

**Tuesday, January 10, 2017
5:00 PM
Council Chambers, University Hall**

AGENDA (CAC 2016-15)

- | | |
|-------------------|---|
| 2016-15/1 | <u>INTRODUCTION</u> |
| 2016-15/1a | Call to Order |
| 2016-15/1b | Approval of Agenda |
| 2016-15/1c | Approval of Minutes |
| 2016-15/1d | Approval of CAC 2016-13 Minutes. |
| 2016-15/1d | Chair's Business |
| 2016-15/2 | <u>OLD BUSINESS</u> |
| 2016-15/2a | Standing Committee Reviews |
| 2016-15/2b | Teleconference |
| 2016-15/2c | Gendered Language |
| 2016-15/2d | Council Engagement: Budget |
| 2016-15/3 | <u>NEW BUSINESS</u> |
| 2016-15/4 | <u>DISCUSSION</u> |
| 2016-15/4a | Bylaw 600 (Bilingualism) - Implementation and Discussion |
| 2016-15/4b | Council Mentorship Program |
| 2016-15/5 | <u>ADJOURNMENT</u> |
| 2016-15/5a | Next Meeting: January 24, 2016 @ 5:00 PM in Council Chambers |



University of Alberta Students' Union

**COUNCIL
ADMINISTRATION
COMMITTEE**

**Tuesday December 06, 2016
5:00 pm**

ATTENDANCE

NAME	PROXY	PRESENT
Reed Larsen (Chair)		Y
Kyle Monda		Y
Fahim Rahman		Y
Frederique Ndatirwa		Y
Levi Flaman		Y
Brandon Christensen		Y
Nathan Sunday		Y
Emil Yim		0.5

MINUTES (CAC 2016-13)

2016-13/1 INTRODUCTION

2016-13/1a Call to Order

Meeting called to order at 5:00 pm.

2016-13/1b Approval of Agenda

CHRISTENSEN/NDATIRWA moves to approve the agenda for December 06, 2016 as tabled.

*Vote 7/0/0
CARRIED*

2016-13/1c Approval of Minutes

NDATIRWA/CHRISTENSEN moves to approve the minutes as tabled.

*Vote 7/0/0
CARRIED*

2016-13/1d Chair's Business

Attendance

Attendance was taken by LARSEN.

Committee Treaty 6 Recognition

LARSEN:

Right now, we don't add the Treaty 6 recognition to the top of our agendas. There was hope we should be doing that. Is there any conversation on this? If not, we'll go ahead with this. It's just one change within the Council Standing Orders. We have to say that this acknowledgement should be at the beginning of all committee order papers, similar to how it is right now for Council. I'll write up a motion, and bring it to you guys in January.

Committee Chairs Meeting and the Turnover Meeting

LARSEN:

At the committee chair meeting, we discussed things that affected all the chairs and all the respective committees. Going forward, it was suggested that the Council Administration Committee (CAC) chair should facilitate such a meeting every semester. It seems to make sense. I'll type up a motion for this in January. It's the same for the turnover

meeting.

2016-13/2

OLD BUSINESS

2016-13/2a

Teleconference Town Halls

MONDA:

A few of you joined in for the demonstration we had. I managed to get access to the campus wide license of Adobe Connect. We'll be able to use it for free going forward. There's a variety of things you can do with it. Ideally, we'd be able to add this to our regular Council meetings, primarily for open forums. Microphone or webcam access can be given. It's really flexible. We get more control than something such as facebook live. If it goes well, we can think about other ways we can use it too, such as for town halls. If we plan to use it regularly, we should think about purchasing a webcam if the Students' Union (SU) doesn't have one already. There might not always be one available to rent out at IST. We need to make sure that the microphones are wired to the computers at Council Chambers.

FLAMAN:

They are already connected.

MONDA:

Great. We only need to worry about video then. Are there any comments?

LARSEN:

It's good that we have control over this. In addition, this is a great solution for people who can't physically be at the meeting. I was amazed at how simple it was.

FLAMAN:

For the Open Forum, I believe that it's for SU members, even though it's not said explicitly. How does a platform like this distinguish SU members.

MONDA:

It can be set up so that only people with a CCID can log in. Non-SU members may also have a CCID. But, at the end of the day, the probability of that happening is miniscule.

LARSEN:

The possibility of logging in through the CCID is enough for me. It'll stop random people logging in. In addition, we have to share the link with people who we want to have logged in.

FLAMAN:

Is it a static link or a dynamic one?

MONDA:

You can set it up as a static link. You don't need specific software on the user side. Theoretically, it should work when you go to the URL. If you want to use it from your phone, you need to download the app. If you don't have the app, and still click on the link on a mobile device, it'll prompt you to download it.

LARSEN:

It's a great idea. Hopefully, we can have this for our first meeting in January.

MONDA:

Would we need to amend Standing Orders in any way? Theoretically, one could sponsor a live stream every meeting.

LARSEN:

Let's have it like this till we get it established.

MONDA:

Would we need Standing Orders in any way for students-at-large to ask questions through this techniques? As of now, I don't think there're any provisions for that.

LARSEN:

As Councillor Flaman said, it depends on the interpretation. As I read it, you are granted the same privilege as long as you are an SU member. We should have a conversation on who we want asking question during Open Forum.

2016-13/2b

Standing Committee Reviews

LARSEN:

Did all the permanent members get a chance to go over their standing committee? I already got an email from Councillor Ndatirwa. Thank you.

FLAMAN:

I did get a chance to go through the Bylaw Committee, but I don't mind holding off.

LARSEN:

It would be great if you can send the reports over the next month . Is there anything glaring which you want to point out right now?

NDATIRWA:

I didn't find any agendas or other documents for the Nominating Committee on the SU website.

SUNDAY:

I'm not sure if this is a thing or not, but I'd suggest that they be gender neutral.

LARSEN:

I don't think that there's anything serious. Audit Committee should update their mandate as there's one item missing from their mandate within Bylaw. However, it's only a simple change, and the weren't in contradiction. I'll submit an oral report.

NDATIRWA:

Is it mandatory for chairs to submit oral reports?

LARSEN:

No. The only things mandated within the CAC review are the mandated items.

2016-13/3

NEW BUSINESS

2016-13/3a

CAC DIE Board Rulings Review

RAHMAN:

I think there should be more time given for this. That's my recommendation.

FLAMAN:

It's one of our mandates.

LARSEN:

So, it should be somewhere in our Standing Orders as well.

FLAMAN:

Most of these happen during election time. However, there's turnover, and you get a bunch of new people soon after. They aren't going to know what's going on within a couple of meetings.

CHRISTENSEN:

There's not enough time during that time as our last meeting is during the end of March.

LARSEN:

We'll have to go through the Bylaw Committee to change this anyway. So, let's put it on our next Bylaw Committee agenda. To be clear, why do we need to change this? Is it because we want an additional layer of oversight? Do we literally have to just look at them?

CHRISTENSEN:

We can then identify the problems, and make recommendations on changes.

LARSEN:

Doesn't it make more sense for the Bylaw Committee to do that?

FLAMAN:

As you said before, it's good to have more oversight.

LARSEN:

CAC can't change DIE (Discipline, Interpretation, and Enforcement) Board rulings no matter what we do. It probably makes more sense for the Bylaw Committee to look at this as they can make first principles and get the process started. That way, it will also go to Council. Is there any discussion? This change will have to go through Council anyway, so we can discuss it there too.

To all the standing members, please email your review, and I'll compile them and have them submitted for our next meeting.

NDATIRWA:

Are you going over the reviews?

LARSEN:

I'll double check. But, I won't go over everything.

2016-13/4

DISCUSSION

LARSEN:

Is everybody OK with having CAC meetings at 5:00 pm before Council?

FLAMAN:

Not really. I hate having only 50-60 minutes. If certain issues need more discussion, we need sufficient time.

LARSEN:

Council Tuesdays work because as everybody is a member of CAC, it's easy for councillors to turn up. I'm always supportive of hosting more meetings if needed. We'll always have Council Tuesdays on the schedule, and have extra meetings if required.

2016-13/5 **ADJOURNMENT**

2016-13/5a **Next Meeting:** January 10, 2017 at 5:00 pm.

2016-13/5b ***CHRISTENSEN/YIM move to adjourn the meeting.***

*Vote 7/0/0
CARRIED*

Meeting adjourned at 5:32 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>CHRISTENSEN/NDATIRWA move to approve the agenda for December 06, 2016 as tabled.</i>	7/0/0 - CARRIED
<i>NDATIRWA/CHRISTENSEN move to approve the minutes as tabled.</i>	7/0/0 - CARRIED
<i>CHRISTENSEN/YIM move to adjourn the meeting.</i>	8/0/0 - CARRIED

**COUNCIL
ADMINISTRATION
COMMITTEE**

Tuesday January 03, 2017

5:00 pm

SUB 6-06

ATTENDANCE

NAME	PROXY	PRESENT
Reed Larsen (Chair)		Y
Kyle Monda		Y
Marina Banister		Y
Frederique Ndatirwa		Y
Levi Flaman		Y
Nathan Sunday		Y

MINUTES (CAC 2016-14)

2016-14/1 INTRODUCTION

2016-14/1a **Call to Order**

Meeting called to order at 5:00 pm.

2016-14/1b **Approval of Agenda**

FLAMAN/BANISTER moves to approve the agenda for January 03, 2017 as tabled.

*Vote 6/0/0
CARRIED*

2016-14/1c Approval of Minutes

Deferred till the next meeting.

2016-14/1d Chair's Business

2016-14/2 OLD BUSINESS

2016-14/2a Standing Committee Reviews

LARSEN:
Have all the permanent members submitted their reviews? If yes, I'll compile them and submit for the meeting on January 10.

2016-14/2b Teleconference Town Halls

MONDA:
If everybody is happy, we can go for a soft launch for the upcoming Council meeting. We would give it a try, and support it with the existing platforms. That would give us an opportunity to see how it works with members of the public. If it goes well, we can go to a more formal promotion strategy.

BANISTER:
We can use the Students' Union (SU) to launch it. That'd be better.

LARSEN:
If it gets on the SU facebook page, everyone could share it. Councillor, Monda, would you like to go ahead with that. You can contact the admin of that page.

MONDA:

We still haven't given it a run with a lot of people yet. My concern is that a lot of people may try it, and have difficulties. What do you guys think?

FLAMAN:

It's beneficial to go grand first, and give it a stress test.

BANISTER:

I'm not opposed to having it on your page, but I don't see that as a permanent solution. So, why start there if that's not what we're going to do in the long run.

LARSEN:

Do we already have an address?

MONDA:

We can pick a custom address.

BANISTER:

I'd suggest having something uniform so that it can be catalogued. Something like "2017_01_10".

LARSEN:

That's a great idea. While facebook timestamps events, I don't know whether this software does that.

BANISTER:

That's more reason to have the date.

MONDA:

Once we pick the URL, we can use that for the future too.

FLAMAN:

We can use "UASUSC".

BANISTER:

I don't think many people would know what that means. It's an acronym used by insiders. Maybe "UASU Students' Council" is better.

MONDA:

We can just use "Students' Council".

LARSEN:

We can rename the files can't we?

MONDA:

Yes, the recordings are downloadable files.

LARSEN:

As long as we have some sort of backup, that's good. Can we agree on a name such as "Students' Council" or a derivative?

BANISTER:

"UASU Students' Council" is good, as there are many others in different institutions.

MONDA:

The URL already includes "ualberta.ca". So, "Students' Council" is good.

BANISTER:

If we want to go in-camera, can we stop the recording, and restart?

LARSEN:

Yes, we can pause the stream.

MONDA:

You can just turn off audio and video. The website would be just left blank.

BANISTER:

Is it directly on facebook?

LARSEN:

No. It's on Adobe Connect.

BANISTER:

So, the link directs you to the video on another site right?

MONDA:

Yes. The advantage over facebook live is that we can share other documents in addition to video.

BANISTER:

Do you have to sign-in with your ualberta id?

LARSEN:

Yes.

MONDA:

We can force whether we want people to sign-in or not.

BANISTER:

How do people comment or ask questions?

LARSEN:

There's a comment option. There's another option to raise a hand. That person may then appear on the screen and ask the question or type in their question. It was very smooth when we did it live. All the options are there. If they want to go on video, or ask a question, we have to recognize it first. In a perfect world, the Speaker would control this. If the Speaker is unable, Councillor Monda can facilitate this for the time being.

MONDA:

That's fine. It's really easy.

LARSEN:

When should we start advertising?

BANISTER:

We should start on Monday as it's the first day of school. We are sending out the State of the Union on Monday. If the link is ready, we can include it in the email.

MONDA:

I can make the link right now.

BANISTER:

So, shall I include the link in the State of the Union?

MONDA:

That'd be awesome.

BANISTER:

We're also doing our podcast. We can inform the students that way too.

LARSEN:

That's great. Councillor Monda, can you email the custom address to Vice-president Banister?

MONDA:

For sure. I'm not sure whether the webcam owned by the SU works yet. I'll have to check when I get back to Edmonton. If it doesn't work, we can rent one from IST. However, in the long term, we should consider buying one if the one we have doesn't work.

LARSEN:

Great.

MONDA:

There's an image in the background in the room we're doing this. We may want to ask our marketing department to create a custom image with the SU logo.

LARSEN:

Is there a certain size it needs to be.

MONDA:

I can send you the specifications if it's worthwhile, along with the URL. It'll make sense if we're going to do this for the long term.

LARSEN:

Sounds good. Send it to both be and Vice-president Banister.

2016-14/3

NEW BUSINESS

2016-14/3a

Treaty Acknowledgement

LARSEN:

A suggestion was made in the meeting of the chairs to include the acknowledgement of all traditional territories at the beginning of all SU agendas including the ones of our standing committees. I made the suggested changes to our Standing Orders. Can everyone go to the working document. I added "including the agendas of standing committees" to the necessary section.

BANISTER:

We may be missing a treaty or a group in our recognition. It's not that we can't move forward as it is now. Once I get the updated version, we may have to make a unilateral change on everything. I presume that it would be an editorial change.

LARSEN:

Does the wording make sense? It's very simple.

LARSEN/BANISTER move to approve changes made to Council Standing Orders under 29 Appendix 6 - Acknowledgement of Traditional Territories, found in the Council Standing Orders working document.

Vote 6/0/0

CARRIED

2016-14/3b

Meeting of the Chairs

LARSEN:

The suggestion was that the CAC (Council Administration Committee) Chair would facilitate a meeting of the chairs every semester, and provide a turnover structure for the chairs. There are changes to the CAC Standing Orders for this. Let's go to the working document.

BANISTER:

It should say that the meetings should take place at a minimum of once a trimester. Otherwise, people will say that it's not required, and will never meet.

LARSEN:

That's a good suggestion.

BANISTER:

I don't like micromanaging, but it's also good to be detailed. How about including wording so that there's an introductory meeting during Summer.

LARSEN:

I'm pretty keen the way it is. The first one should be an introductory one.

NDATIRWA:

I agree with Councillor Larsen.

MONDA:

I agree.

FLAMAN:

Looks good.

SUNDAY:

I'm fine with how it is.

LARSEN/BANISTER move to approve changes made to Council Administration Committee Standing Orders under 4 - Chair's Responsibilities and Duties, found in the CAC Standing Orders working document.

Vote 6/0/0

CARRIED

2016-14/3c

Gendered Language

LARSEN:

A suggestion was made to reduce Standing Orders to gender-neutral language. I have to email the chairs of the different committees to have this as a discussion item. I can do that when I complete the standing committee reviews. Where did this come from?

SUNDAY:

It came up from the Policy Committee review.

BANISTER:

I'm surprised this already hasn't been done. Was this prevalent throughout the document, or was it specific to certain parts?

SUNDAY:

It was in the Standing Orders of the Policy Committee. I didn't look at the other ones.

LARSEN:

When I do the compilation of standing committee reviews, I'll check whether there are any errors in the other ones. I'll make recommendations if so. If not, we can just leave it.

2016-14/3d

Council Engagement: Budget

LARSEN:

What should we do with our budget? My suggestion is council engagement. We can also do councillor appreciation. There are \$350 right now, and we'll have more after the jackets are accounted for. Basically, we can budget for between \$350-500. Are there any suggestions?

BANISTER:

Elections are coming up. We can invite people who are interested in running for a talk. We can arrange for some catering too. The Chief Returning Officer (CRO) usually does stuff like that. However, they aren't given tips on how to run an election. We can do that, and give advice for new people.

LARSEN:

That's a good idea. Are there any other suggestions.

FLAMAN:

Can we use it for the webcam?

LARSEN:

We can do that if required. We'll see how it goes on the 10th of January.

MONDA:

The cost of acquiring one would be a bit over \$100.

NDATIRWA:

I have a question regarding Vice-president Banister's idea. Would it be a formal event, or would it be more casual?

BANISTER:

I was thinking that it could be informal.

LARSEN:

We could open up the Council office, and get people to hang out. We can also get the people from the CRO's office to hang around too.

FLAMAN:

We can also ask Rebecca to stay in late and have the Discover Governance office open.

BANISTER:

There's value in having just councillors. When we have executives, staff, and elections people, people may be more reluctant to ask the necessary questions. Every single person who runs would be afraid that he/she will get disqualified for something. It's better to have a peer to peer event.

LARSEN:

Yes. We can just open up the office then. It's a good idea in the sense that it takes care of councillor appreciation along with council engagement.

MONDA:

It's a good idea.

BANISTER:

We can have the SU to make a facebook event.

LARSEN:

What should be the timeline? We should ideally have the event a month before the packages are out. We can roughly have it in mid/late January.

BANISTER:

As people are more interested in elections after executive elections, we can have the event between the executive and council elections. Frankly, I see value in having one before the executive elections, and another after. I don't know what our capacity is though.

LARSEN:

Having it in-between elections s good.

BANISTER:

After the executive elections, current councillors will have a better idea on whether they'll re-run or not.

MONDA:

It's good to have it after the executive election.

BANISTER:

Branding is important for an event like this. We should be careful in not looking like we're the authority on elections.

LARSEN:

Great. Let's go with this idea.

BANISER:

You'll get more attendance if we are innovative with the food. For example, having tacos/burritos would be more appealing than having pizzas.

LARSEN:

Great! Everybody seems to be happy with this. Are there any further ideas?

MONDA:

Can we buy a heater for the council office?

LARSEN:

I have to look into it. I doubt it though. However, the heating issue needs to get fixed.

BANISTER:

The whole building has irregular temperatures.

LARSEN:

We can look at other things if we have budgeted money left. Also, the jackets should be here soon. Also, is there a way to write up an engagement strategy for next year to allocate these funds appropriately? That way, councillors are aware of how much money they have. I'd also like to open up a discussion about where we get money for jackets. It's good that we get them, but spending \$1700 of our CAC budget just for jackets is wild.

FLAMAN:

That's how it was before.

BANISTER:

I see why it's a tempting thing to do. I was in Council when that was the model, and I didn't think that it was effective. People end up not using it as the administration is huge. How do you ensure that it's getting spread out equally? Also, it's very difficult to do something with just \$40. If you want \$500, another councillor may be annoyed that he/she didn't get that money for their own project. There is also value in having branded items. I don't like to forego that. I'd like to see this as a discussion item in Council.

LARSEN:

It's great when there's a group of people like us who are willing to plan a few things, but it's not always the case.

BANISTER:

If anything, I'd like to take that \$2000, and make 4 more Council scholarships.

LARSEN:

That's also an option. As long as it's a pooled fund, we have to do pooled ideas.

MONDA:

If we want to be serious in using money for engagement, it might be a good idea to create a Council Engagement Committee whose main job is to conduct such activities.

LARSEN:

I mentioned this in the past too. Because we take on the role of council engagement, it's difficult to do things as CAC. However, creating a new committee takes up a lot of work.

FLAMAN:

It's fine under CAC's purview. It's just that CAC got off to a bad start in the last 2 years.

BANISTER:

We can have standing orders to mandate that CAC should conduct one council engagement event every semester. Then, that becomes part of the job.

2016-14/4

LARSEN:

2016-14/4a

Yes, that can be done. We'll let these ideas float around till the next meeting.

DISCUSSION

Bylaw 600 (Bilingualism) - Implementation and Discussion

2016-14/4b

LARSEN:

I'm not sure who put this in. As far as I know, there's a sub-committee within the Bylaw Committee who are reviewing all of our bylaws to put into French. It's a massive project. I don't know how it's going.

BANISTER:

It's not going well. There hasn't been much follow up as per my understanding. You should follow up with President Rahman.

Council Mentorship Program

BANISTER:

Isn't it called Council Connection now? Our event with prospective councillors in between the elections falls within this.

LARSEN:

I actually have a couple of people who follow me on stuff, and get emails from me.

FLAMAN:

I don't have anybody this year, but I had 2 last year. It went surprisingly well.

MONDA:

How does it work.

LARSEN:

I'll get an email from Discover Governance, and put me in contact with the mentees. I'll email him/her a couple of times and they'll contact me. I will provide resources, tell them things to do, and introduce governance opportunities. Once they get set somewhere, they just fade away.

FLAMAN:

It's pretty much the same with me.

BANINSTER:

Initially, it was designed for people who were unsure about running for Council. You sit with them during a Council meeting, and explain what's going on in real time. That was the original intention. This program is very intimidating to sign up. I'd be in favour of creating a Google form.

FLAMAN: That was one of the suggestions which came after the governance review last year too. What should the objectives of this program be?

LARSEN:

They would more or less work as your proxy. They were supposed to get a different title. I also like this to work the other way where councillors are responsible for finding people for their positions.

BANISTER:

To me, people want to be on Council, but are intimidated. The mentor was supposed to inform these people about how council works.

LARSEN:

Yes, that's how it's worded on our website.

BANISTER:

It should be advertised in the right way. Considering we don't advertise it, it's remarkable that we have people reaching out. How about posting on our social media, along with a Google form for signing up? A good use of the budget would be to spend for a coffee when the mentee and the mentor meet for the first time.

LARSEN:

Do we want to start on this right away?

BANISTER:

Yes.

LARSEN:

I'm lukewarm about this.

SUNDAY:

I don't know too much about this program. However, we might as well start advertising right now.

FLAMAN:

I do like the idea about having the coffee.

LARSEN:

Great. We'll try and get an incentive program for people to get engaged. I'll give you guys an update during the next meeting.

2016-14/5

ADJOURNMENT

2016-14/5a

Next Meeting: January 10, 2017 at 5:00 pm.

2016-14/5b

Meeting adjourned at 6:07 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>FLAMAN/BANISTER moves to approve the agenda for January 03, 2017 as tabled.</i>	6/0/0 - CARRIED
<i>LARSEN/BANISTER move to approve changes made to Council Standing Orders under 29 Appendix 6 - Acknowledgement of Traditional Territories, found in the Council Standing Orders working document.</i>	6/0/0 - CARRIED
<i>LARSEN/BANISTER move to approve changes made to Council Administration Committee Standing Orders under 4 - Chair's Responsibilities and Duties, found in the CAC Standing Orders working document.</i>	6/0/0 - CARRIED