



*University of Alberta Students' Union*  
**COUNCIL ADMINISTRATION**  
**COMMITTEE**

**Tuesday, April 10, 2018**

**5:00PM**

**Council Chambers, University Hall**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the

University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

**AGENDA (CAC 2017-23)**

- 2017-23/1     INTRODUCTION**
- 2017-23/1a    Call to Order**
- 2017-23/1b    Approval of Agenda**
- 2017-23/1c    Approval of Minutes**
- 2017-23/1d    Chair's Business**
- 2017-23/2     OLD BUSINESS**
- 2017-23/3     NEW BUSINESS**
- 2017-23/4     DISCUSSION**
- 2017-23/4a    Chair Year End Transition Report**  
  
See CAC-2017-23.02.
- 2017-23/5a    Next Meeting: TBD.**
- 2017-23/6     ADJOURNMENT**



*University of Alberta Students' Union*  
**COUNCIL ADMINISTRATION**  
**COMMITTEE**

**Tuesday, March 27, 2018**  
**5:00PM**  
**Council Chambers, University Hall**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

**ATTENDANCE**

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Connor Palindat (Chair)		Y	
Nathan Sunday		N	
Delane Howie		Y	
Nicole Jones	Shane Scott	Y	
Genna DiPinto	Kara Farris	Y	
Brandon Christensen		Y	
Robert Bilak		Y	
James Thibaudeau		Y	
Levi Flaman		Y	
Ilya Ushakov		Y	
Robyn Paches		Y	
Rebecca Taylor		Y	

## **AGENDA (CAC 2017-22)**

### **2017-22/1      INTRODUCTION**

#### **2017-2/1a      Call to Order**

PALINDAT: Called the meeting to order for 5:00.

#### **2017-22/1b      Approval of Agenda**

FLAMAN/CHRISTENSEN MOVED to approve the agenda.

8/0/0 - CARRIED

#### **2017-22/1c      Approval of Minutes**

CHRISTENSEN/THIBAUDEAU MOVED to approve the *CAC-2017-21-M* minutes.

5/0/3 - CARRIED

Scott, Howie abstain.

#### **2017-22/1d      Chair's Business**

PALINDAT: Noted he is part of the selection process for the Chief Returning Officer.

### **2017-22/2      OLD BUSINESS**

### **2017-22/3      NEW BUSINESS**

#### **2017-22/3a      FLAMAN/THIBAUDEAU MOVED to amend the Council Administration Committee standing orders as amended, as attached.**

FLAMAN: Established that the new changes concern wording changes, Bill 5, and councillor attendance.

CHRISTENSEN: Noted that §18.3 mandates the postponement of items not completed at a Students' Council to the next *regularly* scheduled meeting. Proposed, instead, the postponement of uncompleted items to the next scheduled meeting, which may or may not be regular. Asserted that this change allows for items to be addressed quickly and appropriately.

FLAMAN: Responded that the §18.3 provision was intended to provide fixed dates for meetings; interim meetings are not set in advance and, therefore, may be difficult for councillors to accommodate in their schedules.

CHRISTENSEN: Noted that meetings are generally called at least one week in advance, allowing for councillors' to adjust their schedules.

CHRISTENSEN/THIBAUDEAU MOVED to remove the word "regularly" from §18.3.

8/1/0 - CARRIED

CHRISTENSEN: Indicated that §19.1-4 unnecessarily expand the tracking of forms of attendance. Suggested the attendance record only reflect the presence of a proxy, not the form of attendance ex. Live-stream vs in-person.

FLAMAN: Responded that students wish to know the manner in which their representatives attend meetings. Considered that the live-stream was initially intended to be only a last-resort but became a popular and easy means of attendance.

THIBAudeau: Advanced that both in-person and live-stream attendance are equivalent.

FLAMAN: Responded that councillors are more active when present in-person whereas they are historically passive on the live-stream.

CHRISTENSEN: Agreed with Flaman. Observed, however, that recording a councillors' form of attendance does not incentivise in-person attendance as no penalty is attached.

SCOTT: Regarded that the Standing Orders do not give preference to in-person attendance. Suggested that, therefore, tracking the form of attendance is incongruous with policy.

HOWIE: Suggested a preference for in-person attendance must be first drafted into the Standing Orders.

PALINDAT: Responded that the preference for in-person attendance is implied.

CHRISTENSEN: Inquired into the status of tracking councillor attendance via proxies.

PALINDAT: Asserted that the use of proxies is fundamentally different from attending via live-stream or in-person as the elected councillor is not present.

SCOTT/CHRISTENSEN MOVED to strike the YT designation and have Y denote a member present and YP denote present by proxy or councillor-designate in S19.2A  
2/8/0 - FAILED

FLAMAN/CHRISTENSEN MOVED to add councillor-designate after proxy in S19.2A.  
Accepted as friendly.

**7/1/0 - CARRIED**  
Scott abstains.

See CAC-2017-22.02.

**2017-22/4**     **DISCUSSION**

**2017-22/4a**    SUB Elected Representatives Board

FLAMAN: Requested that the Elected Representatives Board be updated in May rather than late October.

PALINDAT: Responded that the rationale for updating the Board later is to account for changes in Students' Council membership from by-elections.

PACHES: Proposed that the Board be split into two sections: (1) the executive portion of the Board, updated May and (2) the councillor section updated after byelections.

**2017-22/4b**    SUBPhoto Council Photos

FLAMAN: Requested that CAC organise photo-shoots for councillors at SUBphoto.

TAYLOR: Declared to notify councillors of a date and time.

**2017-22/4c**    Gateway Interviews

FLAMAN: Established that the Gateway produced a "Get to Know Your Councillor" interview this year. Proposed that CAC work with the Gateway to provide a similar opportunity to incoming councillors at the forthcoming start-up meeting.

TAYLOR: Advised that the interviews could occur alongside the mixer from 3:00pm to 5:00pm.

FLAMAN: Declared to liaise with the Gateway.

**2017-22/4d**    Remaining Budget Funds

PALIDNAT: Established that \$1172.25 remains in the budget, not including the cost of business cards. Urged councillors to propose uses for the remaining funds.

TAYLOR: Emphasised that the budget is reset each term, surplus are not carried forward.

FLAMAN: Proposed that CAC spend the remaining allotment on printed governance packages for outgoing councillors to retain as momentos.

CHRISTENSEN: Responded that printed governance packages would be better used by incoming councillors. Suggested CAC spend the remaining allotment on a transitional mixer open to students.

SPEAKER: Suggested CAC spend the remaining allotment on a webcam, recorder, and microphone.

PALINDAT: Advised purchasing only a standard quality of audio-visual equipment as relatively few students watch the livestream.

SCOTT: Expressed concern over past mixer turnout. Suggested that CAC spend the remaining funds on Students' Council merchandise.

SPEAKER: Suggested CAC spend the remaining funds on printed end-of-term framed group photos.

PALINDAT: Suggested CAC spend the remaining funds on embossed leather portfolios.

CHRISTENSEN: Suggested CAC spend the remaining amount on an increased number of burgers for the April 10 meeting.

HOWIE: Expressed concern over the justifiability of purchasing more momentos.

TAYLOR: Noted that the current order is for 36 burgers.

SPEAKER: Advised that Bilak should receive a Council jacket as he entered Students' Council after the deadline for expressing interest.

PALINDAT: Responded that if Bilak receives a jacket, the same principle must apply for Li and Scott.

PALINDAT/CHRISTENSEN MOVED to spend \$200 for increased food at the April 10 and \$900 for audio-visual equipment (recorder, microphone, webcam) and Council jackets.

9/1/0 - CARRIED

## **2017-22/4e**

### Discover Governance

PALINDAT: Identified two of CAC's requests to Discover Governance: (1) catering must accommodate allergies and menu options must be posted in advance of the meeting and (2) the hours for the administrative assistant should be increased to improve the quality of work and support a potentially increased workload from Bill 5.

CHRISTENSEN: Noted that, in past years, the Students' Council administrative assistant was able to deliver high quality work without increased hours in the

role.

PALINDAT: Responded that, notwithstanding past performance, Bill 5 will likely increase the workload for the administrative assistant.

**2017-22/5a**    **Next Meeting:** Tuesday, April 10, 2018 @ 5:00PM in Council Chambers.

**2017-22/6**    **ADJOURNMENT**  
Meeting adjourned for 5:52 pm.

<b>MOTION</b>	<b>VOTES</b>
FLAMAN/CHRISTENSEN MOVED to approve the agenda.	8/0/0 - CARRIED
CHRISTENSEN/THIBAudeau MOVED to	5/0/3 - CARRIED

approve the <i>CAC-2017-21-M</i> minutes.	Scott, Howie abstain.
CHRISTENSEN/THIBAudeau MOVED to remove the word "regularly" from §18.3.	8/1/0 - CARRIED
SCOTT/CHRISTENSEN MOVED to strike the YT designation and have Y denote a member present and YP denote present by proxy or councillor-designate in S19.2A	2/8/0 - FAILED
FLAMAN/CHRISTENSEN MOVED to add councillor-designate after proxy.	Accepted as friendly.
FLAMAN/THIBAudeau MOVED to amend the Council Administration Committee standing orders as amended, as attached.	7/1/0 - CARRIED Scott abstains.
PALINDAT/CHRISTENSEN MOVED to spend \$200 for increased food at the April 10 and \$900 for audio-visual equipment and Council jackets.	9/1/0 - CARRIED





## COUNCIL ADMINISTRATION COMMITTEE

Date: 5 April 2018

To: Students Council

From: Chair Council Administration Committee Connor Palindat

Subject: Chair's Report - Transition Report

Dear Students' Council:

The following shall serve as the Transition document for the Council Administration Committee (CAC) as outlined in Bylaw 100(16). In accordance with Bylaw 100, Section 16 the following written report has been submitted, on-time, to the University of Alberta Students' Union, Students' Council. This report has been completed to permit decisions of Council Administration Committee (CAC) to be approved as outlined in Bylaw 100, Section 16(3).

### 1) Structure and Function

Bylaw 100

#### 3. The Council Administration Committee

- a. has authority to amend, adopt, or rescind standing orders of Students' Council after an initial set of standing orders has been adopted by Students' Council;
- b. shall make recommendations to Students' Council on the structure of Students' Council and standing committees;
- c. shall oversee the Speaker and the Chief Returning Officer of the Students' Union;
- d. shall oversee the progress of Students' Council's legislative agenda

Asides from this mandate found in Bylaw 100, the CAC is responsible for reviewing hires of the Elections Office, reviewing the functionality and progress of all other standing committees, and allocating its budget to support councillors in their roles. The current structure and function has worked well for the committee. A mix of informal and formal motions allowed the committee to be adaptive to council's needs.

### 2) Responsibilities of Chair

#### 4. The Chair of the Council Administration Committee shall:

- a. arrange for the booking of a meeting room, when necessary, for meetings of the Committee;
- b. arrange for the preparation and distribution of the Committee agenda;
- c. moderate debate at meetings of the Committee;
- d. respond to the questions of members of the Committee in a timely fashion;
- e. assign duties to members of the Committee, such duties pertaining to the fulfilment of the mandate of the Committee;
- f. maintain the Standing Orders of the Committee; and
- g. submit reports to Students' Council, as required.

Asides from the list above, the Chair is responsible for the CAC budget process, overseeing the hiring of officers to the Elections office, overseeing progress of the elections office, organizing trimesterly meetings of the chairs, submitting recommendations to students council, giving oral updates to students council, working with Discover Governance to update standing orders, and occasionally fielding questions in regards to SU committee functionality. The Chair often also helps to write updates to standing orders and facilitate any necessary changes to bylaw or standing committee standing orders as well.

<b>Contact</b>	<b>Email</b>	<b>Reason to Contact</b>
Discover Governance Manager - Rebecca Taylor	<a href="mailto:governance@su.ualberta.ca">governance@su.ualberta.ca</a>	<ul style="list-style-type: none"> <li>- Governance questions</li> <li>- Changes to wiki system</li> <li>- Changes to standing orders</li> </ul>
Discover Governance Administrative Assistant	<a href="mailto:council.submissions@su.ualberta.ca">council.submissions@su.ualberta.ca</a>	<ul style="list-style-type: none"> <li>- Submitting items to council</li> <li>- Submitting minutes</li> <li>- Submitting motions</li> <li>- Submitting and updating committee schedule</li> <li>- Submitting written reports</li> </ul>
Speaker	<a href="mailto:speaker@su.ualberta.ca">speaker@su.ualberta.ca</a>	<ul style="list-style-type: none"> <li>- Anything regarding procedure at students council.</li> <li>- Questions regarding procedure for committee, motions, etc.</li> </ul>
Chief Returning Officer	<a href="mailto:cro@su.ualberta.ca">cro@su.ualberta.ca</a>	<ul style="list-style-type: none"> <li>- Questions regarding elections process.</li> <li>- Hiring process for staff.</li> <li>- Elections office updates for students council.</li> </ul>

### **3) Review of CAC**

For full motions list see Students Council Tuesday, April 10, 2018.

Incomplete Activities:

- 1) Translation of bylaws into french

Currently In Progress Activities:

- 1) Livestream responsibilities should be transferred to Speaker, purchasing livestream equipment.

### **4) Recommendations for CAC from the Chair**

- 1) Continue to host CAC immediately before council meetings as it allows for people to casually drop into the meeting.
- 2) Review and update livestream and open forum procedure. We are in the progress of purchasing new equipment and the live stream should be consistent.
- 3) Continue to concentrate on being a space for more informal discussions for the whole of council.
- 4) Ensure the budget is properly communicated to CAC and Council as a whole.
- 5) Jackets should be ordered as soon as possible in May, and a second subsequent order should occur immediately following the by-election.
- 6) CAC should spearhead student engagement of Council. This should consist of the launch of the Facebook and Twitter social media accounts in collaboration with Discover Governance. The groundwork has already been done for this.
- 7) Relaunch the Council Mentorship program. This is not advertised or utilized well, and is a great tool for engagement of students. This can coincide with the launch of social media pages.
- 8) Budget should also focus on engagement and CAC should ensure that the funds are used for events and engagement initiatives that target as large numbers of students as possible.

Thank you for your care and attention. Please feel free to make any inquiries you deem appropriate. A response will be provided within twenty-four (24) hours.

Cheers,  
Connor Palindat  
University of Alberta Students' Union

(Submitted electronically)