.”;

Be it further resolved to add an extra space in R-3.6 “office hours in-personor electronically on the SFSS website.,” to read as “…in-person or…”

Be it further resolved to rename the second R-3.7 section as subsection “a”, as it is subsidiary to the first R-3.7;

Be it further resolved to strike “Exit reports shall take the place of work reports for the Spring Semester which must be completed before the end of Council term.” from R-3.7;
Be it lastly resolved to strike the words “isn’t” from R-3.11 and R-3.12 and replace them with “are not.”

CARRIED UNANIMOUSLY

• VP Internal mention that this motion exemplifies why giving editing authority to our Policy Research Coordinator is so crucial. But in essence they need to fix the old By-Laws and they are fixing grammar as it is not great. They are also standardizing policy with common practices.
• Mathematics Councilor moved to strike all the occurrence of “bylaw 7” to By-Law 7” to maintain consistency with the format.

* SFU 350 member joined the meeting.
* SOCA Executive joined the meeting.

9.8 Council Mental Health and Wellbeing Working Group- MOTION COUNCIL 2022-07-20:18
SUBMITTED BY: VP University and Academic Affairs “Nicole Kirigin”
Helen / Shariq

Whereas the nature of our roles within the Society as Councilors has historically created considerable personal strain on our individual mental health and wellbeing;

Whereas numerous Councilors, both Executive and Non-Executive, over the course of several years and Council terms, have either privately or publicly disclosed the negative impact of their Council involvement to their their mental health and wellbeing, directly resulting from their work within the Society;

Whereas the addition of paid leave of absences, although helpful, is a post-hoc strategy that addresses mental health impacts after they have already occurred, and alone has not fully maintained and promoted the mental health and wellbeing of Councilors;
Whereas the SFSS Council Policy (R-5) pertains to respectful practices and treatment, but currently holds procedural gaps because it does not detail how the policy will be carried out in practice;

Whereas there is a current gap in policy and procedures within the Society that guide the best practices of maintaining and promoting Councilor mental health and wellbeing;

Whereas there is a need to devise policy and procedures related to the best practices in maintaining the mental health and wellbeing of Councilors in our day-to-day work within the Society;

Whereas the current support offered by the University to Councilors is insufficient in meeting the unique needs of Councilors (specialized mental health supports offered by the University are limited, often difficult to access, as well as structured around short-term and issue based therapy, as opposed to longer-term psychotherapy based modalities which are considerably more robust);

Whereas some Councilors have expressed new mental health diagnoses that have resulted from their involvement in Council, which necessitate longer-term and more robust treatment modalities compared to resources that are currently offered;

Be it resolved that Council Strike the SFSS Council Mental Health and Wellbeing Working Group for the purpose of preserving and promoting the mental health and wellbeing of those involved in the SFSS Council, such as drafting strategic plans and research to inform negotiations with the University for increased and specialized mental health support for Councilors, negotiating with Student Care to increase mental health benefits, conducting policy research and submitting proposals to the relevant committees and stakeholders, and conducting an analysis and producing a report with recommendations on the best practices within the SFSS to preserve and promote mental health and wellbeing;

Be it further resolved to appoint Councilors, Gurleen Grewal, Daniel Alder,
Christine Yoo, Helen Sofia Pahou, Arthur Lee, Nim Basra, and Alan Ropke, as members of the Working Group.

CARRIED AS AMENDED UNANIMOUSLY

- VP UAA expressed that many people have recently raised that their mental health is being impacted and they would like to find an actual way to support everyone best way possible.
- Three calls for nomination were called by the President.
- VP Finance nominated Biomedical Physiology & Kinesiology Councillor and they accepted the nomination.
- Physics Councillor nominated themselves.
- Education Councillor nominated themselves.
- Communications Councillor nominated themselves.
- VPUAA nominated the President and they accepted the nomination.
- VP Finance nominated Science Undergraduate Councillor and they denied the nomination.
- VPUAA nominated Sociology and Anthropology and they accepted the nomination.
- History Councillor nominated WC and they accepted the nomination.

* SFU 350 member joined the meeting.
* French Councillor left the meeting.

10. DISCUSSION ITEMS
10.1 Council Movie Night

SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”

- VP Internal mentioned that they discussed with out Sociology and Anthropology Councillor about hosting movie nights every month.
- Considering the logistic part - the ballroom requires 1-month advance notice. And there are other rooms which require 2 weeks’ notice to be able to host this if we everyone would like to do movie nights.
- VP UAA expressed that they are in favour of this and doing more in-person activities to engage with one another and be able to do other
team building tasks.

- VP Internal expressed that this is not to replace Council retreat. But, to have a monthly movie night event to have council member hangout with each other.

### 11. 30 MINUTES Q&A

- In response to the question raised by SOCA President regarding why SFSS is abusing power and society resources under this leadership and what is Council going to do about it, Mathematics Councillor mentioned that specifically pertaining to the amendments that was made earlier, Council as established under their procedures has the right to decide the items it has on the agenda, and the vote on that specific amendment was very clear and Council by fair majority (22 “yes” – 3 “no” votes) and they did not want it on their agenda.

- In response to SOCA President, Science Undergraduate Society Councillor mentioned that most of the things done at the Council have been up to the votes. There were motions in the past that did not pass through as we still are a democratic process and the voting decides on how it goes further. So, the accusation that Council does not work democratically is just false. Also, there have been no executives being bullies. So, every complaint that has come across has had the question mark or hashtag at the end of it and evidently there seems to be some sort of disconnect within the executive committee itself and are more of pointing fingers at one another. So, the idea that Council is only build to misuse power is just untrue. Everything here is run on a democratic basis.

* Earth Science Councillor left the meeting.*

- VPUAA mentioned that this is why a mental health and wellness working group is being created instead of improving practices, they have encountered significant negative mental health outcomes within Council during the time of the Progressive board, during the 2021-2022 term. There have been so many issues during previous Council terms, disclosed by past
and current members of the Executive and Council. This is an issue of the legacy of the previous boards and how they have handled mental health, rather than a brand new occurrence from this Council and Executive in particular. We have to deal with these past structural issues during this term, which is obviously spilling out into this Council term. They are personally doing a significant amount to mitigate and protect the mental health and wellbeing of everyone involved in Council by planning methods of structural change, which will improve the outcomes of mental health in Council for years and years to come.

• SFU 350 Co-President mentioned that they are disappointed to see Council for not allowing to talk about their discussion item. Also, they are disheartened to know that resources are being used on multiple investigations against both our VP External and our VP Equity/SFU 350 member. They hope that council will not continue to silence and exclude specifically these people notably young darker skinned women of color.

• Science Undergraduate Society Councillor in response mentioned that the resources were not put into investigation some specific people. In fact, the resources are put to investigate a potential leak of a document that is confidential. Secondly, they expressed that they themselves are from Nigeria and are black in terms of colour. So, it is not appropriate or right to say that people should not be investigated or it should not be looked into because of the colour of their skin. They find this very disgusting personally. It really is not about the skin color who justifies that a person is right or a criminal. They mentioned that this is one of the reason they feel they do not want to engage in these discussion as there always seem to be a disconnect and words being misrepresented. They mentioned that they do not want to spend their time in these politics debate. Also, they would like to note that the main issue right now is that people who have resigned may possibly be involved in the investigation.

• Science Undergraduate Society mentioned that as councillors, Council members are open to decide what is worth their time and what needs to be discussed. And, sadly one cannot influence the feelings of people just
because another person feels that their feelings are more important.

- SFU 350 member asked why Council did not want our VP External and VP Equity / SFU 350 member to talk about their discussion item. Also, as per their perspective, they feel that the identity of these executives has to do with the experiences they have been going through. They are the only dark skin coloured women on the board. They requested VP External and VP Equity to speak about what they wanted to talk earlier.

- VP Equity mentioned that they wanted to discuss but were shut down earlier. Also, the composition of the Executive Committee and the way it is set up with VP Equity and VP External holding minority position in the committee as compared to others has less influence over the decisions.

- VP External mentioned that they wanted to bring forward the following issues – Investigative committee climate of toxicity against members, community guideline and etiquette, in-camera usage of non confidential matters, community groups letter of complaint to decision making, university committee representation and the lack of communication with SFSS contacts, operations organizer leave of absence, Council resignation, and toxic climate. They feel that many attacks or bullying would come out after the statement they would be sending out. They feel that their presence would not be required for the rest of this meeting. They would like to end by saying that they will be taking a leave of absence immediately for two days.

* VP Equity left the meeting.
* VP External left the meeting.

- Computing Science Councillor expressed that they feel this should not have been on the agenda today. The whole statement that was just sent out was in less than 12 hours’ time frame. Considering that many councillors have so many different things to do, the time frame this was sent within was not an adequate amount of time for councillors to completely understand everything. The issue is not about silencing but simply pertains to not having enough time as then to be able to come up with proper
conversation based around it. What is being read out, you know If it is legal for instance, it goes to legal council if it is trigger warning, it has to have trigger warning if it is put out in public recording, so that is not just silencing or lack of transparency. In their opinion it is more of with having lack of time as it was sent out just today morning. They do not feel that coming to meeting having no knowledge about the topic and then discussion about it is possible.

* SFU 350 member left the meeting.
* SFU 350 member left the meeting.
* SOCA Executive left the meeting.
* SFU 350 Co-President left the meeting.

12. Notice of Motion

12.1 Housekeeping and Procedural Changes to R-10- MOTION COUNCIL 2022-07-20:19

SUBMITTED BY: Mathematics Councillor “Ben Tischler”

Whereas there are several minor errors in R-10 that require correction as they result in the policy being unclear and potentially incorrectly applied by future councils

Whereas there are several procedural errors in R-10 that are relatively minor in nature which should be corrected to ensure that our procedures are consistent with policy

Be it resolved to amend R-10.2 by striking the word “Committee” in R-10.2(a)

Be it further resolved to amend R-10.3 by adding a section (c) that reads:

(c) list a record of who voted in favour, and against or abstained on a motion, or if a motion passes unanimously.
Be it further resolved to amend R-10.5 by striking “Council designate” and replacing it with “designate”

Be it further resolved to amend R-10.5(a) by adding the word “The” to the front of the policy

Be it further resolved to amend R-10.5(b) by striking “byCouncil” and replacing it with “by Council”

12.2 Housekeeping Changes to R-12- MOTION COUNCIL 2022-07-20:20
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas R-12 of Council Policies requires a minor fix to remove a typo
Be it resolved to amend R-12.2 by striking “or Council”

12.3 Housekeeping Changes to R-15- MOTION COUNCIL 2022-07-20:21
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas there is a minor typo that should be corrected in R-15 for clarity;

Whereas there is also an outdated line in R-15 referencing benefits members of the board used to receive under an old version of the stipend structure;

Be it resolved to amend R-15.3 by striking the words “Travel reimbursement does not count towards the $600 transportation allowance.”

Be it further resolved to amend R-15.3(b) by striking “mail” and replacing it with “meal.”

12.4 Housekeeping Changes to SO-2- MOTION COUNCIL 2022-07-20:22
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas there are several minor typos that should be corrected in SO-2 for clarity;

Whereas these typos should be corrected as they are still referencing the old governance model, rather than the new governance model;
Be it resolved to amend SO-2.3 by striking “Council committee” and replacing it with “Council committee.”

Be it further resolved to amend SO-2.13 by striking “in camera” and replacing it with “in-camera.”

Be it further resolved to amend SO-2.14(a) by striking “Each director” and replacing it with “Each member of council.”

Be it further resolved to amend SO-2.14(b) by striking “director” and replacing it with “member of council.”

12.5 Procedural and Housekeeping Changes to SO-3 - MOTION COUNCIL 2022-07-20:23
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas there are procedural issues in SO-3 that do not reflect established practice, in that the executive committee has not met weekly since the new governance model change;

Whereas there are minor housekeeping issues that also need to be addressed within SO-3, to ensure that SO-3 can be clearly interpreted by Council;

Be it resolved to amend SO-3.2 by striking “inthe” and replacing it with “in the.”

Be it further resolved to amend SO-3.3 by striking “inbetween” and replacing it with “in between.”

Be it further resolved to amend SO-3.5 by striking “specificportfolios” and replacing it with “specific portfolios.”

Be it further resolved to strike SO-3.10 and replace it with:

3.10. The Committee shall meet in-person or electronically, at the call of the
Chair. The Chair may call a meeting where a notice of two working days has been provided.

Be it further resolved to amend the "Composition" section of SO-3 by adding in a new point 5 that reads "[Non-voting] Building Manager" and renumbering accordingly.

12.6 Housekeeping Changes to MGP-1- MOTION COUNCIL 2022-07-20:24
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas there is a minor error in MGP-1;

Be it resolved to amend MGP-1.3(a) by striking “SFU SFSS Members” and replacing it with “SFSS Members” and fix the indenting throughout the policy.

12.7 Procedural and Housekeeping Changes to MGP-4- MOTION COUNCIL 2022-07-20:25
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas there are several minor spelling errors in MGP-4

Whereas there is also a procedural ambiguity that exists in MGP-4.25 regarding the procedure for the suspension of student unions.

Be it resolved to amend MGP-4.21 by striking “The Council” and replacing it with “Council.”

Be it resolved to amend MGP-4.23 by striking “The Council” and replacing it with “Council.”

Be it resolved to amend MGP-4.25 by striking “The Council” and replacing it with “Council.”

Be it resolved to amend MGP-4.25 by adding a new section (a) that reads:

(a) Council may do so by a motion requiring a 2/3rds majority vote of members in
attendance at the Council Meeting. Such a motion shall require three (3) weeks notice to Council.

Be it resolved to amend MGP-4.26(d) by striking “VP Finance” and replacing it with “VP Finance and Services.”

12.8 Housekeeping Change - MOTION COUNCIL 2022-07-20:26
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas IEC-1(13) currently makes reference to “Executive Board” members

Whereas the SFSS now refers to those members as “Executive Officers”

Be it resolved to amend IEC-1(13) by striking IEC-1(13)(a) and replacing it with:

a. The Chief Commissioner shall receive a stipend equivalent to that of an Executive Officer.

Be it further resolved to amend IEC-1(13) by striking IEC(1)(13)(b) and replacing it with:

a. Electoral Commissioners shall receive a stipend equivalent to that of half an Executive Officer.

12.9 Housekeeping Fixes - MOTION COUNCIL 2022-07-20:27
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas there are several minor housekeeping and numbering changes required in P-3;

Whereas these minor issues should be fixed to ensure clarity within P-3;

Be it resolved that council approves the changes to P-3 outlined in the attached document “P-3 Fixes”.
12.10 Housekeeping Fixes - MOTION COUNCIL 2022-07-20:28
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas there are several minor housekeeping and numbering changes required in P-4;

Whereas these minor issues should be fixed to ensure clarity within P-4;

Be it resolved that council approves the changes to P-4 outlined in the attached document “P-4 Fixes”.

12.11 Housekeeping Fixes - MOTION COUNCIL 2022-07-20:29
SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas there are several minor housekeeping changes required in P-5;

Whereas these minor issues should be fixed to ensure clarity within P-5;

Be it resolved to amend P-5(4) by striking the words “report concerns” and replacing it with “report their concerns”

Be it further resolved to amend P-5(5) by striking the word “person” and replacing it with “personal”.

SUBMITTED BY: Mathematics Councillor “Ben Tischler”
Whereas there are several empty pages in the Privacy and Information Management Policy that contain no policy language within them

Whereas these pages should be removed to ensure that the policy is the appropriate length

Be it resolved to amend the Privacy and Information Management Policy by removing all empty pages.
12.13 OTP-3 Incoming Executive Officers -MOTION COUNCIL 2022-07-20:31
SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
ATTACHMENT: OTP-3: Incoming Executive Officers
Whereas the current Orientation and Retention Policies are outdated;

Whereas the current Orientation and Retention Policies are insufficient in preparing incoming executive officers for their roles;

Whereas further and more rigorous training is required for incoming executives to ensure the Society continues to operate optimally during transitional periods;

Be it resolved that Council adopts the proposed addition of “OTP-3: Incoming Executive Officers” as attached in “OTP-3: Incoming Executive Officers”;

Be it further resolved that Council approves the renumbering of the Orientation and Retention Policies from OTP-3 onwards.

SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
ATTACHMENT: OTP-2 Updates.pdf
Whereas substantive changes are required to the current Orientation and Retention Policies: New Council Orientation (OTP-2);

Whereas Council Orientation should be distinguished from Executive Orientation in policy given their natures;

Whereas there are numerous grammar, formatting, and numbering errors as well;

Be it resolved that Council approves and adopts the changes to OTP-2 as attached in “OTP-2 Updates”.

12.15 P-1 Housekeeping Fixes -MOTION COUNCIL 2022-07-20:33
SUBMITTED BY: VP Internal and Organizational Development “Judit Nagy”
ATTACHMENT: P-1 Fixes.pdf
Whereas there are numerous formatting issues in P-1;

Whereas these formatting issues should be fixed to standardize them with the rest of the Privacy and Information Management Policies;

Be it resolved that Council approves the following changes to P-1, as attached in “P-1 fixes”.

*12 minutes break taken at 8:00 pm

13. New Business
   13.1 Move to extend the meeting until 8:45 PM - MOTION COUNCIL 2022-07-20:34
   Ben / Rastko
   Be it resolved to go in-camera for the remainder of the meeting.
   CARRIED UNANIMOUSLY

14. IN-CAMERA
   14.1 MOTION COUNCIL 2022-07-20:35
   Rastko / Nicole
   Be it resolved to go in-camera for the remainder of the meeting.
   CARRIED UNANIMOUSLY
   • Contract Negotiation Update

15. EX-CAMERA
   15.1 MOTION COUNCIL 2022-07-20:36
   Ben / Rastko
   Be it resolved to go ex-camera.
   CARRIED UNANIMOUSLY

16. ANNOUNCEMENTS
16.1 VP Equity and Sustainability Leave of absence - until July 25\textsuperscript{th}.

17. ATTACHMENTS
17.1 P-3 Fixes.pdf
17.2 P-4 Fixes.pdf
17.3 OTP-2 Updates.pdf
17.4 P-1 Fixes.pdf
17.5 OTP-3 updates.pdf
17.6 CSSS Frosh Week 2022 Budget.pdf

18. ADJOURNMENT
18.1 MOTION COUNCIL 2022-07-20:37
Ayoolowa / Rastko
Be it resolved to adjourn the meeting at 8:33 PM
CARRIED UNANIMOUSLY
P-3: REQUESTS FOR MEMBER INFORMATION

Policy

The Privacy Officer is responsible for administering all requests for member information from Councillors, staff and members.

The President is responsible for administering all requests for information from the public.

Standards

1. Requests for member information may only be made in accordance with the standards contained in P-1: Personal Information and Privacy Policy.

2. Unless otherwise required by law, requests for member information regarding an individual other than one’s self will be denied unless the requestor has express written permission from the individual of who the personal information pertains to.

Clients

1. Councillors
2. Staff
3. Members
4. Public

Process

3. Where a requestor wishes to request personal information about a staff, Councillor or member of the Society, including but not limited to information regarding the
membership or student status of a person, they must complete a Member Information Work Order.

4. Where the requestor is a Councillor or staff person, the Privacy Officer will:
   a. consult with the requestor for additional details where required,
   b. collect the documents requested, ensuring no sensitive information is included in the package,
   c. coordinate the time and place where the requestor may access and review the requested documents or, where appropriate, provide the requestor with the documents in electronic format, and
   d. retrieve the documents after the requestor is finished their review where those documents are made available on location.

5. Where the requestor is external to the Society, the President will:
   a. consult with the Council,
   b. refer the request to the Privacy Officer with direction on how to proceed.
P-4: REQUESTS FOR GENERAL INFORMATION

POLICY TYPE: PRIVACY AND INFORMATION MANAGEMENT POLICY
POLICY TITLE: REQUESTS FOR GENERAL INFORMATION
POLICY REFERENCE NUMBER: P-4

Adopted: April 23, 2021
Next Scheduled Revision: April 2022
Previous Revisions

Policy
The Communications Coordinator is responsible for administering all requests for general information from Councillors, staff and members.

The Operations Organizer is responsible for administering all requests for information from the public.

Standards
1. Requests for general information will be received and handled by the Communications Coordinator, and forwarded to the appropriate staff person if necessary.
2. The Privacy Officer will handle any requests for information that concern member, staff or Councillor privacy and personal information in accordance with the standards contained in P-1: Personal Information and Privacy Policy.

Clients
1. Members
2. Public

Process
3. Where a requestor wishes to request general information about the Society that is not otherwise regarding a Society record or the personal information of a staff, Councillor or member of the Society, they must complete a Feedback Form.
4. Where the requestor is a member, the Communications Coordinator will:
   a) consult with the requestor for additional details where required, b) forward the request to the most appropriate staff member,
   c) provide the information requested, ensuring no sensitive information is included,
      i. if a document is requested, collect the document requested, ensuring no sensitive information is included in the package,
      ii. coordinate the time and place where the requestor may access and review the requested documents or, where appropriate, provide the requestor with the documents in electronic format, and
      iii. retrieve the documents after the requestor is finished their review where those documents are made available on location.

5. Where the requestor is external to the Society, the President will:
   a. consult with the Council where appropriate,
   b. refer the request to the Privacy Officer with direction on how to proceed.
Policy

2.1 At the beginning of each annual elected Council term, an orientation of Councillors shall be organised for all new and re-elected Councillors. The orientation shall cover all aspects of the Society, including but not limited to:

(a) finance and operations,

(b) Society governance, including:

   i. Hierarchy of governing documents (Societies Act, By-Laws, Policies, SOPs)

   ii. Robert’s Rules of Order

(c) legal responsibilities of Councillors,

(d) student-centered advocacy,

(e) services, including clubs, student unions, and constituency groups,

(f) events and marketing, and

(g) justice, equity, diversity, and inclusion.
2.2 Throughout Council term, Council shall schedule mandatory and continuous training, and development sessions in subjects such as:

(a) marketing,
(b) business development,
(c) finance/accounting,
(d) non-profit management,
(e) social enterprise management,
(f) strategic planning,
(g) sexual violence prevention and disclosure support training,
(h) any other relevant topics that will build the capacity of Councillors and contribute to the overall well-being of the Society.

2.3 Throughout every Council Term, Council shall schedule a minimum of two (2) workshops in intersectional areas including but not limited to: non-violent communication, decolonization, anti-racism and allyship, gender equity, power and privilege, inclusive workplace practices and accessibility.

Procedures
2.4 The Board Organizer will work with the incoming President to coordinate Council Orientation for all new Non-Executive Councillors and Executive Officers. The outgoing President must provide advice and support during this transition.

(a) The Incoming President may organize and work with Staff to ensure this process does not break down and Council Orientation occurs in a timely manner.

2.5 The Board Organizer will, with direction from the VP Internal and Organizational Development, as per Bylaw 7(ii)(e), coordinate development sessions for Council throughout the term.
2.6 The Operations Organizer will ensure the incoming Council has the appropriate support from the Society operations and is aware of the various departments of the Society.

2.7 Prior to Council Orientation, incoming Councillors should shadow the Outgoing Councillor in their position.

Orientation

2.8 The Board Organizer will:

(a) ensure that each new Councillor completes all required forms,

(b) ensure that presentations take place during orientation, with direction from the incoming President, on the history of the student movement and the SFSS, Councillor liability and insurance, HR training, SFSS budget overview, and training on budgeting and financial statements,

(c) assist in setting up logistics for Council retreat by working with the outgoing Council to approve funding for team building and annual planning.

2.9 The Operations Organizer will:

(a) submit to IT Services all required forms and information for email and PC setup,

   (i) resetting the passwords of Councillor emails

(b) review the New Councillor Health & Safety Checklist with the new Councillor,

(c) arrange for business cards if required.

2.10 The Policy, Research, and Community Affairs Coordinator will:

(a) ensure new Councillors are trained on the “SFSS Privacy and Information Management Policies”, and ensure they provide their signature to acknowledge that they have read the policy.

2.11 The Policy, Research, and Community Affairs Coordinator will ensure that Council is provided with the following in electronic format:
(a) SFSS Constitution,
(b) SFSS Bylaws,
(c) SFSS Council Policies,
(d) SFSS Administrative Policies
(e) SFSS Strategic Plan,
(f) Societies Act, University Act and other relevant legislation, and
(g) Robert’s Rules of Order.

2.12 The Building Manager will conduct an orientation to the building, including:

(a) a site tour,

(b) information on the location and proper use of:
   (i) first aid kits,
   (ii) phone and voicemail systems,
   (iii) fire extinguishers, and
   (iv) photocopiers.

(c) ensuring that each new Councillor signs out keys and/or entry codes they require,

2.13 An evaluation of their orientation will be made available to all new Councillors following their orientation.

2.14 Upon assuming office, a Council resource manual shall be issued to all Councillors so that they understand their role and responsibilities, how the Society is governed, and what resources they can access.

2.15 During the first four (4) months of Council term, Councillors shall attend a workshop on anti-oppressive organizing, and consent training. When possible, these workshops should occur during Council orientation.
2.16 Council Orientation Planning is expected to be concluded by April 3 of each calendar year. The Board Organizer is responsible for sending out the invitations for Orientation by no later than three (3) weeks prior to the first Orientation session date.
OTP-3: INCOMING EXECUTIVE OFFICERS

Policy
3.1 OTP-3 shall take effect once the General Election for the Executive Committee concludes and results are released. Its purpose shall be to ensure that Incoming Executive Officers are onboarded, trained, and prepared for their roles as Executives of the SFSS.

(a) OTP-3 shall not apply to Incoming Executives elected via a by-election or appointed by a resolution of Council to fill a vacancy on the Executive Committee.

3.2 The President and VP Internal and Organizational Development are to oversee the training of the Incoming Executives.

(a) The President and VP Internal and Organizational Development shall ensure that the Incoming Executives who will be signing authorities are transferred signing authority by the time that they take office.

(b) The Outgoing VP Finance and Services shall ensure that the Incoming VP Finance and Services has access to relevant banking and payroll information by May 1 of every calendar year.
3.3 Incoming Executives are required to report at least thirty (30) hours of training between late-February and late-April.

(a) The incoming Executive will receive a stipend for thirty (30) hours of work. Additional hours are voluntary and will not be financially compensated.

(b) An Incoming Executive shall not receive an additional stipend if they are also a part of the Outgoing Executive committee

3.4 The Board Organizer is tasked with scheduling basic training sessions for the Incoming Executives, between late-February and mid-April:

(a) Bylaw and Policy overview with the Policy, Research, and Community Affairs Coordinator and VP Internal and Organizational Development

(b) Robert’s Rules and Committee Chairing Training with the Administrative Coordinator and VP Internal and Organizational Development

(c) Privacy and Information Management with the Privacy Officer

(d) Building Operations with The Building Manager and Building Team

(e) Society Finances and Budget with the Finance Department and VP Finance and Services

(f) Member Services Operations with the Member Services Coordinators

(g) HR and Unionized Staff Relations with The Operations Organizer and President

3.5 The training sessions outlined in 3.4 (a)-(f) shall be two (2) hours to five (3) hours of shadowing the relevant departments, or required attendance in other facilitated training sessions. These sessions are required to occur after every General Executive Committee Election. The Board Organizer is tasked to ensure these sessions are scheduled before the new Council term begins.

(a) Sessions with SFSS departments shall include, but are not limited to:

(i) How the department works

(ii) What functions the department performs for the Society

(iii) How the department works in relation to the Executive Committee

(iv) Overview of programs used to perform tasks
3.6 Sessions outlined in s. 3.3 (a)-(f) are mandatory for all Incoming Executives to complete before May 1 of each elected term. If an Incoming Executive does not complete these training sessions by May 1st, the VP Finance and Services shall reduce the Executives stipend by $200 in each pay period where all training sessions have not been completed.

(a) In the case where the VP Finance and Services is found in violation of s. 3.5, and is unwilling to reduce their own stipend, the President may escalate this to Council.

Process
3.7 Incoming Executives are required to shadow their Outgoing Executive counterparts for their transition. Shadowing may include, but is not limited to:

(a) Check-in meetings with their Executive
(b) Performing duties alongside, and under the supervision, of their Executive
(c) Attending and contributing to committee meetings
(d) Attending meetings with their Executives, when appropriate
   (i) It is up to the Outgoing Executive Officer’s discretion what meetings, may or may not, be appropriate.

3.8 Incoming Executives are required to track their hours, meetings, and progress through training work reports.

(a) The Outgoing VP Finance and Services is tasked with providing the Incoming Executives with the semi-monthly work report templates.
(b) The Incoming Executives are required to submit a semi-monthly work report, which will be reviewed by the Outgoing VP Finance and Services.
(c) Hours will be tallied by the end of the reporting period to ensure that the required thirty (30) hours of training were completed.

3.9 The Semi-Monthly Training Work Reports of Incoming Executives must include:

(a) All meetings attended during that period
(b) The amount of time spent attending meetings, working on projects/events, and any other time spent fulfilling their job as an Incoming Executive Committee Member.

3.10 The Semi-Monthly Training Work Reports of Incoming Executives are due on the 16th and 1st of every month

3.11 Incoming Executives are required to adhere to the SFSS Constitution, Bylaws, Collective Agreement, and Policies while completing their training.

3.12 Incoming Executives answer to their Outgoing Executive counterparts. If necessary, the Outgoing Executive may escalate matters to the Outgoing President for disciplinary measures.

(a) Disciplinary measures may include, but are not limited to:

(i) An informal warning from the Outgoing Executive Officer
(ii) A formal warning from the Outgoing Executive Officer
(iii) A formal warning from the President
(iv) Recommendations being brought to Council for further disciplinary measures aligned with SFSS Policies, Bylaws, and the Societies’ Act.

(b) Notwithstanding OTP-3.12, if the Incoming Executive is a current member of Council, the matter may also be escalated to the Committee on Councillor Breaches of Confidence, if appropriate.

(c) Notwithstanding OTP-3.12, if the Incoming Executive is a current Executive Officer, the matter may also be escalated to the Oversight Committee on Executive Officers in compliance with its Terms of Reference.

3.13 Incoming Executives are expected to work on an Annual Plan for their respective portfolios throughout their training period.

(a) These plans should be completed by the third week of May at the latest.
(b) Annual Plans shall be published on the Society website.
Policy
This policy aims to establish the standards according to which all SFSS processes will collect, use, disclose, ensure accuracy of, protect, and retain personal information, ensuring thereby that all obligations under British Columbia’s Personal Information Protection Act (PIPA), and Canada’s Personal Information Protection and Electronic Documents Act (PIPEDA) only if personal information crosses provincial or national borders, are respected.

The Research and Policy Coordinator serves as the Privacy Officer of the Simon Fraser Student Society (SFSS).

Definitions
1. ‘Personal information’ means information about an identifiable individual which includes, but is not limited to names, home addresses and telephone numbers, age, sex, gender identity, marital or family status, SIN, identifying number, race, national or ethnic origin, colour, religious or political beliefs or associations, educational history, medical history, disabilities, blood type, employment history, financial history, criminal history, anyone else's opinions about an individual, an individual's personal views or opinions, and name, address and phone number of parent, guardian, spouse or next of kin. Personal information includes employee personal information but does not include workplace contact information or work product information.

2. ‘Work production information’ means information prepared or collected by an individual or group of individuals as a part of the individual’s or group’s responsibilities or activities related to the individual’s or group’s employment or business but does not
include personal information about an individual who did not prepare or collect the personal information. Work product information may be written or verbal information.

3. ‘Privacy Officer’ means the individual designated responsibility for ensuring that the SFSS complies with this policy and with the obligations of PIPA.

Standards

4. The Society will ensure that:
   a. the purpose for the collection, use, and disclosure of any personal information is clear or evident,
   b. the process for obtaining consent for the collection, use, and disclosure of personal information is clear or evident
   c. the collection, use, and disclosure is limited to what is necessary for the conduct of its operations and to establish and manage employment relationships,
   d. requestors reserve the right to maintain access to and request the correction of their personal information,
   e. the personal information it collects is accurate, the personal information it collects is protected,
   f. the personal information it collects is protected,
   g. the personal information it collects is retained in a manner consistent with applicable regulations,
   h. there are clear schedules for the retention and destruction of the personal information it possesses,
   i. Councillors, staff, and volunteers are trained so as to ensure they comply with the requirements of this policy,
   j. annual privacy audits of Society will be conducted,
   k. there are procedures for the prevention, reporting, containment, remediation and notification of an information incident, and
   l. complaints, inquiries, or requests for the access to, correction of and/or removal of personal information

Purpose of collection

5. Personal information will only be collected, used, or disclosed where required by the provision of Society services or programming, or the Society’s adherence to its legal obligations.

Process for obtaining consent

6. The Society will obtain consent to collect, use, or disclose personal information at the time of collection, except for the purposes of, for instance:
   a. acquiring the SFSS member registry, and

7. Subject to certain exceptions (e.g. the personal information is necessary to providing a service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), clients can withhold or withdraw their consent.
8. The SFSS shall ensure that 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.”

Limitations on collection, use, and disclosure

9. The Society will only collect, use, or disclose personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as the conduct of surveys intended to enhance the provision of our programs and services.

Access to personal information and requests for correction and removal of personal information

10. Clients have the right to access and request to correct and remove their personal information.

11. A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought.
   a. Such a request shall be responded to within 30 days.

12. A request to correct or remove personal information must be made in writing and provide sufficient detail to identify the personal information being sought.

13. A minimal fee of no more than one dollar may be charged for providing access to personal information.

14. The Society will respond to requests from requestors no later than 30 days after the requestor’s request, unless:
   a. the request is not detailed enough to identify the personal information requested,
   b. a large amount of personal information is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the Society, or
   c. more time is needed for the Society to consult with another organisation or public body to decide whether or not to provide the requestor access to the requested document or information.

15. If a request is refused in full or in part, we will provide the reasons for refusal and the recourse available to the requestor. Requests may be denied if they reveal personal
information about another individual, threaten the safety and/or health of another individual, or reveal third party information without their consent, among other things.

Assurances of accuracy

16. The Society will make every reasonable effort to ensure that the personal information it uses is accurate and complete. Upon request by an individual to whom information relates, the Society will correct or annotate the information with a correction when documentary evidence, satisfactory to the Society, is provided to substantiate the correction.
Assurances of protection

17. The Society will protect personal information by making reasonable security arrangements to prevent the risk of unauthorized collection, access, use, disclosure or disposal of personal information.

Assurances of retention

18. The Society will retain personal information for a period of at least one year.

Schedule for retention and destruction of personal information

19. The schedule for retention and destruction of any and all personal information in the control of the Society will be outlined in SFSS Personnel Policies.

Training for Councillors, staff and volunteers

20. The Society will provide training to Councillors, staff and volunteers upon hire on the SFSS Privacy Policies. New Councillors, staff and volunteers are required to provide their signature indicating they have completed the aforementioned training during orientation. Current Councillors, staff and volunteers are required to provide their signature upon completion of the aforementioned training.

Privacy audits

21. Annual privacy audits of Society operations will be conducted by the Privacy Officer to ensure that the Society is compliant with Society policies and procedures, and that there is continuous improvement in privacy and information management practices.

Information incident

22. The Society will establish an information incident procedure, which will include steps on preventing (including risk identification), reporting, containing, remediating, and notifying those affected of an information incident.

Complaints, inquiries or requests

23. Complaints, inquiries, or requests for the access to, correction of and/or removal of personal information should be directed, in writing, to the Campaigns, Research and Policy Coordinator, who is the Privacy Officer of the Society. If the Privacy Officer is unable to resolve the concern, the Information and Privacy Commissioner of British Columbia may be contacted. The Privacy Officer may be contacted by email at policy.research@sfss.ca
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<th>Items</th>
<th>Amount</th>
<th>Subtotal</th>
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[1] 135 * 15 = 2025.00