



COUNCIL ADMINISTRATION COMMITTEE MINUTES

2013 – 2014

Date: October 22nd 2013

Time: 5.07 pm

In Attendance:

ERIN BORDEN (Chair)

KELSEY MILLS (Arrival : 5.08 pm)

DYLAN HANWELL

HARLEY MORRIS

CORY HODGSON

BASHIR MOHAMED

Excused Absence:

MARINA BANISTER

Others in Attendance:

CRAIG TURNER `

SACHITHA KUSALADHARMA

1. CALL TO ORDER:

The meeting was called to order by BORDEN at 5.07 pm.

2. APPROVAL OF AGENDA

HANWELL moved to approve the agenda for *October 22, 2013* as tabled.
The motion was seconded by MORRIS.
CARRIED

3. APPROVAL OF MINUTES

HODGSON moved to approve the minutes for *October 08, 2013* as tabled.
The motion was seconded by MORRIS.
Vote 6/ 0 /0
CARRIED

4.
ANNOUNCEMENTS

TURNER: I had a chat with Marc Dumouchel. There seem to be more space issues in this building (Students' Union Building) than we were anticipating. So, until the renovation is finished in the floors downstairs, we may have to share the 6th floor space.

5. NEW BUSINESS

Fall Retreat

BORDEN informed the committee that the revised retreat schedule has been drafted taking into account the recommendations given by her and speaker Craig Turner. She said that the executives didn't have any issues with it, and that it will be a single day event from 10 am to 5 pm.

MILLS asked whether members belonging to more than one of Council, Faculty Associations (FAs), and General Faculties Council (GFC) had any choice of attending a particular program. TURNER replied that it was a matter of personal choice, where for example, somebody new to council would be attending the council specific sessions, and somebody who has been in council for a while may benefit more from attending another session.

HODGSON asked for the date of the retreat, and BORDEN replied that it was on the 2nd of November.

Cancellation Policy

TURNER stated that the speaker or the Council Administration Committee (CAC) can cancel council meetings up till 97 hours before the meeting. He said that there are various costs associated with the conduct of a meeting ranging from \$500 to \$700. Because of that, he said that he has a responsibility to cancel the meeting if there was nothing going on in the main agenda. TURNER further mentioned that some councilors asked if they could include items as a late addition, and still have a meeting. He identified two issues with that: the councilors should send their items on time, and there was only till 5pm on Friday to cancel the meeting. TURNER informed the committee that if anybody had concerns, his recommendation would be to change the latest cancellation time.

TURNER said that he as the speaker would cancel the meeting if there weren't any motions or external presentations. Furthermore, he mentioned that he would cancel the meeting even if there were minor motions which weren't time sensitive.

The committee agreed on TURNER's opinion regarding the issue.

Council Standing Orders

TURNER presented and explained several potential amendments to the Council Standing Orders. The Standing Orders along with the potential amendments were included in the document distributed to the committee. He said that most of the changes were minor, and some others were to bring the Standing Orders in line with current practice. The committee decided to make a decision on them at a later meeting.

Summer Retreat 2014

BORDEN informed the committee that Rebecca Taylor of *Discover Governance* gave her 2 potential dates for the summer retreat 2014. The proposed dates were May 23-25, and May 30- June 1. The committee discussed which date was most appropriate. BORDEN said that both dates were during classes of the spring term. MILLS mentioned that it would be better to check availability and prices for both dates, and then book the cheapest and best deal. MILLS further said that it would be good to get the location which was used 2 years before.

6. REPORTS

None

7. CLOSED SESSION

NIL

8. NEXT MEETING

November 05, 2013 at 5 pm.

9. ADJOURNMENT

BORDEN moved to adjourn the meeting.
The motion was seconded by MILLS.
CARRIED

The meeting was adjourned by BORDEN at 5.46 pm.