

University of Alberta Students' Union

STUDENTS' COUNCIL

Tuesday December 3, 2002 - 6:00 PM
Council Chambers 2-1 University Hall

A G E N D A (SC 2002-17)

- | | |
|---|--|
| 2002-17/1 | <u>CALL TO ORDER</u> |
| 2002-17/2 | <u>NATIONAL ANTHEM "O Canada:"</u> |
| 2002-17/3 | <u>University of Alberta CHEER SONG "Ring Out a Cheer"</u> |
| 2002-17/4 | <u>SPEAKER'S BUSINESS</u> |
| 2002-17/5 | <u>ROLL CALL</u> |
| 2002-17/6 | <u>APPROVAL OF THE AGENDA</u> |
| 2002-17/7 | <u>PRESENTATION AND DISCUSSION</u> |
| 2002-17/8 | <u>APPROVAL OF THE MINUTES</u> |
| 2002-17/9 | <u>REPORTS</u> |
| 2002-17/9a | Student Activities Coordinator Report |
| Student Activities
Coordinator
Report | <i>Please see document SC 02-17.01.</i> |
| 2002-17/10 | <u>QUESTION PERIOD</u> |
| 2002-17/11 | <u>APPROVAL OF EXECUTIVE COMMITTEE REPORT</u> |
| Executive
Committee Report | <i>Please see document SC 02-17.02.</i> |

2002-17/12 **LEGISLATION**

2002-17/12a
Article XII of the
Constitution

SMITH MOVED THAT Students' Council approve the proposed amendments to Article XII of the Constitution to take effect May 1, 2003, which the Executive Committee considers to be representative of the changes recommended by the Committee for the Finding And Realization of Changes to Elections (FIRST Reading).

Please bring supporting documentation from the November 19, 2002 meeting.

2002-17/12b
Bylaw 2100

SMITH MOVED THAT Students' Council approve the proposed amendments to Bylaw 2100 to take effect May 1, 2003, which the Executive Committee considers to be representative of the recommendations of the Committee for the Finding And Realization of Changes to Elections (FIRST Reading).

Please bring supporting documentation from the November 19, 2002 meeting.

2002-17/12c
Bylaw 2200

SMITH MOVED THAT Students' Council approve the proposed amendments to Bylaw 2200 to take effect May 1, 2003, which the Executive Committee considers to be representative of the recommendations of the Committee for the Finding And Realization of Changes to Elections (FIRST Reading).

Please bring supporting documentation from the November 19, 2002 meeting.

2002-17/12d
Bylaw 2400

SMITH MOVED THAT Students' Council approve the proposed amendments to Bylaw 2400 to take effect May 1, 2003, which the Executive Committee considers to be representative of the recommendations of the Committee for the Finding And Realizations of Changes to Elections (FIRST Reading).

Please bring supporting documentation from the November 19, 2002 meeting.

2002-17/12e
Bylaw 100

SMITH MOVED THAT Students' Council approve the proposed amendments to Bylaw 100 to take effect May 1, 2002, which the Executive Committee considers to be representative of the recommendations of the Committee for the Finding And Realization of Changes to Elections (FIRST Reading).

Please bring supporting documentation from the November 19, 2002 meeting.

2002-17/12f
Bylaw 2500

SMITH/ROSS MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed amendments to Bylaw 2500 (FIRST Reading).

Please bring supporting documentation from the November 19, 2002 meeting.

2002-17/12g
Bylaw 6400

ROSS/SMITH MOVED THAT Students' Council, upon the recommendation of the WUSC Refugee Student Sponsorship Board, accept the proposed changes to Bylaw 6400 (FIRST Reading).

Please bring supporting documentation from the November 19, 2002 meeting.

2002-17/12h
Bylaw 1200

KAWANAMI/SAMUEL MOVED THAT Students' Council approve the proposed changes to Bylaw 1200 (FIRST Reading).

Please bring supporting documentation from the November 19, 2002 meeting.

2002-17/12i
Bylaw 7550

ROSS/SMITH MOVED THAT Students' Council, upon the recommendation of the Student Life Board, adopt Bylaw 7550 relating to the Student Development Centre (FIRST Reading).

Please see document SC 02-17.03.

2002-17/12j
Bylaw 7200

ROSS/SMITH MOVED THAT Students' Council, upon the recommendation of the Student Life Board, approve the proposed changes to Bylaw 7200 relating to the Students' Union Orientation Program (FIRST Reading).

Please see document SC 02-17.04.

2002-17/12k

Bylaw 6550

SMITH MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed changes to Bylaw 6550 relating to APIRG (FIRST Reading).

Please see document SC 02-17.05.

2002-17/12l

Bylaw 8451

WEPLER MOVED THAT Students' Council approve the proposed changes to Bylaw 8451 Respecting Faculty Association Membership Fees (FIRST Reading).

Please see document SC 02-17.06.

2002-17/12m

Bylaw 9100

BRECHTEL MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed changes to Bylaw 9100 Respecting the Involvement Recognition Awards of the Students' Union (FIRST Reading).

Please see document SC 02-17.07.

2002-17/12n

Political Policy
"National
Representation"

JONES/WELKE MOVED TO rescind whereas 4 through 7 and the final Be It Further Resolved from Political Policy "National Representation: National Organization of Students".

Please see document SC 02-17.08.

2002-17/12o

Political Policy
"National
Representation"

SHARMA/CLYBURN MOVED THAT Students' Council, upon the recommendation of the External Affairs Board and the Executive Committee, rescind the Political Policy "National Representation: National Organization of Students".

Please see document SC 02-17.09.

2002-17/12p

Political Policy
"The Political
Representation of
Students"

SHARMA/CLYBURN MOVED THAT Students' Council, upon the recommendation of the External Affairs Board, adopt the Political Policy "The Political Representation of Students".

Please see document SC 02-17.10.

- 2002-17/12q
Political Policy
“National
Representation”
- OBERHOFFNER/KNULL MOVED THAT Students’ Council adopt the proposed changes to Political Policy “National Representation”.
- Please see document SC 02-17.11.*
- 2002-17/13
- OLD BUSINESS
- 2002-17/14
- NEW BUSINESS
- 2002-17/14a
CASA
- SHARMA/CLYBURN MOVED THAT Students’ Council, upon the recommendation of the External Affairs Board, withdraw from the Canadian Alliance of Student Associations (CASA) based upon the reallocation of resources as outlined in the “Reformed CAUS” segment of the “Towards Effective Political Representation” document.
- Please see document SC 02-17.12.*
- 2002-17/14b
CASA
- SHARMA/SMITH MOVED THAT Students’ Council, upon the recommendation of the Executive Committee, withdraw from the Canadian Alliance of Student Associations (CASA).
- 2002-17/14c
Energy Audit
- HUDEMA MOVED THAT Students Council, upon the recommendation of the Executive Committee, approve an expenditure not to exceed \$8,000.00 (eight thousand dollars) plus GST to conduct an energy audit.
- Please see document SC 02-17.13.*
- 2002-17/14d
Academic Affairs
Board
- BRECHTEL MOVED THAT Students’ Council nominate one (1) councilor to serve on the Academic Affairs Board for the remainder of the 2002/2003 school year.
- 2002-17/15
- INFORMATION ITEMS
- 2002-17/16
- ANNOUNCEMENTS
- 2002-17/16a
UPCOMING
COUNCIL
MEETINGS
- Next Council Meeting
- January 7, 2003 - 6:00 PM
 - January 21, 2003 - 6:00 PM

2002-17/16b

- Engineering
- Faculté Saint Jean

UPCOMING
FACULTY
ASSOCIATION
REPORTS

2002-17/17

ADJOURNMENT

STUDENTS' COUNCIL

Tuesday November 19, 2002 - 6:00 PM
Council Chambers 2-1 University Hall

MINUTES (SC 2002-16)

Faculty/Position	Name	6:00	9:00
President	Mike Hudema	✓	✓
VP Academic	Mat Brechtel	x	✓
VP External	Anand Sharma	✓	✓
VP Finance	Steve Smith	✓	✓
VP Student Life	Kail Ross	✓	✓
BoG Undergrad Rep.	Mike Reid	✓	✓
Residence Halls Association	George Slomp	✓	✓
President Athletics			
Agric/Forest/HomeEc	Paul Reikie	✓	✓
Agric/Forest/HomeEc	Teodora Alampi (Locke Girvan)	✓	✓
Arts	Chris Bolivar (Alex Taylor)	✓	✓
Arts	Kyle Kawanami	✓	✓
Arts	James Knull	✓	✓
Arts	Matt Oberhoffner		
Arts	Alexis Pepin	✓	✓
Arts	Laura Roberts	✓	✓
Arts	Vivek Sharma	✓	✓
Arts	Paul Welke	✓	✓

Business	Jamie Kidston	✓	✓
Business	Meena Rajulu	✓	✓
Business	Holly Tomte	✓	✓
Education	Charles Beamish	✓	✓
Education	Daljeet Chhina	✓	✓
Education	Allison Ekdahl	✓	✓
Education	Mandeep Gill	✓	✓
Education	Janet Lo	✓	✓
Engineering	Chris Jones	✓	✓
Engineering	Margaret Laffin	✓	✓
Engineering	Paige Smith	✓	✓
Engineering	Michelle Vigeant	✓	✓
Engineering	David Wepler	✓	✓
Law	Paul Varga	✓	✓
Medicine/Dentistry	Miranda Richardson (Tara Chykolsky)	✓	✓
Medicine/Dentistry	Jeffrey Cao	x	✓
Native Studies	Valerie Knaga	✓	✓
Nursing	Leita Fuhrman	✓	✓
Open Studies			
Open Studies			
Pharmacy	Kurt Greene	✓	✓
Rehabilitation Medicine	Adelaine Wong	✓	✓
Faculté Saint-Jean	Lisa Clyburn	✓	✓
Science	Chamila Adhietty	✓	✓
Science	Kimberly Dary	✓	✓
Science	Katie Grant	✓	✓
Science	Aisha Khatib (Roman Khatib)	✓	✓
Science			

Science	Chris Samuel	✓	✓
Science	Steven Schendel (Tereza Elyas)	✓	✓
Science	Kimmy Williams	✓	✓
General Manager	Bill Smith	✗	✗
Speaker	Gregory Harlow	✓	✓
Recording Secretary	Helen McGraw	✗	✓

Observers

Nathan Mison (President, Students' Association of Grant McEwan College)

Brett Bergie (VP University Affairs, Brock University Students' Union; Ontario Regional Director, CASA)

Erin Sterenson (Communications Coordinator, CASA)

Josh Morgan (VP Education, University of Western Ontario)

James Kussie (VP Education, University of Manitoba; Chair of Board and Prairie Regional Director, CASA)

Jarrold Kubic (VP External, University of Lethbridge; Northwestern Regional Director, CASA)

Melanie Thomas (President, University of Lethbridge)

Shannon Philips (Researcher)

Red Deer College President

Sara Katz (Student-at-Large, External Affairs and Academic Affairs Boards)

Mustafa Hirji

2002-16/1 CALL TO ORDER (6:15)

2002-16/4 SPEAKER'S BUSINESS

Leita Fuhrman was appointed the nursing Councilor for the duration of the 2002-2003 academic term

SMITH/BEAMISH MOVED TO appoint all those present guests of council

2002-16/6 APPROVAL OF THE AGENDA

Standing Order 1 was suspended

JONES/BEAMISH MOVED TO strike items 7a and 7b and create a new item, 14a, to rescind Political Policy National Representation: National Organization of Students.

Sharma: This is dirty politics. We have our national director here today to make a presentation on the matter.

Beamish: We have representatives from CASA here tonight and it is important that we hear from both sides. Councilors have had adequate information before them for a month and tonight is the proper time to debate this.

Smith: A debate on this political policy is not equivalent to a debate on remaining in CASA.

Kawanami: There was an expectation that we would have the debate today as it was published in the Gateway and a good portion of EAB has shown up for the meeting.

Zwack: We already know Mr. Sharma's opinion on CASA; it is important that we take this opportunity to hear both sides of the issue.

Carried

Roll Call

Carried (20/19/4)

SMITH MOVED TO place New Business immediately before Legislation

Carried

HUDEMA MOVED TO add Late Additions 12i and 12j. These are both overdue political policies dealing with tuition.

Carried

OBERHOFFNER MOVED TO strike 14d as there is no time to discuss it.

Carried

HUDEMA MOVED TO MAKE (old) 14abc and 12i, j Special Orders

Carried

Carried

2002-16/14a
Memorandum of
Understanding with
Red Deer College

HUDEMA/SMITH MOVED THAT Students' Council, upon the recommendation of the Executive Committee, approve the proposed Memorandum of Understanding between the Students' Union and the Red Deer College Students' Association.

Please see document SC 02-16.11.

RDC President: This is a 7-year-old issue. U of A students at RDC have no representation at that school. As well, they reap the benefits of being RDC students without paying RDC SU fees. We'd like to see the U of A SU enter into a fee-sharing agreement that would address this inequity.

Carried (35/0/4)

**2002-16/14b
Tuition Freeze**

SAMUEL/REIKIE MOVED THAT, upon the recommendation of the Tuition Task Force, recommend to Students' Council to lobby the provincial government and the University of Alberta administration for a funded tuition freeze.

Samuel: These are the recommendations of the tuition task force.

Reikie: A funded tuition freeze means a rollback in real dollars, due to inflation.

Reid: Is this a political policy or just a call for all members to lobby the government?

Withdrawn

**2002-16/14c
Alberta's Tuition
Policy**

SAMUEL/REIKIE MOVED THAT Students' Council, upon the recommendation of the Tuition Task Force, rescinds the Political Policy "Alberta's Tuition Policy".

Please see document SC 02-16.12.

Carried (29/2/5)

**2002-16/12i
Political Policy -
Tuition**

HUDEMA/SAMUEL MOVED THAT Students' Council adopt the proposed Political Policy regarding Tuition, which the Executive Committee considers to be representative of the recommendations of the Tuition Task Force.

Please see document LA 02-16-01

Oberhoffner: Does the quoted \$7.798M cost of the tuition freeze refer only to the U of A or to the total cost of universities in Alberta?

Sharma: This policy addresses only UofA tuition.

Phillips: A tuition freeze at Calgary would also cost about

\$7M

Oberhoffner: We need to consider how much effect this will actually have at the provincial level; the current government will not be receptive to this.

Clyburn: We have been shooting for the same thing for a number of years; why not try something new?

Rajulu: Since the 2003-2004 school year is specifically referred to, will this expire after the tuition decision?

Smith: Next year's executive can amend or rescind the policy as they see fit. Otherwise it will expire in 3 years.

Reikie: I urge council to support this. A tuition freeze is an important goal.

Carried: (34/4/1) (Abstaining: Reid)

2002-16/12j
Political Policy –
Differential Tuition

SHARMA/SLOMP MOVED THAT Students' Council, upon the recommendation of the External Affairs Board and the Academic Affairs Board, adopt the proposed Political Policy – Differential Tuition.

Please see document LA 02-16.02

Sharma: This has gone through the committee process. AAB and EAB met together for the first time this year and made a number of changes to the policy. It is important for us to have a strong position on differential tuition.

Smith: This policy would leave us with multiple policies on differential tuition. They're consistent and thus not out of order, just redundant.

SAMUEL/WILLIMAS MOVED TO AMEND the third whereas to read "Whereas differential tuition has the potential to alter the balance of fields of occupation within a discipline by directing graduates to pursue well-paid specializations and away from socially necessary though ill-remunerated occupations

Samuel: As far as I know this is the only multi-sentenced whereas in any of our policies; this just puts it all into one coherent sentence.

Carried (28/3/8)

PHILLIPS MOVED TO correct the 7th whereas to read the average debt of Alberta students, rather than University of

Alberta students, as this is a factual error.

Friendly

HUDEMA MOVED TO replace “and” in the BIRT with “any”

Friendly

Carried (36/1/2) (Abstaining: Reid)

2002-16/8

APPROVAL OF THE MINUTES

SMITH MOVED TO approve the minutes of the 29 October Council meeting

Carried

2002-16/9

REPORTS

2002-16/9a

Mike Hudema, President

Congrats to **Sharma** for his external media campaign. We're forming a group called “Friends of Post-Secondary Education.”

2002-16/9b

Anand Sharma, Vice-President (External)

External media campaign is moving along. Thanks to those councilors who attended. GMCC has recently decided to withdraw from CASA. EAB has been meeting regularly, particularly to discuss CASA issues. A decision on CASA will be made December 3.

2002-16/9c

Steve Smith, Vice-President (Operations and Finance)

The fact that I have no written report for council is possibly the worst thing I've done all year. I promise I'll bring two next time. I've spent much more time than I'd like on tuition and national lobby organizations.

2002-16/9d

Kail Ross, Vice-President (Student Life)

Report provided. Upcoming committee meeting to discuss whether apolitical events on campus should be politicized.

2002-16/9e

Mat Brechtel, Vice President (Academic)

Written report provided. Selection committee for Vice-President Academic and Provost coming up. This is a very important position and councilor input would be appreciated.

- 2002-16/9f **Mike Reid, Undergraduate Board of Governor's Representative**
Parking rate increase passed; I voted against it. Approved construction of new sports facility and Engineering and Natural Resources building.
- 2002-16/9g **Valerie Knaga, School of Native Studies**
The NSA has been non-functional for a while and is just beginning to get back on its feet. White Elephant sale on the 25th and 26th.
- 2002-16/9h **Leita Fuhrman, Nursing**
Food drive on right now
- 2002-16/9i **Paul Reikie, Agriculture, Forestry and Home Economics**
I've sent out our faculty's policy on paper wastage. We have six student groups representing different disciplines. Christmas tree sale for Forest Society begins Friday just south of Corbett Hall. Human Ecology Students Association will be holding a fundraiser with a speaker on solar energy Nov. 27th at 7PM.
- 2002-16/9j **External Affairs Board Minutes**

Please see document SC 02-16.01.
- 2002-16/9k **Lisa Clyburn, CASA**

Written report provided
- 2002-16/10 **QUESTION PERIOD**

Kawanami: EAB had recommended that the ads in the External Media Campaign speak to people an individual level; was this recommendation followed? The ads do not seem to appeal to why lay people should care about PSE but instead refer to winning a Pulitzer and becoming a supreme court justice.
Sharma: The campaign has been successful so far and we hope to continue.

Samuel: Has the promised orientation apology letter been sent out?

Ross: Unfortunately, it slipped my mind. I'll send it tomorrow.

Jones: The coordinators are supposed to submit quarterly reports; when can we expect them?

Ross: Next council meeting! (Why not?)

Hirji: the ECOS office recently applied to APIRG for funding; why did we create an office that we can't fund properly?

Hudema: the ECOS office will be submitting a report in January. We fund the director and assistant director but a number of APIRG working groups are funding projects, as are some external groups.

Gill: Did **Sharma** submit a CASA report after the June meeting?

Sharma: I submitted the "Winds are Changing" document but I did not submit a report, as I was preparing a CASA/CFS report for submission to council.

Clyburn: Why has the SU commissioned a survey to Marketing 312 students regarding the creation of an SU magazine?

Ross: We never commissioned such a survey and they misspelled Students' Union (we're not quite that incompetent). I will be speaking to that 312 prof.

Kotovych: When will construction in the basement of SUB be completed?

Smith: Construction will be completed this month and the computer lab will likely open in January.

2002-16/11

APPROVAL OF EXECUTIVE COMMITTEE REPORT

Please see document SC 02-16.02.

2002-16/14

NEW BUSINESS

2002-16/14d

Political Policy –
National
Representation:
National
Organization of
Students

JONES/BEAMISH MOVED TO rescind Political Policy National Representation: National Organization of Students.

Smith: This is a profoundly dumb policy and should be rescinded regardless of ones position on CASA, CFS, Anarchy, etc.

Reid: Our national lobby organization is of a political nature

Students

and it is thus important that we have a policy on it. We should keep this policy until we take a vote on whether to leave CASA.

Hudema: Entering or leaving CASA requires Council approval and entering or leaving CFS requires a campus-wide referendum; a political policy on this issue is entirely unnecessary.

JONES/WELKE MOVED TO amend the motion to read
“JONES/BEAMISH MOVED TO rescind whereas 4 through 7 and the final Be It Further Resolved from Political Policy National representation: National Organization of Students.”
[i.e. the sections dealing with CASA, leaving only the sections dealing with CFS]

SMITH/HUDEMA MOVED TO postpone until DIE board can decide whether this motion is in fact legal.

Smith: This policy is in contravention of our bylaws.

Sharma: I would like to hear DIE board's opinion of the matter.

Hudema: Regardless of DIE board's decision, our membership status in CASA remains the same.

Clyburn: We have people here who have flown in from across the country to be here tonight and it is unfair not to allow them to speak.

Welke: Let's address this issue now!

Hudema: We gave CASA members an opportunity to make a presentation at the beginning of the meeting, but they instead preferred this motion. They were given an opportunity to make their opinions known.

Kawanami: There has been ample time to rescind this Political Policy if it is truly so terrible.

OBERHOFFNER/KNULL MOVED the previous question
Carried

Defeated

Jones: The effect of this motion would be to remove all portions of the document dealing with CASA and retain those dealing with CFS. There are no demonstrable benefits to our membership in CASA and we are not currently satisfied with the representation that the organization provides us; as such, these sections should be removed from the policy.

Reid: I would like to hear some facts from the CASA representatives present about what benefits we may obtain from being in the organization.

Morgan: There are a number of recent CASA successes that have directly benefited U of A students. Lots of efforts to fund indirect costs of research; UofA received significant funds for this last year. Lots of lobbying on Canada student loans. Many UofA students borrow at the maximum allowed. At the lobby conference, key federal policymakers were receptive to our concerns and agreed that CASA has had an important impact on federal policy. CASA helped increase tax-free allowance on scholarship and tax credit for repaying student loans. CASA was instrumental in changing the way in which millennium scholarships were handed out, targeting students in need rather than the 50/50 split between need and academic requirements originally proposed.

Smith: Regardless of one's opinion on CASA, this political policy is garbage and should be rescinded. Nonetheless, a few questions about CASA. How much money was spent by CASA and individual member schools to bring CASA reps here today? If this was an unbudgeted expense, how was it approved? Could this money have been better spent on an external review? 20 minutes of the CASA presentation at GMC last night was spent reading a document that had already given to attendees; is this indicative of CASA's lobbying prowess? The assembly went *in camera* to conduct the debate, so I can't comment on the content of the debate itself.

Clyburn: After my experience at the Lobby Conference, I am not satisfied that the member-driven and pragmatic approach has been working; the statement should thus be removed from the policy.

Kussie: UofA representatives were directly involved in the development of the policies that they now claim to abhor.

Wepler: Has there been a change in the views of UofA reps towards CASA?

Kussie: Yes. Zwack and Samuel were very involved in CASA but this year we felt a profound change in the perspective from UofA. We have dealt with many of the issues brought up by U of A. In my opinion last year's executives extremely out-performed this year's.

Sharma (point of personal privilege): I take offense at the insinuation that I have not done an adequate job in my position. This claim is slanderous and unsubstantiated.

Kuze: Retracts remarks and apologizes.

Kidston: Why did CASA reject the idea of an external review?

Kussie: We have debated and defeated the motion on a number of occasions. Questions included who would pay for the review (possibly costing \$20,0000). There was also a lack of direction for the focus of the review. The motion was only narrowly defeated and can still be returned to the table.

Kotovych: We are abusing POIs as a means of Q and A when a more appropriate course would be to go into informal consideration.

Oberhoffner: How can lobbyists be expected to do their jobs effectively when MPs received documents only on the morning of the conference?

Kussie: All members were well briefed and this wasn't an issue.

SMITH/OBERHOFFNER MOVED TO table the current motion until the next meeting of Council and to allow the members of CASA present the opportunity to give a 15-minute presentation on CASA followed by a 30-minute question-and-answer period and that this presentation be made a special order.

SHARMA MOVED FOR a 5minute recess

Defeated

Carried

KAWANAMI/SAMUEL MOVED TO suspend Standing Order 30

Carried

2002-16/14e

Presentation - CASA

**Presentation -
CASA**

Morgan: We're here to give you the information you want. CASA's board of directors approved a \$3000 expense for us to come here. Many of us are also incurring personal costs and our home schools are absorbing opportunity costs for us to be here. Be aware that the document **Sharma** has provided about CASA and CFS represents one person's opinions about our organizations and is most definitely not an unbiased assessment. CASA, in fact, has been very prominent in national media, in all major newspapers, and on Canada AM. Our press release on the Canadian Newswire was in the top 10 of all press releases in terms of the number of times it was picked up. We have coalitions with a number of

organizations; this information could have been obtained with a simple phone call that your VP External didn't make. The document makes a number of factual errors, including the fact that Ontario schools are opposed to differential tuition. We wish that your VP External had consulted us earlier to allow us to provide you with accurate information, rather than having to deliver it in this manner.

Sterenson: CASA was created specifically to see results at the federal level; we lobby on federal issues exclusively. Tuition freezes are not our jurisdiction, although we do have policies on the issue. Our accomplishments include changing the way millennium scholarship is awarded (now 95% needs based, rather than the 50/50 split between need- and academics-based approach originally proposed). We have helped to extend the interest-relief period and tax relief on student loans. We have also lobbied for Special Opportunities Grants available for people with disabilities, women, etc. whose needs aren't met by the normal student loans system. Increased tax deduction for scholarships (now \$3000 from \$500). Paul Martin has expressed his opposition to including Education in the FTAA as well as a commitment to other PSE issues.

Williams: CASA has a one member, one vote policy. If we have 30,000 students, we pay more but have the same voting power as smaller school, correct? If a small school holds their own vote and a proxy, isn't this wildly disproportionate? How many of your board of directors are bilingual?

Sterenson: One-member-one-vote except for tie votes which are broken by the number of students represented. Size doesn't matter until it **really** matters. Anyone can proxy his or her vote to any other institution. Fees are capped - UofA pays less per student (but more per vote). Two members of the board of directors are bilingual. There are two other staff who are bilingual.

Mison: CASA has been meeting with student councilors over the last few days. Why was no effort made to speak to councilors of GMC? Doesn't this destroy the principle of one-member-one-vote? Does CASA not value large member schools more than smaller ones?

Morgan: A member of UofA set up the meetings.

Zwack: I e-mailed all councilors to try and ensure that individual councilors could meet CASA representatives.

Kussie: This organization has grown very much over recent

years; we won't fall by losing the UofA.

Jones: Given that CASA will continue its lobbying efforts regardless of whether UofA is a member, can't we accrue the same benefits without paying the organization \$50000 per year?

Morgan: I'm sure that a university as prestigious as the UofA would not take a free rider approach to this issue.

Gill: Is it true the UofC and UofS are planning to withdraw from CASA?

Kussie: No.

Ekdahl: What is our annual membership fee?

Morgan: The UofA pays \$26,500 per year, which is the capped membership fee.

Thomas: The membership fee assessment is based upon both number of students and ability to pay.

Sharma (Councilor): We're dealing with the provincial gov't on the tuition debate; would you not recommend us to focus on provincial issues, which unfortunately, CASA can't help us with.

Morgan: CASA works to free up money to be directed to the provinces (earmarked funding) - this is of direct benefit to Alberta students.

Hudema: I asked CASA for letters of support this summer as the U of A was dealing with threats of differential tuition. CFS sent 15 letters of support but no one from CASA responded.

Sterenson: CASA as an organization can't send letters; that's in the hands of individual member schools for whom I can't answer.

Beamish: We've been given the impression that CASA's membership consists largely of smaller schools who tend to vote as a block; is this true?

Sterenson: CASA doesn't have block voting. I can't imagine that this would be an issue if Mr. Sharma had been on the winning side of the vote.

Ross: Time and time again the incompetent lobbying efforts of CASA have reared their ugly head, from the lobbying conference to terrible French translations. AT GMC last night, **Sterenson** admitted that communication is the organization's biggest problem, which is rather problematic for a lobbying group. Should we continue to associate ourselves with an organization that can't get it's shit together? (**Weppler:** We pay you guys, don't we?)

Sterenson: We hired a professional translator and immediately sent a corrected invitation. We are always

working to improve communication in our organization. Ross's comments are quite exaggerated.

Smith (Councilor): When CASA asks member schools for input to decide its stance and lobbying focus, how does it know that's what member schools truly want?

Thomas: CASA has no way of knowing the feelings of entire student bodies. We can only listen to the representatives you send us and assume that they are adequately representing their constituents and not just expressing their own personal beliefs. The CASA policy committee (on which **Sharma** sits) reviews policies and makes recommendations. I am convinced that many of the policy problems were the result of the individual members present.

Katz: Does CASA claim full credit for the successes claimed in their information package?

Bergie: We don't claim full credit for the policies achieved, but it is inherently difficult to award credit to individual lobby groups. Feedback we've received from government, however, indicates that CASA has had direct effects on federal policy.

Kawanami: Could CASA please speak to the benefits it provides, specifically as opposed to non-affiliation?

Bergie: Lobbying is an important mandate of a Students' Union; as such, CASA allows you to provide fulfill your mandate. I contest the view that individual schools can lobby governments as effectively as a large coalition. Very few schools have a sufficient budget to fund an effective lobbying effort. Elected student leaders are often in power for only one year; an organization like CASA provides permanence and a personal rapport with government officials. CASA staff can also help student politicians acquire lobbying skills necessary for them to do their jobs effectively. CASA also provides research services that simply would not be possible for an individual school to muster.

BEAMISH/GILL MOVED TO extend the Question and Answer period for an additional 10 minutes.

Carried

Samuel: As a 'have' school, we contribute a disproportionate share of our resources to CASA. The UofA is frustrated with its inability to effect change in CASA. Will CASA engage in an external reviews? Will the Winds of Change document be dealt with? How badly will CASA suffer if UofA pulls out?

Thomas: We are greatly confused at the UofA's belief that

their concerns have not been addressed; I personally am of the opinion that the concerns were quite adequately dealt with. The external review was debated extensively and is not a dead issue. I feel that the UofA has a great deal of ability to effect change. As a founding member, UofA's voice and opinions are quite valuable. We would miss the UofA's contributions if they withdrew, but it would not be a lethal blow. A number of policies were passed to address concerns raised in the Winds of Change document.

Sharma: Did OUSA not say at the Le Feuq conference that they did not oppose differential tuition, as it did not necessarily jeopardize accessibility? Do you claim that the ideas of student loan reform and the indirect costs of research were CASA's ideas or would you concede that these items were already on the government's agenda?

Morgan: The individual who made the comments at the Le Feuq conference is no longer with OUSA; in fact these remarks are contrary to our official policy (which is easily found on the OUSA website).

Sterenson: CASA never claimed to have solely accomplished these things but we were an instrumental part of seeing the implementation of these policies.

Phillips: There are many more costs associated with being a CASA member than are reflected in membership fees. For example, the lobby conference has a \$300 registration fee as well as accommodation costs in Ottawa for the week. Researchers in larger member schools usually end up doing much of the research for CASA. Is there any plan to alter the lobbying strategy to make it more cost-effective or to form coalitions with other federal lobby groups?

Kussie: CASA is a member-driven organization; it is up to individual schools to decide how many delegates they send to conferences. Schools have a great deal of discretion in deciding how much money and resources they wish to put into CASA.

Thomas: As a small school, I personally apologize for the research we make you do. Other lobbying groups have told us that they can learn a thing or two from CASA's lobbying strategy.

Kussie: You are a member of CASA; any statement you make about CASA is a statement you make about your organization.

Access Fund Board Fund Board for the remainder of the 2002-2003 year.
Carried (Unanimous)

2002-16/14g BRECHTEL MOVED THAT Students' Council nominate one (1)
Academic Affairs councilor to serve on the Academic Affairs Board for the
Board remainder of the 2002/2003 school year.
Withdrawn

2002-16/17 **ADJOURNMENT** (9:55)

Student Activities Coordinator- Mariel Dagot

COUNCIL REPORT

May 2002

ACTIVITIES FOR THE MONTH:

Date-Specific Activities

- 1/5/02 General Staff Meeting
- 1/5/02 Seminar: Basic Computer Training
- 3/5/02 Weekly VPSL/SAC Meeting #1
- 3/5/02 *Spiderman* Opening Night
- 7/5/02 Seminar: Computer Training
- 8/5/02 Coordinator Meeting #1
- 10/5/02 Weekly VPSL/SAC Meeting #2
- 15/5/02 Seminar: Dealing with the Executive and How to Chair a Meeting
- 15/5/02 Weekly VPSL/SAC Meeting #3
- 16/5/02 Chancellor's Cup Golf Tournament Meeting
- 16/5/02 Seminar: Volunteer Management & Supervisory Management
- 16/5/02 Seminar: Communication for Healthier Work and Client Relationships
- 16/5/02 Weekly VPSL/SAC Meeting #4
- 17/5/02 WOW Executive Planning Meeting (Kail, Steve & Mariel)
- 17/5/02 *STAR WARS Episode II: Attack of the Clones* Opening Night
- 22/5/02 Coordinator Meeting #2
- 22/5/02 Seminar: Governance 101
- 22/5/02 Programming Committee Meeting #1
- 22/5/02 WOW Planning Committee Meeting #1
- 22/5/02 Student Life Board Meeting #1
- 23/5/02 Second Annual Chancellor's Cup Golf Tournament
- 28/5/02 Campus Security Services Commission Meeting #1- CANCELLED
- 29/5/02 Weekly VPSL/SAC Meeting #5

Other Activities

- Orientation of new duties, responsibilities, and work environment
- Familiarization with new computer
- Organization and redecoration of office to my liking
- Review of most files and binders of last SAC
- Compilation of master volunteer list and creation of majordomo mailing list
- Preparation of information packages for PC, WOW Planning Committee, and SLB
- Compilation of information for the Volunteer Form in the SU Handbook

UPCOMING ACTIVITIES FOR THE NEXT MONTH:

- COCA Fest '02 (6/7/02-6/12/02)
- WOW Planning Committee Meetings (6/5/02 & 6/19/02)

- Programming Committee Meetings (6/5/02 & 6/19/02)
- Student Life Board Meetings (6/5/02 & 6/19/02)
- Complete volunteer majordomo list and email volunteers information about WOW theme as soon as it is decided on by the committee
- WOW Preparation, namely design deadlines

PROBLEMS ENCOUNTERED TO NOTE FOR ORIENTATION NEXT YEAR:

- There was no database or proper record of volunteers from past years. It was a very involved and long process to enter potential volunteers into a hard copy list and an electronic file. I will attempt to maintain a working list of volunteers as well as the majordomo address throughout the year.
- Random computer problems (tech support will be your bestest buddies if you're as dumb with computers as I am!)
- I found that I was making little projects for myself to do. There is very little to do other than familiarize yourself with past SACs' files.

PERFORMANCE INDICATORS FOR MONTH:

- **HOURS WORKED: 145.5 HOURS REQUIRED: 120**

June 2002

ACTIVITIES FOR THE MONTH:

Date-Specific Activities

- 05/06/2002 WOW Planning Committee Meeting #2
- 05/06/2002 SLB Meeting #2
- 06/06/2002 Marketing, and How to use the Marketing Department
- 06/06/2002 WOW Marketing Meeting
- 07/06/2002-12/06/2002 COCA Fest 2002
- 19/06/2002 VPSL/SAC Weekly Meeting #6
- 19/06/2002 Post COCA Wrap-up: Kail, Steve, & Me- CANCELLED
- 19/06/2002 WOW Planning Committee Meeting #3
- 19/06/2002 SLB Meeting #3
- 20/06/2002 Company Picnic
- 25/06/2002 Lunch meeting with TravelCUTS
- 25/06/2002 VPSL/SAC Weekly Meeting #7

Other Activities

- Write report about COCA conference
- Finish volunteer Majordomo email list
- Prepare for WOW Committee Meetings
- Help Kail clean-up leftover supplies and swag
- Brainstorm WOW event ideas (QUAD activities, design, bands, etc.)
- Create WOW timeline (May-September)

UPCOMING ACTIVITIES FOR THE NEXT MONTH:

- Get WOW design stuff done (t-shirts, posters, passports)
- Individually meet with WOW coordinators
- Start 'Taste of the U' Sponsorship Drive
- Contact United Way about involving SU in fundraising campaign
- Begin planning of entertainment programming throughout year
- Meet with WOW committee, SLB, and PC

PROBLEMS ENCOUNTERED TO NOTE FOR ORIENTATION NEXT YEAR:

- It is a little difficult getting the volunteers out to the meetings. Some volunteers are out of town, while others have prior commitments. I found that bribes (food, candy, etc.) work really well to get them out to meetings!
- There was a lot of information presented at COCA. Try to finish the report as soon as possible while the experience is still fresh in your mind, and you don't have too much work to do!
- It is important to get ideas and themes for WOW to the design/marketing department as soon as possible.

PERFORMANCE INDICATORS FOR MONTH:

- HOURS WORKED: **145.5** HOURS REQUIRED: 120

****IF YOU WOULD LIKE TO SEE MY COCAFEST 2002 REPORT, PLEASE CONTACT ME (sac@su.ualberta.ca)**

July 2002

ACTIVITIES FOR THE MONTH:

Date-Specific Activities

- 4/7/2002 WOW Meeting
- 9/7/2002 Programming Meeting w/Derpy & Kail
- 9/7/2002 Weekly VPSL/SAC Meeting
- 10/7/2002 Taste of the U -Sponsorship Meeting (Nikki)
- 11/7/2002 Taste of the U -letters sent out
- 12/7/2002-14/7/2002 Stage 13 Concert
- 16/07/2002 Weekly VPSL/SAC Meeting
- 18/07/2002 Programming Meeting w/Derpy & Kail
- 18/7/2002 WOW Meeting
- 18/7/2002 Programming Committee Meeting
- 18/7/2002-27/7/2002 Klondike Days
- 22/07/2002-25/07/2002 Individual WOW Coordinator Meetings
- 24/07/2002 & 25/07/2002 WOW Arts and Crafts
- 25/07/2002 Meeting with Joe from Special Event Rentals

- 26/07/2002 VPSL/SAC Shopping Trip/ Weekly Meeting
- 30/7/2002 CSSC Meeting- CANCELLED
- 30/7/2002 Individual WOW Coordinator Meetings
- 30/7/2002 Taste of the U –1st round of call backs to restaurants

Other Activities

- Design of WOW stuff- passport, large theme related items, Quad activities.
- Letters to University big-wigs and athletic teams inviting them to Pancake Breakfast and Quad Activities
- Letters for prizing
- More timeline-ing and “TO-DO”-ing with Kail for WOW
- Volunteer recruitment for Eco-Conference

UPCOMING ACTIVITIES FOR THE NEXT MONTH:

- Vacation time! August 6-9
- Planning for last three WOW committee meetings- August 15,22, &29, 2002
- WOW Volunteer recruitment
- WOW Volunteer Training- August 29, 2002
- Finalization of Taste of U participants and details
- Presentation at COFA- August 24, 2002
- Organizing and planning upcoming programming at the Power Plant for September/Fall Semester
- RATT opens!
- WOW WOW WOW WOW WOW!!!
- Catching up on sleep to make up for sleep deprivation during WOW!
- Making Bat-Girl costume for WOW

PROBLEMS ENCOUNTERED TO NOTE FOR ORIENTATION NEXT YEAR:

- After about 2 months of finding work to do for yourself, you don't have that problem any more! There's always something to do now.
- Some volunteers on your committee may not respond to your emails. Though it may be super easy for the SAC to communicate by email, the volunteers may not agree. If you really need to contact volunteers (like for their individual meetings), find out what the best way to contact them is, and work with that.
- Regarding the Taste of the U, it is important to call back the restaurants. Firstly, you need to make sure that they received your letter in the first place. Secondly, you may be able to clear up some details for them or answer any questions they may have. Lastly, there may have been a change in management, so you may be dealing with different people than last year.

PERFORMANCE INDICATORS FOR MONTH:

- HOURS WORKED: **125** HOURS REQUIRED: 120

August 2002

ACTIVITIES FOR THE MONTH:

Date-Specific Activities

- 6/8/2002-9/8/2002 Vacation
- 15/8/2002 WOW Meeting
- 15/8/2002 PC Meeting
- 15/8/2002 VPSL/SAC Weekly Meeting
- 20/8/2002 Selena Pancake Meeting
- 21/8/2002 Orientation/WOW Volunteer Appreciation Party Meeting
- 21/8/2002 WOW Meeting #2- Stevey D., Christine D., Kail & Me
- 22/8/2002 WOW Meeting
- 24/8/2002 Council of Faculty Associations Presentation
- 26/8/2002 RATT Opens!
- 27/8/2002 O'WOW Meeting
- 29/8/2002 WOW Meeting
- 29/8/2002 WOW Volunteer Training
- 31/8/2002-3/9/2002 Orientation

Other Activities

- WOW WOW WOW WOW WOW
- Volunteer recruitment for the Eco-Conference

UPCOMING ACTIVITIES FOR THE NEXT MONTH:

- WOW WOW WOW WOW WOW WOW WOW
- Planning Volunteer Appreciation Party
- Volunteer Appreciation Party (Sept. 20)
- Recruiting volunteers for SU Services and Businesses
- Programming Committee and Student Life Board meetings
- Beginning planning for the Inner City Kids Christmas Party

PROBLEMS ENCOUNTERED TO NOTE FOR ORIENTATION NEXT YEAR:

- You'll notice that during the last month of the summer, the work will start to snowball for WOW! LOOK OUT!!! I'm glad I took some time off at the beginning of August. It allowed me to clear my head a little before all the WOW madness began.
- Make sure you keep in good contact with the VPSL and the Senior Manager of Prog. and Lic. Events. It's really important that all three of you know where each other is at so you can possibly help each other.

- Also, a good committee is key! You'll find yourself depending a lot on them and a few other key volunteers.
- I tried not to send too much email info to the suvolunteers email list. I didn't want to hassle them or fill their inboxes and annoy them to the point where they wouldn't want to volunteer. I suggest sending one email mid-August and another closer to the date of volunteer training.

PERFORMANCE INDICATORS FOR MONTH:

- **HOURS WORKED: 114.5** HOURS REQUIRED: 120

September 2002

ACTIVITIES FOR THE MONTH:

Date-Specific Activities

- 4/9/2002-7/9/2002 Week of Welcome 2002
 - 4/9/2002: Info Tents, Quad Activities, Student Groups, Beer Gardens, Karaoke
 - 5/9/2002: Info Tents, Quad Activities, Student Groups, Beer Gardens, Taste of the U, Casino/Concert
 - 6/9/2002: Info Tents, Quad Activities, Student Groups, Beer Gardens, Sleeping Bag Drive-In
 - 7/9/2002: Shinerama, WOW Dance
- 11/9/2002 Orientation/WOW Volunteer Appreciation Party Meeting
- 14/9/2002 Orientation/WOW Volunteer Appreciation Party Arts & Crafts
- 17/9/2002 WOW Post Mortem
- 20/9/2002 Orientation/WOW Volunteer Appreciation Party
- 23/9/2002 Programming Committee Meeting
- 23/9/2002 Student Life Board Meeting
- 24/9/2002 CSSC Meeting- CANCELLED

Other Activities

- Cleaning up WOW!
- Volunteer recruitment for SU services
- PC and SLB meetings
- Getting Power Plant programming underway
- Starting ICKCP
- Catching up on my sleep!
- Oh yeah... school started this month...

UPCOMING ACTIVITIES FOR THE NEXT MONTH:

- Power Plant programming
- ICKCP Sponsorship and volunteer recruitment

PROBLEMS ENCOUNTERED TO NOTE FOR ORIENTATION NEXT YEAR:

- WOW was a lot of fun! I had the greatest time of my life on the least amount of sleep in my life.
- Please look at my WOW 2002 final report for problems encountered during WOW.
- The biggest problem was volunteers signing up for shifts and not showing up. However, there were some super volunteers who only signed up for one shift and ended up spending their entire day at WOW!
- As I write this report, there are still a few things that need to be wrapped up with WOW. I just want to note that WOW NEVER dies and I think we'll still be working on WOW stuff in February.
- Not a problem, but I had a super fantastic time organizing the volunteer appreciation party with Norma Rodenburg (Orientation Volunteer Coordinator). The party was a smash hit!

PERFORMANCE INDICATORS FOR MONTH:

- People are still commenting on a job well done with WOW!
- **HOURS WORKED: 150 HOURS REQUIRED: 80-100**
- I'd like to add that 76 hours were logged in during WOW, and I'm not counting the hours I was an OL even though I was constantly asked about WOW. :P

****IF YOU WOULD LIKE TO SEE MY WOW 2002 REPORT,
PLEASE CONTACT ME (sac@su.ualberta.ca)**

October 2002

ACTIVITIES FOR THE MONTH:

Date-Specific Activities

- 4/10/2002- Senate High School Recruitment Program (Student Lunch Panel)
- 4/10/2002- GATS/FTAA Workshop
- 7/10/2002- Campus Invasion Concert
- 8/10/2002- Student Life Board Meeting
- 8/10/2002- Programming Committee Meeting
- 10/10/2002- MAC/GATS meeting
- 10/10/2002-12/10/2002- Husky Can-Am Volleyball Tournament
- 16/10/2002- ICKCP Sponsorship meeting (me and Jill)
- 16/10/2002- Carnival meeting (me and Anand)
- 17/10/2002- AntiFreeze Meeting (Me and Ross)
- 21/10/2002-25/10/2002- Midterm week
- 21/10/2002- Programming Committee Meeting- CANCELLED
- 22/10/2002- Student Life Board Meeting- CANCELLED

- 23/10/2002 & 24/10/2002- Programming Committee- Midterm Prize Pack giveaways in SUB
- 25/10/2002- Shopping for Anti-FTAA Campaign
- 25/10/2002- Special Event Rentals Grand Re-Opening Party
- 26/10/2002- Coordinator Retreat
- 28/10/2002- Student Life Board Meeting- CANCELLED
- 30/10/2002- AntiFreeze Meeting #2 (Me & Kail)
- 31/10/2002- Carnival de Resistance (Anti-FTAA Campaign)
- 31/10/2002- ICKCP Sponsorship Meeting #2 (me & Jill)
- 31/10/2002- HALLOWEEN! YAY! Trick-or-treating!

Other Activities

- Volunteer recruitment for other SU stuff (Athletics, various boards and committees)
- Anti-FTAA Carnival on the 31st planning (organizing events, prizing)
- ICKCP planning (sponsorship & crafts)
- WOW supplement
- AntiFreeze planning

UPCOMING ACTIVITIES FOR THE NEXT MONTH:

- 1/11/2002- *Spiderman* comes out on video
- 6/11/2002- PC and SLB Meetings
- 13/11/2002- SUB Reopening
- 16/11/2002- Coordinator Retreat #2
- 20/11/2002 & 21/11/2002- ICKCP Arts and Crafts
- More ICKCP sponsorship, volunteer recruitment, advertising, logistic stuff (crafts, kids, etc.)
- 21/11/2002?- AntiFreeze team registration
- 28/11/2002?- AntiFreeze Blue room
- Campus Talent Night sometime in November in the Plant

PROBLEMS ENCOUNTERED TO NOTE FOR ORIENTATION NEXT YEAR:

- Midterms and homework suck. That's all.
- Student Groups and organizations will be coming to you to help them recruit volunteers for their events. If it's not SU related, you have to say no.
- People will also be coming to you about prizing for stuff (events, dances, volunteers, etc.). Try to save more prizing from WOW. (Save a few pieces, not stockpile for the end of the world!)

PERFORMANCE INDICATORS FOR MONTH:

- **HOURS WORKED: 85 HOURS REQUIRED:80-100**

November 2002

ACTIVITIES FOR THE MONTH:

Date-Specific Activities

- 6/11/2002- Student Life Board Meeting
- 6/11/2002- Programming Committee Meeting
- 8/11/2002- Tuition Meeting
- 13/11/2002- SUB Grand Re-opening
- 13/11/2002- Student Life Board Meeting
- 14/11/2002- Programming Committee (AntiFreeze) Meeting
- 15/11/2002- Coordinator Retreat- CANCELLED
- 16/11/2002- Tuition Arts and Crafts
- 18/11/2002- SU Christmas Party Planning
- 20/11/2002- ICKCP Budget stuff (me & Steve D.)
- 20/11/2002-21/11/2002- ICKCP Arts and Crafts
- 21/11/2002- AntiFreeze Meeting (me and Kail)
- 21/11/2002- AntiFreeze Registration begins
- 22/11/2002- Tuition Meeting
- 26/11/2002- CSSC Meeting- CANCELLED
- 27/11/2002- Student Life Board Meeting
- 28/11/2002- AntiFreeze Blue Room- CANCELLED
- 29/11/2002- ICKCP Shopping

Other Activities

- Obtaining sponsorship for the ICKCP with Jillian
- Shopping for supplies!
- Getting AntiFreeze events together
- Tuition campaign (table sitting, promotions, etc.)
- Movie night promos

UPCOMING ACTIVITIES FOR THE NEXT MONTH:

- 4/12/2002- Last day o' classes! YAY!
- 5/12/2002- ICKCP Volunteer Training
- 6/12/2002- ICKCP! YAY! YAY! YAY!
- 9/12/2002-19/12/2002- Finals. BOO!
- 18/12/2002- Lord of the Rings 2 comes out!
- 25/12/2002- Christmas day
- 29/12/2002- Las Vegas!!!! YAY YAY YAY!
- Creating "Final Exam Prize Packs"
- AntiFreeze prep

PROBLEMS ENCOUNTERED TO NOTE FOR ORIENTATION NEXT YEAR:

- Work really piles up on you, especially if you are helping with the tuition campaign and AntiFreeze. You only work 20-25 hours a week, so I suggest keeping your priorities in order, namely, ICKCP!
- There are a ton of little things that may come up that will take up time (like making nametags for the kids or sending emails to the tech guys about the Horowitz sound set up). Make a COMPREHENSIVE to-do list (there is no such thing as TOO compulsive!
-

PERFORMANCE INDICATORS FOR MONTH:

HOURS WORKED: 98 HOURS REQUIRED: 80-100

Executive Committee Report to Students' Council December 3, 2002

- 1. The following motions were passed at the November 18, 2002 Executive Committee Meeting**
 - a. HUDEMA/SMITH MOVED that Students' Council adopt the proposed political policy regarding tuition, which the Executive Committee considers to be representative of the recommendations of the Tuition Task Force
VOTE ON MOTION 3/0/1 (SMITH) CARRIED
- 2. The following motions were passed at the November 21, 2002 Executive Committee Meeting**
 - a. HUDEMA/BRECHTEL that The Students' Union sponsor the International Centre the cost of a black and white supplement in the Gateway (to come from budget 555), \$300.00 to be used towards funding Darrin Hagen (to come from the special project fund) and that the Horowitz Theatre rental be billed at the SU rate.
VOTE ON MOTION 4/1 (ROSS)/0 CARRIED
 - b. ROSS/SMITH MOVED that the Executive Committee waive the associated SUB Stage booking fee for the 'Cops for Cancer' Fundraising event to be held on March 21st, 2003
VOTE ON MOTION 5/0/0 CARRIED
 - c. ROSS/SMITH MOVED that the Executive Committee adopt Bylaw 7550
VOTE ON MOTION 5/0/0 CARRIED
- 3. The following motions were passed at the November 25, 2002, Executive Committee Meeting**
 - a. ROSS/SMITH MOVED that the Executive Committee approve the proposed changes to Bylaw 7200.
VOTE ON MOTION 4/0/1 (SHARMA) CARRIED
 - b. SMITH MOVED that the Executive Committee recommend to Students' Council that it adopt the proposed changes to Bylaw 6550.
VOTE ON MOTION 3/1 (ROSS)/1 (BRECHTEL) CARRIED
- 4. The following motions were passed at the November 28, 2002 Executive Committee Meeting**
 - a. HUDEMA MOVED that the Executive Committee approve an expenditure not to exceed 8,000.00 plus GST to conduct an energy audit.
VOTE ON MOTION 3/0/1 (ROSS) CARRIED
 - b. BRECHTEL MOVED that the Executive Committee approve the proposed changes to Bylaw 9100 relating to Awards
VOTE ON MAIN MOTION 4/0/0 CARRIED

PROPOSED

Bylaw Number 7550
A Bylaw Respecting the Students' Union
Student Development Centre

Short Title

1. This Bylaw may be referred to as the "Student Development Centre Bylaw"

Mandate

2. The Student Development Centre is committed to the belief that a student's growth and academic experience are enhanced when special attention and support are provided, ultimately leading to improved student retention. With this in mind, the mission of the Student Development Centre is to provide communication, services, programs, and resources which promote:
 - a. Continuity from recruitment through sophomore retention;
 - b. Connection to University of Alberta opportunities;
 - c. Student growth and development;
 - d. Student satisfaction.

Administration of Student Development Centre

3. The Student Development Centre shall be administered by the Director of New Student Programs

Duties of the Director of New Student Programs

4. The Director of New Student Programs shall be responsible for:
 - a. The operation of transition programs and other initiatives that fall under the banner of the Student Development Centre;
 - b. The development and implementation of departmental budgets;
 - c. Other job-related duties as outlined by the General Manager or designee

CURRENT

Bylaw 7200

A Bylaw Respecting the Students' Union Orientation

- Short Title** 1. This Bylaw may be referred to as the "Orientation Bylaw."
- Mandate** 2. The Orientation Coordinator will:
- a. Design and implement an orientation program for new students to the University of Alberta; and,
 - b. Ensure that new students are receiving a thorough and extensive welcome to the University of Alberta, through universal orientation.
- Term of Office** 3. a. The term of office for the Orientation Coordinator will be for a period of thirteen (13) months commencing September 1 and concluding September 30 of the following year
- b. The incoming Coordinator will be given a thorough orientation to the position and the Students' Union, and where possible will transition with the outgoing Coordinator. This transition will occur in the month of September.
- Conduct of Business** 4. a. Throughout their term of office, the Coordinator will hold a minimum of forty (40) hours per week in office time.
- b. The Orientation Coordinator will report to the Vice President Student Life.

Selection of Coordinator

5. a. The selection committee for the Orientation Coordinator will consist of the following:
 - i. The President of the Students' Union, as Chair;
 - ii. The Vice President Student Life;
 - iii. One (1) member of Students' Council;
 - iv. One (1) student at large member; and,
 - v. One (1) Orientation Leader
- b. Quorum for this committee will be three (3) voting members.

Duties of the Coordinator

6. a. Working with other Students' Union departments and the relevant departments of the University in designing and implementing an Orientation Program to commence in September;
- b. Working closely with the Students' Union Entertainment and Programming Department and the Vice-President Student Life to coordinate the activities of the Orientation Program and Week of Welcome;
- c. Working with the Manager of Marketing and Information to solicit sponsorship for the Orientation Program;
- d. Working with the Office of the Registrar and Faculty Offices to inform incoming students about the Orientation Program;
- e. The overall administration of the Orientation Program;
- f. Management of all orientation staff and volunteers, including recruiting, training, supervising, and where necessary, conflict management and dismissal;
- g. The preparation and administration of preliminary, final, and project budgets, in accordance with Bylaw 3100 (Conduct of Business). This includes abiding by the approved budget guidelines and explaining variance reports;

- h. Long range planning for the Program;
- i. The ongoing assessment, analysis, and development of the Orientation Program activities, structures, and objectives;
- j. Maintaining the Transition Manual and orienting the incoming Coordinator;
- k. Cooperation with other Students' Union and University offices;
- l. The preparation of reports to Students' Council, in accordance with Bylaw 7000 (Students Services);
- m. Preparing a final report and recommendations regarding the improvement of the Orientation Program;
- n. Other duties as outlined in the employment contract, and as may be specified from time to time by the Executive Committee and Students' Council.

PROPOSED

Bylaw 7200

A Bylaw Respecting the Students' Union Orientation

- Short Title** 1. This Bylaw may be referred to as the "Orientation Bylaw."
- Mandate** 2. Orientation will provide new students with all the tools they will require to integrate successfully into the University of Alberta Community.
2. ~~The Orientation Coordinator will:~~
- a. ~~Design and implement an orientation program for new students to the University of Alberta; and,~~
 - b. ~~Ensure that new students are receiving a thorough and extensive welcome to the University of Alberta, through universal orientation.~~
- Selection of the Orientation Manager** 3. The selection Committee for the Orientation Manager will consist of the following:
- a. the Director of New Student Programs;
 - b. the Manager of Student Services from the Students' Union;
 - c. The Vice President (Student Life) from the Students' Union;
 - d. The Personnel Manager from the Students' Union.

- Term of Office**
4. The Orientation Manager position shall be subject to the following conditions:
 - a. The Orientation Manager will hold office for a period of one year with the possibility of renewing the contract annually for a maximum of three years;
 - b. If the Orientation Manager has not held the position for three years they must declare their intent to either renew their contract or provide notice by 1st August.
 - ~~3. a. The term of office for the Orientation Coordinator will be for a period of thirteen (13) months commencing September 1 and concluding September 30 of the following year~~
 - ~~b. The incoming Coordinator will be given a thorough orientation to the position and the Students' Union, and where possible will transition with the outgoing Coordinator. This transition will occur in the month of September.~~

- Conduct of Business**
- ~~4. a. Throughout their term of office, the Coordinator will hold a minimum of forty (40) hours per week in office time.~~
 - ~~b. The Orientation Coordinator will report to the Vice President Student Life.~~

- Selection of Coordinator**
- ~~5. a. The selection committee for the Orientation Coordinator will consist of the following:~~
 - ~~i. The President of the Students' Union, as Chair;~~
 - ~~ii. The Vice President Student Life;~~
 - ~~iii. One (1) member of Students' Council;~~
 - ~~iv. One (1) student at large member; and,~~
 - ~~v. One (1) Orientation Leader~~
 - ~~b. Quorum for this committee will be three (3) voting members.~~

**Duties of the
Coordinator**

5. The Orientation Manager shall be responsible for:
 - a. The operations of Students' Union transition programs that fall under the banner of the Student Development Centre;
 - a. The development and implementation of departmental budgets;
 - b. The promotion of programs and other initiatives under the banner of the Student Development Centre;
 - d. Other job-related duties as outlined by the Director of New Student Programs.
- ~~6. a. Working with other Students' Union departments and the relevant departments of the University in designing and implementing an Orientation Program to commence in September;~~
- ~~b. Working closely with the Students' Union Entertainment and Programming Department and the Vice-President Student Life to coordinate the activities of the Orientation Program and Week of Welcome;~~
- ~~e. Working with the Manager of Marketing and Information to solicit sponsorship for the Orientation Program;~~
- ~~d. Working with the Office of the Registrar and Faculty Offices to inform incoming students about the Orientation Program;~~
- ~~e. The overall administration of the Orientation Program;~~
- ~~f. Management of all orientation staff and volunteers, including recruiting, training, supervising, and where necessary, conflict management and dismissal;~~
- ~~g. The preparation and administration of preliminary, final, and project budgets, in accordance with Bylaw 3100 (Conduct of Business). This includes abiding by the approved budget guidelines and explaining variance reports;~~

- ~~h.—Long range planning for the Program;~~
- ~~i.—The ongoing assessment, analysis, and development of the Orientation Program activities, structures, and objectives;~~
- ~~j.—Maintaining the Transition Manual and orienting the incoming Coordinator;~~
- ~~k.—Cooperation with other Students' Union and University offices;~~
- ~~l.—The preparation of reports to Students' Council, in accordance with Bylaw 7000 (Students Services);~~
- ~~m.—Preparing a final report and recommendations regarding the improvement of the Orientation Program;~~
- ~~n.—Other duties as outlined in the employment contract, and as may be specified from time to time by the Executive Committee and Students' Council.~~

CURRENT

Bylaw 6550

A Bylaw Respecting the Alberta Public Interest Research Group

- Short Title** 1. This Bylaw may be referred to as the “Alberta Public Interest Research Group” Bylaw.
- Definitions** 2. Throughout this Bylaw, “APIRG” will mean the Alberta Public Interest Research Group.
3. A student will be defined as an undergraduate student of the University of Alberta.
- Mandate** 4. This bylaw exists to manage the disbursement of a levy approved by the members of the University of Alberta Students’ Union on March 7 and 8 2001 in a binding referendum, which was held in accordance with the bylaws and constitution of the Students’ Union and is collected under the authority granted to the Students’ Union in the Universities Act.
5. The question approved in the referendum was:
*Do you support the establishment of an Alberta Public Interest Research Group (APIRG) that will:
Allow students to work on public policy issues through student-directed research, education and action initiatives;
Operate a fund approximately \$125,000.00 per year, subject to the following conditions:
An increase in Students’ Union Fees (Article VIII s.3 of the Constitution) of \$2.50 per Full-Time Student and \$1.25 per Part-Time Student for each of the Fall and Winter Terms;
Students who do not support APIRG shall be able to opt out and obtain a full refund of the dedicated fee.*
The results of this referendum question will be binding on the Students’ Union as per Article V s.2 of the Students’ Union Constitution.
6. This levy will be collected in accordance with Article VIII, Section 3, Subsection j “Pursuant to a Referendum passed on March 7 and 8 2001, the sum of \$2.50 per Full-time Student and \$1.25 per Part-time Student for each of the Fall and Winter terms will be allocated to the APIRG Fund.”
7. These amounts are to be indexed in accordance with Article VIII, Section 4a of the Students’ Union Constitution.

Composition

8. The APIRG Board will be composed of:
 - a) nine (9) undergraduate students, directly elected from and by the undergraduate students of the University of Alberta;
 - b) one Students' Union Councilor, as selected by Students' Council.
 - c) One Member of the Executive Committee, as selected by the Executive Committee.

Conduct of Business

9. The APIRG organizational and operations structure will be laid out in the APIRG Constitution, Bylaws as approved by and forwarded to Students' Council for information. This document shall include provisions for:
 - a) Meetings of the APIRG Board
 - b) Notice of APIRG Board meetings
 - c) Quorum at APIRG Board meetings
 - d) Officer selection
 - e) Officer duties
 - f) Proxy
 - g) Dismissal of APIRG Board members
10. The APIRG Board holds office from 1 May to 30 April.
11. APIRG will provide for an opt-out mechanism such that students who have paid dedicated fees through the Students' Union to APIRG and wish to have them refunded may do so.

Powers and Responsibilities

12. The APIRG will use the funds allocated to it by the Students' Union in order to allow students to work on public policy issues through student-directed research, education, and action initiatives in accordance with this Bylaw. The funds allocated to APIRG by the Students' Union will be allocated on a case by case basis by the APIRG Board in accordance with the APIRG Granting Policy, Article 13 and 14 of this bylaw and the APIRG Constitution, Bylaws and Operating Policy. The APIRG Board will:
 - a) grant funds to selected applicants that meet granting criteria as set out in this bylaw;
 - b) organize and advertise the opt-out;
 - c) develop and advertise the application procedure for APIRG grants;
 - d) develop and follow an appeals procedure for decisions of the APIRG Board;
 - e) develop procedures for handling conflicts of interest;
 - f) recommend changes in this Bylaw and Student' Union policies as needed to Students' Council.
13. The Students' Union will:
 - a) collect the levy for each of the Fall and Winter terms;
 - b) provide funds to students who opt out for each of the Fall and Winter terms;
 - c) deduct administrative expenses agreed upon by APIRG in a Memorandum of Understanding;
 - d) provide APIRG with the remaining levy funds.
 - e) provide for the funds accounting;
 - f) ensure an annual audit is performed

**Granting Policy
of the APIRG
Board**

14. The APIRG will develop the criteria of the granting policy. The Board will only disburse levy funds for purposes set out in its referendum question and in accordance with this policy. This policy shall include:
 - a) criteria for applications
 - b) deadlines
 - c) procedures for assessment of applications
15. The Board may decline to disburse levy funds:
 - a) if the Board does not receive enough applications for funding to disperse all the funds under its authority;
 - b) if the Board determines that the applications for funding received do not fall under the mandate of the Board;
 - c) if the Board determines that the applications for funding received do not meet the application criteria;
 - d) if the Board determines that the applicants for funding received do not serve the public interest.

Accounting

16. In order to ensure that the Students' Union can reasonably exercise its fiscal and fiduciary duties the following accounting and reporting structure will apply to the APIRG:
 - a) APIRG will maintain financial records in accordance with generally accepted accounting principles, this will include, but not be limited to, having all financial records audited on an annual basis by either the Students' Union auditor or an auditor approved by Students' Council;
17. By July 31 of each year, APIRG will report to the Financial Affairs Board on:
 - a) its anticipated and actual financial position from the previous year as well as its audit;
 - b) its anticipated Twelve Month Plan and budget for the next year;
 - c) the details of its opt-out mechanism;
 - d) any other items specified by the Financial Affairs Board.
18. APIRG will report its financial position since its previous report by the last day of July, September, December and April of each year.
19. Any expenditures of the levy not budgeted for in the APIRG annual budget (Article 16 b)) will be reported to the Students' Union prior to making these expenditures. These non-budgeted expenditures will follow the approval processes outlined in Operating Policy 7.04.
20. The APIRG will operate in accordance with the following values:
 - a) accountability to students;
 - b) education of all members of the APIRG Board by including them, wherever possible, in the administration of the APIRG;
 - c) fair and equitable treatment of all students, and all applicants;
 - d) procedural fairness and consistency;
 - e) impartiality and rigor in the policies developed;
 - f) respect for the rule of law.

PROPOSED

Bylaw 6550

A Bylaw Respecting the Alberta Public Interest Research Group

- Short Title** 1. This Bylaw may be referred to as the “Alberta Public Interest Research Group” Bylaw.
- Definitions** 2. For the purposes of this bylaw: Throughout this Bylaw, “APIRG” will mean the Alberta Public Interest Research Group.
- (a) the “A.P.I.R.G.” shall be the Alberta Public Interest Research Group, a society duly incorporated under the laws of the Province of Alberta;
- (b) the “F.A.B.” shall be the Financial Affairs Board of the Students’ Union;
- (c) a “member” shall be a member of the Students’ Union as set out in Article I of the Students’ Union Constitution;
- (d) the “University” shall be the University of Alberta;
- (e) the “Board” shall be the board of directors of the A.P.I.R.G.; and
- (f) the “Fund” shall be the A.P.I.R.G. Fund.
- ~~3. A student will be defined as an undergraduate student of the University of Alberta.~~
- Mandate** 3. This bylaw shall manage the disbursement of the Fund, as set out in Article VIII of the Students’ Union Constitution and by a referendum carried March 7 and 8 2001, the wording of which was “Do you support the establishment of an Alberta Public Interest Research Group (APIRG) that will: allow students to work on public policy issues through student-directed research, education and action initiatives; operate a fund approximately \$125,000 per year, subject to the following conditions: an increase in Students’ Union fees (Article VIII s. 3 of the Constitution) of \$2.50 per Full-Time Student and \$1.25 per Part-Time Student for each of the Fall and Winter Terms; Students who do not support APIRG shall be able to opt out and obtain a full refund of the dedicated fee. The results of this referendum will be binding on the Students’ Union as per Article V s. 2 of the Students’ Union Constitution.”

4. The Students' Union shall disburse the Fund to the A.P.I.R.G. where:
- (a) the Board's voting membership is composed entirely of members;
 - (b) the A.P.I.R.G.'s bylaws allow for the appointment, by the Students' Union, of one (1) voting member of Students' Council to the Board as a voting member;
 - (c) the A.P.I.R.G.'s bylaws allow for the appointment, by the Students' Union, of one (1) voting member of the Executive Committee of the Students' Union to the Board as a non-voting member;
 - (d) the A.P.I.R.G. has, during the preceding year, had its books audited by a professional accountant;
 - (e) the A.P.I.R.G. has developed, advertised, and implemented a procedure to allow members to be refunded the portion of their fees dedicated to the Fund;
 - (f) the A.P.I.R.G. has spent the funds disbursed to it during the preceding year in a fashion consistent with the question posed in the referendum, as set out in Section 3, and is projecting to do the same with the funds disbursed to it during the coming year; and
 - (g) the A.P.I.R.G. has developed and implemented policies on:
 - i. granting funds to members to allow them to work on research, education, and action initiatives;
 - ii. an appeals process for members pursuant to i;
 - iii. dealing with conflicts of interest; and
 - iv. ensuring proper expenditure of the funds granted as set out in i.

~~4. This bylaw exists to manage the disbursement of a levy approved by the members of the University of Alberta Students' Union on March 7 and 8 2001 in a binding referendum, which was held in accordance with the bylaws and constitution of the Students' Union and is collected under the authority granted to the Students' Union in the Universities Act.~~

5. The F.A.B. shall annually determine whether or not the conditions set out in Section 4 have been met and shall forward this determination to Students' Council.
- ~~5. The question approved in the referendum was: _____ Do you support the establishment of an Alberta Public Interest Research Group (APIRG) that will: _____ Allow students to work on public policy issues through student-directed research, education and action initiatives; Operate a fund approximately \$125,000.00 per year, subject to the following conditions: _____ An increase in Students' Union Fees (Article VIII s.3 of the Constitution) of \$2.50 per Full-Time Student and \$1.25 per Part-Time Student for each of the Fall and Winter Terms; _____ Students who do not support APIRG shall be able to opt out and obtain a full refund of the dedicated fee. _____ The results of this referendum question will be binding on the Students' Union as per Article V s.2 of the Students' Union Constitution.~~
6. Where the F.A.B. determines that the conditions set out in Section 4 have been met, the portion of the Fund in the possession of the Students' Union shall be disbursed to the A.P.I.R.G. within one week of the meeting of Students' Council immediately following the meeting of the F.A.B. at which the determination was made, and subsequent disbursements for that year shall be made within one (1) week of receipt of each portion of the Fund by the Students' Union from the University.
- ~~6. This levy will be collected in accordance with Article VIII, Section 3, Subsection j "Pursuant to a Referendum passed on March 7 and 8 2001, the sum of \$2.50 per Full-time Student and \$1.25 per Part-time Student for each of the Fall and Winter terms will be allocated to the APIRG Fund."~~
7. Where the F.A.B. determines that the conditions set out in Section 4 have not been met, the Fund shall not be disbursed to the A.P.I.R.G. until such time as conditions are met.
- ~~7. These amounts are to be indexed in accordance with Article VIII, Section 4a of the Students' Union Constitution.~~

Composition

8. Where the F.A.B. determines that it has insufficient information to determine whether or not the conditions set out in Section 4 have been met, the Fund shall not be disbursed to the A.P.I.R.G. until such time as the F.A.B. feels that it has sufficient information, whereupon it shall re-evaluate whether or not the conditions set out in Section 4 have been met.

~~8.—The APIRG Board will be composed of:~~

- ~~a) nine (9) undergraduate students, directly elected from and by the undergraduate students of the University of Alberta;~~
- ~~b) one Students' Union Councilor, as selected by Students' Council.~~
- ~~c) One Member of the Executive Committee, as selected by the Executive Committee.~~

Conduct of Business

9. Students' Council shall be empowered to overturn any decision made by the F.A.B. pursuant to Section 5, but shall do so only where the F.A.B. was incorrect in finding whether or not the conditions set out in Section 4 have been met.

~~9.—The APIRG organizational and operations structure will be laid out in the APIRG Constitution, Bylaws as approved by and forwarded to Students' Council for information. This document shall include provisions for:~~

- ~~a) Meetings of the APIRG Board~~
- ~~b) Notice of APIRG Board meetings~~
- ~~c) Quorum at APIRG Board meetings~~
- ~~d) Officer selection~~
- ~~e) Officer duties~~
- ~~f) Proxy~~
- ~~g) Dismissal of APIRG Board members~~

- ~~10. The APIRG Board holds office from 1 May to 30 April.~~
- ~~11. APIRG will provide for an opt-out mechanism such that students who have paid dedicated fees through the Students' Union to APIRG and wish to have them refunded may do so.~~

Powers and Responsibilities

- ~~(g) The APIRG will use the funds allocated to it by the Students' Union in order to allow students to work on public policy issues through student-directed research, education, and action initiatives in accordance with this Bylaw. The funds allocated to APIRG by the Students' Union will be allocated on a case by case basis by the APIRG Board in accordance with the APIRG Granting Policy, Article 13 and 14 of this bylaw and the APIRG Constitution, Bylaws and Operating Policy. The APIRG Board will:~~
- ~~a) grant funds to selected applicants that meet granting criteria as set out in this bylaw;~~
- ~~b) organize and advertise the opt-out;~~
- ~~c) develop and advertise the application procedure for APIRG grants;~~
- ~~d) develop and follow an appeals procedure for decisions of the APIRG Board;~~
- ~~e) develop procedures for handling conflicts of interest;~~
- ~~f) recommend changes in this Bylaw and Student' Union policies as needed to Students' Council.~~
- ~~(h) The Students' Union will:~~
- ~~a) collect the levy for each of the Fall and Winter terms;~~
- ~~b) provide funds to students who opt out for each of the Fall and Winter terms;~~
- ~~c) deduct administrative expenses agreed upon by APIRG in a Memorandum of Understanding;~~
- ~~d) provide APIRG with the remaining levy funds.~~
- ~~e) provide for the funds accounting;~~
- ~~f) ensure an annual audit is performed~~

**Granting Policy
of the APIRG
Board**

~~(i) The APIRG will develop the criteria of the granting policy. The Board will only disburse levy funds for purposes set out in its referendum question and in accordance with this policy. This policy shall include:~~

~~a) criteria for applications~~

~~b) deadlines~~

~~c) procedures for assessment of applications~~

~~(j) The Board may decline to disburse levy funds:~~

~~a) if the Board does not receive enough applications for funding to disperse all the funds under its authority;~~

~~b) if the Board determines that the applications for funding received do not fall under the mandate of the Board;~~

~~c) if the Board determines that the applications for funding received do not meet the application criteria;~~

~~d) if the Board determines that the applicants for funding received do not serve the public interest.~~

Accounting

~~(k) In order to ensure that the Students' Union can reasonably exercise its fiscal and fiduciary duties the following accounting and reporting structure will apply to the APIRG:~~

~~a) APIRG will maintain financial records in accordance with generally accepted accounting principles, this will include, but not be limited to, having all financial records audited on an annual basis by either the Students' Union auditor or an auditor approved by Students' Council;~~

~~(l) By July 31 of each year, APIRG will report to the Financial Affairs Board on:~~

~~a) its anticipated and actual financial position from the previous year as well as its audit;~~

~~b) its anticipated Twelve Month Plan and budget for the next year;~~

~~c) the details of its opt-out mechanism;~~

~~d) any other items specified by the Financial Affairs Board.~~

~~(m) APIRG will report its financial position since its previous report by the last day of July, September, December and April of each year.~~

~~(n) Any expenditures of the levy not budgeted for in the APIRG annual budget (Article 16 b)) will be reported to the Students' Union prior to making these expenditures. These non-budgeted expenditures will follow the approval processes outlined in Operating Policy 7.04.~~

~~(e) The APIRG will operate in accordance with the following values:~~

- ~~a) accountability to students;~~
- ~~b) education of all members of the APIRG Board by including them, wherever possible, in the administration of the APIRG;~~
- ~~c) fair and equitable treatment of all students, and all applicants;~~
- ~~d) procedural fairness and consistency;~~
- ~~e) impartiality and rigor in the policies developed;~~
- ~~f) respect for the rule of law.~~

CURRENT

Bylaw 8451

A Bylaw Respecting Faculty Association Membership Fees

- | | |
|--------------------------------|--|
| Short Title | 1. This Bylaw may be referred to as the "Faculty Association Membership Fees" Bylaw. |
| Purpose | 2. The purpose of a "Faculty Association Membership Fees" is to provide financial support for engineering student activities and the creation of opportunities for engineering student involvement. |
| Definition | 3. For the purposes of this Bylaw: <ul style="list-style-type: none">a. "Faculty" means a Faculty or School of the University of Alberta.b. "Faculty Association Membership Fee" means a fee created specifically for a designated faculty, administered according to the provisions set out in this bylaw.c. "Faculty Association" means an undergraduate Faculty Association registered with the Students' Union and recognized by its Faculty.d. "Students" means an undergraduate student who is not enrolled as a Special or Visiting student. |
| Approval by Students | 5. A Faculty Association Membership Fee will only be collected if approved by a 50% +1 majority of the voting students in that Faculty, and a minimum voter turnout of 15%. Each student must be given the opportunity to vote in a referendum, subject to this and other relevant Students' Union bylaws, and to the bylaws of the Faculty Association. |
| Initiation and Creation | 6. a) The Faculty Association will have the opportunity to establish a Faculty Association Membership Fee.

b) If a Faculty for which a Faculty Association Membership Fee is proposed is departmentalized and departmental student associations exist, a portion of the fee will be designated for supporting those departmental students associations, which shall be paid out to them on the basis of enrollment in those programs as are represented by those departmental student associations as exist, or on a basis otherwise satisfactory to Students' Council. |

**Creation
Procedure**

7. The following steps must be followed in order to create a Faculty Association Membership Fee:
 - a. The Faculty Association shall consult with its departmental associations to identify purposes to which the funds collected would be applied.
 - b. Notice of the intent to create a Faculty Association Membership Fee must be forwarded to the Students' Union and the Office of the Registrar by January 15 of the year in which the fee is to be included as a part of the overall fee assessment.
 - c. A proposal outlining the amount, lifetime, scope, allocation, opt-out mechanism and distribution of the proposed Faculty Association Membership Fee must be submitted to and approved by Students' Council. This proposal, as approved, governs the implementation and operation of the Faculty Association Membership Fee. The proposal must also address financial oversight over the funds raised by the Faculty Association Membership Fee.
 - d. The implementation of the fee will be decided by a referendum, in which all students in the Faculty must be given the opportunity to vote. The vote shall adhere to the relevant Students' Union bylaws.

CURRENT

8451 (3)

- e. A formal request to include the Faculty Association Membership Fee assessment for all students within the Faculty must be forwarded to the Office of the Registrar by 30 April, of the year in which the fee is to be initiated. The request must include:
 - (i) A Short description of the proposed fee;
 - (ii) Dollar amount to be charged per student, per term;
 - (iii) Start date to begin collecting the fee;
 - (iv) End date to cease collecting the fee;
 - (v) Confirmation of the referendum results;
 - (vi) Endorsement of the fee by the responsible body of the Faculty Association;
 - (vii) Endorsement of the fee by Students' Council

Collection

8. The Faculty Association Membership Fee will be collected by the Office of the Registrar and included on a student's fee assessment. The funds collected will be transferred according to the plan presented to Students' Council under section 7 (c).

Participation

9. The Faculty Association Membership Fee shall be assessed whilst a student is enrolled, at a uniform rate for all students registered in the Faculty, excepting that a second uniform rate not to exceed the first may be imposed for off-campus or part-time students in the faculty in lieu of the first.

Opt-Out

10. A Faculty Association Membership Fee shall have an option for those who are philosophically opposed or unable to pay the fee to be reimbursed. The Faculty Association will provide for this opt-out, within the scope of the proposal approved by Students' Council per section 7 (c).

CURRENT

8451 (4)

- Administration**
11. a) All funds collected through the Faculty Association Membership Fee will be transferred to the Faculty Association under terms approved by Students' Council in the proposal per section 7(c) of this bylaw.
- b) The funds will be administered in accordance with generally accepted and relevant accounting principles.
- c) The Faculty Association must demonstrate sound and acceptable accounting practices.
- d) The Students' Union will provide, on a cost recovery basis to Faculty Associations and Schools within the University, full access to the Students' Union accounting department so that financial accountability can be ensured.
- Report of Operations**
12. The Faculty Association shall submit a report detailing the operations and administration of its funds to date, including the opt-out provision, to Students' Council by November 15 and March 15. Additional reports may be requested by Students' Council, allowing a reasonable time period for submission.
- Departmental Associations**
13. A portion of the fee will be designated for supporting departmental student associations, which shall be paid out to them on the basis of enrollment in those programs as are represented by those departmental student associations as exist, or on a basis otherwise satisfactory to Students' Council, as set out in section 7 (c) of this bylaw.
- Sunset**
14. The Faculty Association Membership Fee may be collected for a term to be specified by Students' Council, as set out in section 7 (c) of this bylaw, but which is not to exceed four years, after which it must be renewed de novo by following the process set out in section 7 of this bylaw.

PROPOSED

Bylaw 8451

A Bylaw Respecting Faculty Association Membership Fees

- Short Title** 1. This Bylaw may be referred to as the "Faculty Association Membership Fees" Bylaw.
- Purpose** 2. The purpose of ~~the~~ a "Faculty Association Membership Fees" is to provide financial support for ~~engineering~~ student activities and the creation of opportunities for ~~engineering~~ student involvement.
- Definition** 3. For the purposes of this Bylaw:
- a. "Faculty" means a Faculty or School of the University of Alberta.
 - b. "Faculty Association Membership Fee" means a fee created specifically for a designated faculty, administered according to the provisions set out in this bylaw.
 - c. "Faculty Association" means an undergraduate Faculty Association registered with the Students' Union and recognized by its Faculty.
 - d. ~~"Students" means an undergraduate student who is not enrolled as a Special or Visiting student.~~
- Approval by Students** 5. A Faculty Association Membership Fee will only be collected if approved by a 50% +1 majority of the voting students in that Faculty, and a minimum voter turnout of 15%. Each student must be given the opportunity to vote in a referendum, subject to this and other relevant Students' Union bylaws, and to the bylaws of the Faculty Association.

PROPOSED

8451 (2)

Initiation and Creation

6. a) The Faculty Association will have the opportunity to establish a Faculty Association Membership Fee.
- b) If a Faculty for which a Faculty Association Membership Fee is proposed has no Faculty Association, but departmental student associations exist, the fee shall be paid out to them on the basis of enrolment in the programs they represent, or on a basis otherwise satisfactory to Students' Council. ~~is departmentalized and departmental student associations exist, a portion of the fee will be designated for supporting those departmental students associations, which shall be paid out to them on the basis of enrollment in those programs as are represented by those departmental student associations as exist, or on a basis otherwise satisfactory to Students' Council.~~

Creation Procedure

7. The following steps must be followed in order to create a Faculty Association Membership Fee:
 - a. The Faculty Association shall consult with its departmental associations to identify purposes to which the funds collected would be applied.
 - b. Notice of the intent to create a Faculty Association Membership Fee must be forwarded to the Students' Union and the Office of the Registrar by January 15 of the year in which the fee is to be included as a part of the overall fee assessment.
 - c. A proposal outlining the amount, lifetime, scope, allocation, refund opt-out mechanism and distribution of the proposed Faculty Association Membership Fee must be submitted to and approved by Students' Council. This proposal, as approved, governs the implementation and operation of the Faculty Association Membership Fee. The proposal must also address financial oversight over the funds raised by the Faculty Association Membership Fee.
 - d. The implementation of the fee will be decided by a referendum, in which all students in the Faculty must be given the opportunity to vote. The vote shall adhere to the relevant Students' Union bylaws.

PROPOSED

8451 (3)

- e. A formal request to include the Faculty Association Membership Fee assessment for all students within the Faculty must be forwarded to the Office of the Registrar by 1 30 April, of the year in which the fee is to be initiated. The request must include:
 - (i) A Short description of the proposed fee;
 - (ii) Dollar amount to be charged per student, per term;
 - (iii) Start date to begin collecting the fee;
 - (iv) End date to cease collecting the fee;
 - (v) Confirmation of the referendum results;
 - (vi) Endorsement of the fee by the responsible body of the Faculty Association;
 - (vii) Endorsement of the fee by Students' Council

Collection

- 8. The Faculty Association Membership Fee will be collected as part of the Students' Union fee by the Office of the Registrar and included on a student's fee assessment. The funds collected will be transferred according to the plan presented to Students' Council under section 7 (c).

Participation

- 9. The Faculty Association Membership Fee shall be assessed while ~~whilst~~ a student is enrolled and on-campus, at a uniform rate for all students registered in the Faculty, ~~excepting that a second uniform rate not to exceed the first may be imposed for off-campus or part-time students in the faculty in lieu of the first.~~

Refund Opt-Out

- 10. A Faculty Association Membership Fee shall have an option for those who are philosophically opposed or unable to pay the fee to be reimbursed. The Faculty Association will provide for this refund opt-out, within the scope of the proposal approved by Students' Council per section 7 (c).

PROPOSED

8451 (4)

- Administration**
11. a) All funds collected through the Faculty Association Membership Fee will be transferred to the Faculty Association under terms approved by Students' Council in the proposal per section 7(c) of this bylaw.
- b) The funds will be administered in accordance with generally accepted and relevant accounting principles.
- c) The Faculty Association must demonstrate sound and acceptable accounting practices.
- d) The Students' Union will provide, on a cost recovery basis to Faculty Associations and Schools within the University, full access to the Students' Union accounting department so that financial accountability can be ensured.
- Report of Operations**
12. The Faculty Association shall submit a report detailing the operations and administration of its funds to date, including the refund-opt-out provision, to Students' Council by November 15 and March 15. Additional reports may be requested by Students' Council, but must allowing a reasonable time period for submission.
- Departmental Associations**
13. If departmental associations exist, in addition to the Faculty Association, in the Faculty then a portion of the fee will be designated for supporting departmental student associations, which shall be paid out to them on the basis of enrolment in those programs, or on a basis otherwise satisfactory to Students' Council, as set out in section 7(c) of this bylaw. A portion of the fee will be designated for supporting departmental student associations, which shall be paid out to them on the basis of enrollment in those programs as are represented by those departmental student associations as exist, or on a basis otherwise satisfactory to Students' Council, as set out in section 7 (c) of this bylaw.
- Sunset**
14. The Faculty Association Membership Fee may be collected for a term to be specified by Students' Council, as set out in section 7 (c) of this bylaw, but which is not to exceed four years, after which it must be renewed de novo by following the process set out in section 7 of this bylaw.

Bylaw 9100

A Bylaw Respecting the Involvement Recognition Awards of the Students' Union

- | | |
|---|---|
| Awards | 1. The Students' Union will present awards to students who have made outstanding contributions to student life and/or have attained high academic achievements. |
| Finances | 2. These awards will be funded by an account entitled the "Student Involvement Endowment Fund", corporate sponsorship, and the Students' Union. |
| Student Involvement Endowment Fund | <p>a. The purpose of the Student Involvement Endowment Fund is to provide a permanent means of funding the Students' Union Involvement Recognition Awards as detailed in this Bylaw.</p> <p>b. The principal of the Student Involvement Endowment Fund will be increased each year by means of a Fifty (\$0.50) Cent per student per term levy on Students' Union fees, and by means of corporate or personal donations.</p> <p>c. Up to eight and one-half (8.5%) percent of the value of the Endowment account will be directed annually to the budget category designated to cover the costs of the Students' Union Involvement Recognition Awards. Interest generated over and above the eight and one-half (8.5%)percent will be reinvested in the Endowment account.</p> <p>d. In the instance where the eight and one-half (8.5%) percent payout from the fund is greater than that needed to cover the existing awards listed in this Bylaw, the surplus will be reinvested in the Endowment account.</p> |
| Procedure | <p>3. a. Awards will be described and advertised in at least four (4) editions of the Official Student Newspaper, with the final advertisement appearing no less than one (1) week before the application deadline.</p> <p>b. The Awards Selection Committee will receive nominations of and applications from persons worthy of awards from all available sources.</p> |

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

- c. The deadline for application for any Students' Union award(s) will be the first Monday in February.
- d. The Awards Selection Committee will select persons who are worthy of receiving awards from the list of those nominated and will submit the names of those selected to Students' Council for ratification no later than the last Friday in February, of each year.
- e. Names of the selected award recipients will be advertised in at least two (2) issues of the Official Student Newspaper.

Eligibility

- 4. a. No person who is a member of the Executive Committee, or who is currently under employment contract with the Students' Union will be eligible to receive a Students' Union Involvement Award under this Bylaw during their term of office. The Gold Key Recognition Award will be administered as per Section 13 of this Bylaw.
- b. To qualify for an award, with the exception of the Gold Key Recognition Award, the applicant must be a member of the Students' Union as defined in Article I, Section 2 of the Constitution.
- c. With the exception of the Students' Union Award for Excellence and the Gold Key Recognition Award, a student may apply for a maximum of three student involvement awards but need only to submit one application package. The Awards Selection Committee reserves the ability to consider an applicant for awards they have not applied for. A separate application package must be submitted for the Students' Union Award for Excellence and the Gold Key Recognition Award.
- d. A student will be entitled to receive only one (1) Students' Union Involvement Award for the year in which they applied. A student is ineligible to receive an award previously received, unless otherwise stipulated in the award description.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

- e. Each applicant/nominee, except for Gold Key Recognition Award nominees, will be required to submit:
 - i. two (2) letters of recommendation with the application;
 - ii. a personal essay, of no more than three hundred (300) words if applying for a Students' Union Involvement Award or of no more than five hundred (500) words if applying for the Students' Union Award for Excellence, explaining why they qualify for a student involvement award; the essay included in the Students' Union Award for Excellence application package will be specific to the criteria of that award;
 - iii. a two (2) page resume, and,
 - iv. a current transcript where indicated as necessary
- f. Members of the Awards Selection Committee cannot nominate or write letters of reference for Student Involvement Award applicants. Members of the committee are also ineligible to receive an award.

Form of Awards

- 5. a. With the exception of the corporate sponsorship awards, an award made by the Students' Union may take any form decided upon by the Awards Selection Committee.
- b. i. In each year, the Students' Union will present two (2) awards in each category, with the exception of the Students' Union Award for Excellence, The Java Jive Merchants Ltd. Award, and the Gold Key Recognition Award.

Presentation

- 6. The presentation of all awards will be administered by the Awards Selection Committee prior to the end of the winter term of each academic year.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Alberta Treasury
Branches
Involvement Award**

7. Established by Alberta Treasury Branches to recognize students who maintain a high scholastic record while contributing volunteer time to the community.
 - a. To qualify for this award, a student must:
 - i. be enrolled in a business related program;
 - ii. be a Canadian citizen, who has been a resident of Alberta for five (5) years.
 - b. Priority will be given to those demonstrating financial need.
 - c. The Alberta Treasury Branches Involvement Award consists of two five hundred (\$500.00) Dollar monetary prizes.

**Anne Louise
Mundell
Humanitarian
Award**

8. Established to perpetuate the memory of Anne Louise (MacLeod) Mundell, a student at the University of Alberta from 1915 to 1919. Her activities at the University of Alberta included the Dramatic Society, the Literary Society, the Soldiers' Comfort Club, and the Wauneita Society.
 - a. To qualify for this award, a student must:
 - i. be involved in charity/volunteer work; and,
 - ii. be an active member of a club contributing to the development of the arts and culture on campus.
 - b. The Anne Louise Mundell Humanitarian Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Cristal Mar
Memorial Award**

9. Established to remember and celebrate Cristal's contributions to the University of Alberta until she passed away in 1995. While working towards her acceptance into the Faculty of Pharmacy, Cristal balanced significant contributions to the university community with academic excellence. She was an active member of Safewalk and played a key role in the inaugural 1995 National Campus Safety Conference.
 - a. To qualify for this award, a student must:
 - i. be a full time student who has contributed to the greater campus community and demonstrates compassion towards fellow students.
 - b. Priority will be given to students involved in a campus safety organization.
 - c. The Cristal Mar Memorial Award consist of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates and an engraved plaque.

**Dean Mortensen
Award**

10. Established to perpetuate the memory of Dean Mortensen, a first year Science student at the University of Alberta, and resident of St. Joseph's College who tragically disappeared on January 23, 1992 and has not since been found. Dean Mortensen contributed to student life in many ways, namely through his dedication and commitment to St. Joseph's College and the St. Joseph's Rangers.
 - a. To qualify for this award, a student must:
 - i. show strong participation in the University's campus recreation and intramural programs;
 - ii. demonstrate strong leadership skills and a dedication to others; and,
 - iii. contribute towards a safer and more secure campus atmosphere at the University of Alberta.
 - b. The Dean Mortensen Award consist of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates and an engraved plaque.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Dr. Randy Gregg
Athletics Award**

11. Dr. Randy Gregg was a student at the University of Alberta from 1972 to 1980, receiving a Bachelor of Science and a Doctor of Medicine degree. He was a key player on the Golden Bears Hockey team and, as captain in 1979, led the team to National Championship. Randy Gregg represented Canada as a member of the hockey team in the 1980 Winter Olympic Games, and went on to join the Edmonton Oilers in 1983.
 - a. To qualify for this award, a student must:
 - i. be involved in athletics;
 - ii. demonstrate strong leadership skills; and,
 - iii. contribute to student life at the University of Alberta.
 - b. The Randy Gregg Athletics Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

**Eugene L. Brody
Award**

12. Established to perpetuate the memory of Eugene L. Brody, B.A., B.Sc., a student at the University of Alberta for twenty-three years who had cerebral palsy and was able to make outstanding contributions in extra-curricular activities. Eugene Brody's contributions were made with a strong personal philosophy, "To have a full life, one has to struggle every step of the way."
 - a. To qualify for this Award, a student must:
 - i. have a satisfactory Grade Point Average within the academic year in which the award is presented (however, academic standing will be a consideration in determining the winner); and,
 - ii. have made a valuable contribution in extra-curricular campus activities.
 - b. The Eugene L. Brody Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Gold Key
Recognition Award**

13. Established by Students' Union President Tevie Miller in 1950 to recognize the best on campus for their outstanding work in extra curricular activities. This honor was bestowed upon those people who had contributed greatly to making the University of Alberta a better place.

The Gold Key Society lapsed in 1970 and was revived in 1990 to recognize the large number of individuals responsible for "Building a Better Campus Community", and is open to all members of the University community, with the exception of the Students' Union Executive Committee.

- a. The Gold Key Selection Committee will have the discretion to award up to twenty-five (25) Gold Key Recognition Awards to recognize outstanding work in student government; volunteer activities; student organizations; student services; and, community service.

**Hilda Wilson
Memorial Volunteer
Recognition Award**

14. Established to recognize qualities of congeniality and humanitarian dedication. At age 57, Hilda Wilson entered the Faculty of Law after two years in the Faculty of Arts at the University of Alberta. Unsurpassed in her dedication to her fellow students, Hilda's enthusiasm and energetic confidence as a volunteer endeared her to many.

- a. To qualify for this award, a student must:
- i. be a volunteer member of a Students' Union, University of Alberta or community service organization; and,
 - ii. demonstrate a sincere dedication to others.
- b. The Hilda Wilson Memorial Volunteer Recognition Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

**Hooper-Munroe
Academic Award**

15. Named for Major R.C.W. Hooper, the past Dean of Men, and Miss Isobel Munroe, the past Dean of Women, the Hooper-Munroe Academic Award is intended to reward students who achieve academic excellence in the Spring and Summer Term.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

- a. To qualify for this award, a student must:
 - i. have earned a minimum of 9 credits during the Spring and/or Summer Term in the year in which the student applies;
 - ii. have a minimum 7.5 Grade Point Average and possess the highest Grade Point Average over the Spring and Summer Term of all those who apply; and,
 - iii. have not previously received this award.
- b. In the event that a distinction cannot be drawn on the basis of Grade Point Average, involvement in extra-curricular activities in the University and/or community will be considered.
- c. The Hooper-Munroe Academic Award consists of two four hundred (\$400.00) Dollar monetary prizes and the recipient's name engraved on the trophy. One (1) prize will be awarded to a male recipient and one (1) prize will be awarded to a female recipient.

**Java Jive Merchants
Ltd. Award**

16. As a component of its lease agreement with the Students' Union, each year the Java Jive Merchants Ltd. will provide One Thousand Five Hundred (\$1500.00) Dollars in awards
 - a. To qualify for this award, a student must:
 - i. combine service to the community and campus involvement;
 - ii. demonstrate leadership qualities; and,
 - iii. have a satisfactory academic standing.
 - b. The Java Jive Merchants Ltd. Award consists of three five hundred (\$500.00) Dollar monetary prizes.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Lorne Calhoun
Memorial Award**

17. Established to perpetuate the memory of Lorne Calhoun, B.A., a student at the University of Alberta from 1946 until his death in 1951, Lorne Calhoun was active in debating (President of the Debating Society, founder of Debating Union, twice a member of the McGoun Cup Interservice team), national and international organizations (member of International Relations Club, Chairman of Alberta Committee of International Student Services, executive member of Political Science Club, Speaker of Parliamentary Forum), and miscellaneous organizations (*The Gateway*, History Club, Men's Economics Club, Philosophical Society, Arts and Science Club, University religious groups, chess and athletics).
 - a. To qualify for this award, the candidate must:
 - i. have been an active member in a University of Alberta club and/or Faculty Association;
 - ii. not have previously received this award.
 - b. The Lorne Calhoun Memorial Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

**Maimie Shaw
Simpson Book Prize**

18. Established to honour Miss Maimie Shaw Simpson, first Dean of Women at the University of Alberta.
 - a. To qualify for this award, the candidate must:
 - i. have made an outstanding contribution to campus life through hard work and leadership;
 - ii. preference will be given to those who have made an outstanding contribution to the advancement of women on this campus.
 - b. The Maimie Shaw Simpson Book Prize consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Royal Bank
Financial Group
Involvement Award**

19. Established by the Royal Bank Financial Group to acknowledge individuals who complement their educational experience with extra-curricular involvement.
 - a. To qualify for this award, a student must:
 - i. demonstrate a combination of volunteerism, leadership and participation, both on campus and in the greater Edmonton community.
 - b. The Royal Bank Financial Group Involvement Award consists of two five hundred (\$500.00) Dollar monetary prizes.

**Royal Bank
Student
Faculty
Association
Involvement
Award**

20. Established by the Royal Bank Financial Group to acknowledge excellent service to students through involvement in a student faculty association at the University of Alberta.
 - a. To qualify for this award, a student must:
 - i. be an executive member of a student faculty association at the University of Alberta;
 - ii. have made an outstanding contribution to students they represent;
 - iii. demonstrate strong leadership skills;
 - iv. academic standing is a consideration.
 - b. The Royal Bank Student Faculty Association Involvement Award is renewed annually by the Royal Bank and is dependent upon and financed through revenue received from their Visa Credit Card sales to students.

**Students' Union
Award For
Excellence**

21. Each year, the Students' Union will award a student with a gold medal for excellence in curricular and extra-curricular activities while at the University of Alberta. The student will also be awarded one thousand five hundred (\$1500.00) Dollars by the Students' Union.
 - a. Selection will be made on the basis of faculty and student submissions of applications to the Awards Selection Committee.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

- b. To qualify for this award, candidates must:
 - i. be in their graduating year;
 - ii. have attained a minimum Grade Point Average of 7.5 in 60 credits taken within the previous two (2) years;
 - iii. be involved in extra-curricular activities in the University and/or community; and,
 - iv. demonstrate an ability to work well with students, staff, and the general public.
- c. The Committee's decision will be announced at the Students' Council meeting immediately following the selection of the winner and will also be published in the Official Student Newspaper. The Vice-President Academic will publish a press release announcing the winner.
- d. The Students' Union Award For Excellence consists of a one thousand five hundred (\$1500.00) Dollar monetary prize, a medallion and the recipient's name engraved on the trophy.

**Tevie Miller
Involvement Award**

- 22. Established to recognize the outstanding commitment and dedication of the Honorable Associate Chief Justice Tevie H. Miller. Justice Miller was a Students' Union President. Subsequent to convocation, Justice Miller continued his involvement as President of the Alumni Association, and in 1980 was elected as a member of the University Senate. In 1986, Tevie Miller was elected Chancellor of the University of Alberta.
 - a. To qualify for this award, a student must:
 - i. be an active member of a club or association at the University of Alberta; and,
 - ii. demonstrate strong leadership skills.
 - b. The candidate may not receive a salary or honorarium from the said club or association.
 - c. The Tevie Miller Involvement Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore certificates, an engraved plaque and the recipient's name engraved on the trophy.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Tom Lancaster
Award**

23. Established to perpetuate the memory of Tom Lancaster, General Manager for the Students' Union from 1989-1991. Tom Lancaster brought stability and warmth to the Students' Union through his concern and care for students.
- a. To qualify for this award, a student must:
 - i. have made an outstanding contribution to student life on campus through dedication and strong commitment to others; and,
 - ii. show active involvement and leadership in the Students' Union through volunteer work, or participation within a Students' Union Club or Service.
 - b. The Tom Lancaster Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore certificates and a plaque.

**Walter A.
Dinwoodie Award**

24. Established to perpetuate the memory of Walter A. Dinwoodie, Permanent Business Manager of the Students' Union from 1949-1962.
- a. To qualify for this award, the candidate must have made an outstanding contribution to student life through active volunteer work for a public service club registered with the Students' Union and/or a Students' Union service.
 - b. Persons who receive a salary, honorarium, or any other monetary remuneration for their work in the above organizations will not be eligible to receive this award.
 - c. This award may be granted annually to an undergraduate student in a full-time program leading to an undergraduate degree.
 - d. The Walter A. Dinwoodie Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore certificates, an engraved plaque and the recipient's name engraved on the trophy.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

Bylaw 9100

A Bylaw Respecting the Involvement Recognition Awards of the Students' Union

- Awards** 1. The Students' Union will present awards to students who have made outstanding contributions to student life and/or have attained high academic achievements.
- Finances** 2. These awards will be funded by an account entitled the "Student Involvement Endowment Fund", corporate sponsorship, and the Students' Union.
- Student Involvement Endowment Fund**
- a. The purpose of the Student Involvement Endowment Fund is to provide a permanent means of funding the Students' Union Involvement Recognition Awards as detailed in this Bylaw.
- b. The principal of the Student Involvement Endowment Fund will be increased each year by means of a Fifty (\$0.50) Cent per student per term levy on Students' Union fees, and by means of corporate or personal donations.
- c. Up to eight and one-half (8.5%) percent of the value of the Endowment account will be directed annually to the budget category designated to cover the costs of the Students' Union Involvement Recognition Awards. Interest generated over and above the eight and one-half (8.5%)percent will be reinvested in the Endowment account.
- d. In the instance where the eight and one-half (8.5%) percent payout from the fund is greater than that needed to cover the existing awards listed in this Bylaw, the surplus will be reinvested in the Endowment account.
- Procedure** 3. a. Awards will be described and advertised in at least four (4) editions of the Official Student Newspaper, with the final advertisement appearing no less than one (1) week before the application deadline.
- b. The Awards Selection Committee will receive nominations of and applications from persons worthy of awards from all available sources.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

- c. The deadline for application for any Students' Union award(s) will be the first Monday in February.
- d. The Awards Selection Committee will select persons who are worthy of receiving awards from the list of those nominated and will submit the names of those selected to Students' Council for ratification no later than the last Friday in February, of each year.
- e. Names of the selected award recipients will be advertised in at least two (2) issues of the Official Student Newspaper.

Eligibility

- 4. a. No person who is a member of the Executive Committee, or who is currently under employment contract with the Students' Union will be eligible to receive a Students' Union Involvement Award under this Bylaw during their term of office. The Gold Key Recognition Award will be administered as per Section 13 of this Bylaw.
- b. To qualify for an award, with the exception of the Gold Key Recognition Award, the applicant must be a member of the Students' Union as defined in Article I, Section 2 of the Constitution.
- c. With the exception of the Students' Union Award for Excellence and the Gold Key Recognition Award, a student may apply for a maximum of three student involvement awards but need only to submit one application package. The Awards Selection Committee reserves the ability to consider an applicant for awards they have not applied for. A separate application package must be submitted for the Students' Union Award for Excellence and the Gold Key Recognition Award.
- d. A student will be entitled to receive only one (1) Students' Union Involvement Award for the year in which they applied. A student is ineligible to receive an award previously received, unless otherwise stipulated in the award description.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

- e. Each applicant/nominee, except for Gold Key Recognition Award nominees, will be required to submit:
 - i. two (2) letters of recommendation with the application;
 - ii. a personal essay, of no more than three hundred (300) words if applying for a Students' Union Involvement Award or of no more than five hundred (500) words if applying for the Students' Union Award for Excellence, explaining why they qualify for a student involvement award; the essay included in the Students' Union Award for Excellence application package will be specific to the criteria of that award;
 - iii. a two (2) page resume, and,
 - iv. a current transcript where indicated as necessary
- f. Members of the Awards Selection Committee cannot nominate or write letters of reference for Student Involvement Award applicants. Members of the committee are also ineligible to receive an award.

Form of Awards

- 5. a. With the exception of the corporate sponsorship awards, an award made by the Students' Union may take any form decided upon by the Awards Selection Committee.
 - b. i. In each year, the Students' Union will present two (2) awards in each category, with the exception of the Students' Union Award for Excellence, The Java Jive Merchants Ltd. Award, and the Gold Key Recognition Award.

Presentation

- 6. The presentation of all awards will be administered by the Awards Selection Committee prior to the end of the winter term of each academic year.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Alberta Treasury
Branches
Involvement Award**

7. Established by Alberta Treasury Branches to recognize students who maintain a high scholastic record while contributing volunteer time to the community.
 - a. To qualify for this award, a student must:
 - i. be enrolled in a business related program;
 - ii. be a Canadian citizen, who has been a resident of Alberta for five (5) years.
 - b. Priority will be given to those demonstrating financial need.
 - c. The Alberta Treasury Branches Involvement Award consists of two five hundred (\$500.00) Dollar monetary prizes.

**Anne Louise
Mundell
Humanitarian
Award**

8. Established to perpetuate the memory of Anne Louise (MacLeod) Mundell, a student at the University of Alberta from 1915 to 1919. Her activities at the University of Alberta included the Dramatic Society, the Literary Society, the Soldiers' Comfort Club, and the Wauneita Society.
 - a. To qualify for this award, a student must:
 - i. be involved in charity/volunteer work; and,
 - ii. be an active member of a club contributing to the development of the arts and culture on campus.
 - b. The Anne Louise Mundell Humanitarian Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Cristal Mar
Memorial Award**

9. Established to remember and celebrate Cristal's contributions to the University of Alberta until she passed away in 1995. While working towards her acceptance into the Faculty of Pharmacy, Cristal balanced significant contributions to the university community with academic excellence. She was an active member of Safewalk and played a key role in the inaugural 1995 National Campus Safety Conference.
 - a. To qualify for this award, a student must:
 - i. be a full time student who has contributed to the greater campus community and demonstrates compassion towards fellow students.
 - b. Priority will be given to students involved in a campus safety organization.
 - c. The Cristal Mar Memorial Award consist of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates and an engraved plaque.

**Dean Mortensen
Award**

10. Established to perpetuate the memory of Dean Mortensen, a first year Science student at the University of Alberta, and resident of St. Joseph's College who tragically disappeared on January 23, 1992 and has not since been found. Dean Mortensen contributed to student life in many ways, namely through his dedication and commitment to St. Joseph's College and the St. Joseph's Rangers.
 - a. To qualify for this award, a student must:
 - i. show strong participation in the University's campus recreation and intramural programs;
 - ii. demonstrate strong leadership skills and a dedication to others; and,
 - iii. contribute towards a safer and more secure campus atmosphere at the University of Alberta.
 - b. The Dean Mortensen Award consist of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates and an engraved plaque.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Dr. Randy Gregg
Athletics Award**

11. Dr. Randy Gregg was a student at the University of Alberta from 1972 to 1980, receiving a Bachelor of Science and a Doctor of Medicine degree. He was a key player on the Golden Bears Hockey team and, as captain in 1979, led the team to National Championship. Randy Gregg represented Canada as a member of the hockey team in the 1980 Winter Olympic Games, and went on to join the Edmonton Oilers in 1983.
 - a. To qualify for this award, a student must:
 - i. be involved in athletics;
 - ii. demonstrate strong leadership skills; and,
 - iii. contribute to student life at the University of Alberta.
 - b. The Randy Gregg Athletics Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

**Eugene L. Brody
Award**

12. Established to perpetuate the memory of Eugene L. Brody, B.A., B.Sc., a student at the University of Alberta for twenty-three years who had cerebral palsy and was able to make outstanding contributions in extra-curricular activities. Eugene Brody's contributions were made with a strong personal philosophy, "To have a full life, one has to struggle every step of the way."
 - a. To qualify for this Award, a student must:
 - i. have a satisfactory Grade Point Average within the academic year in which the award is presented (however, academic standing will be a consideration in determining the winner); and,
 - ii. have made a valuable contribution in extra-curricular campus activities.
 - b. The Eugene L. Brody Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Gold Key
Recognition Award**

13. Established by Students' Union President Tevie Miller in 1950 to recognize the best on campus for their outstanding work in extra curricular activities. This honor was bestowed upon those people who had contributed greatly to making the University of Alberta a better place.

The Gold Key Society lapsed in 1970 and was revived in 1990 to recognize the large number of individuals responsible for "Building a Better Campus Community", and is open to all members of the University community, with the exception of the Students' Union Executive Committee.

- a. The Gold Key Selection Committee will have the discretion to award up to twenty-five (25) Gold Key Recognition Awards to recognize outstanding work in student government; volunteer activities; student organizations; student services; and, community service.

**Hilda Wilson
Memorial Volunteer
Recognition Award**

14. Established to recognize qualities of congeniality and humanitarian dedication. At age 57, Hilda Wilson entered the Faculty of Law after two years in the Faculty of Arts at the University of Alberta. Unsurpassed in her dedication to her fellow students, Hilda's enthusiasm and energetic confidence as a volunteer endeared her to many.

- a. To qualify for this award, a student must:
- i. be a volunteer member of a Students' Union, University of Alberta or community service organization; and,
 - ii. demonstrate a sincere dedication to others.
- b. The Hilda Wilson Memorial Volunteer Recognition Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

**Hooper-Munroe
Academic Award**

15. Named for Major R.C.W. Hooper, the past Dean of Men, and Miss Isobel Munroe, the past Dean of Women, the Hooper-Munroe Academic Award is intended to reward students who achieve academic excellence in the Spring and Summer Term.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

- a. To qualify for this award, a student must:
 - i. have earned a minimum of 9 credits during the Spring and/or Summer Term in the year in which the student applies;
 - ii. have a minimum 7.5 Grade Point Average and possess the highest Grade Point Average over the Spring and Summer Term of all those who apply; and,
 - iii. have not previously received this award.
- b. In the event that a distinction cannot be drawn on the basis of Grade Point Average, involvement in extra-curricular activities in the University and/or community will be considered.
- c. The Hooper-Munroe Academic Award consists of two four hundred (\$400.00) Dollar monetary prizes and the recipient's name engraved on the trophy. One (1) prize will be awarded to a male recipient and one (1) prize will be awarded to a female recipient.

**Java Jive Merchants
Ltd. Award**

- 16. As a component of its lease agreement with the Students' Union, each year the Java Jive Merchants Ltd. will provide One Thousand Five Hundred (\$1500.00) Dollars in awards
 - a. To qualify for this award, a student must:
 - i. combine service to the community and campus involvement;
 - ii. demonstrate leadership qualities; and,
 - iii. have a satisfactory academic standing.
 - b. The Java Jive Merchants Ltd. Award consists of three five hundred (\$500.00) Dollar monetary prizes.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Lorne Calhoun
Memorial Award**

17. Established to perpetuate the memory of Lorne Calhoun, B.A., a student at the University of Alberta from 1946 until his death in 1951, Lorne Calhoun was active in debating (President of the Debating Society, founder of Debating Union, twice a member of the McGoun Cup Interservice team), national and international organizations (member of International Relations Club, Chairman of Alberta Committee of International Student Services, executive member of Political Science Club, Speaker of Parliamentary Forum), and miscellaneous organizations (*The Gateway*, History Club, Men's Economics Club, Philosophical Society, Arts and Science Club, University religious groups, chess and athletics).
 - a. To qualify for this award, the candidate must:
 - i. have been an active member in a University of Alberta club and/or Faculty Association;
 - ii. not have previously received this award.
 - b. The Lorne Calhoun Memorial Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

**Maimie Shaw
Simpson Book Prize**

18. Established to honour Miss Maimie Shaw Simpson, first Dean of Women at the University of Alberta.
 - a. To qualify for this award, the candidate must:
 - i. have made an outstanding contribution to campus life through hard work and leadership;
 - ii. preference will be given to those who have made an outstanding contribution to the advancement of women on this campus.
 - b. The Maimie Shaw Simpson Book Prize consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore gift certificates, an engraved plaque and the recipient's name engraved on the trophy.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Royal Bank
Financial Group
Involvement Award**

19. Established by the Royal Bank Financial Group to acknowledge individuals who complement their educational experience with extra-curricular involvement.
 - a. To qualify for this award, a student must:
 - i. demonstrate a combination of volunteerism, leadership and participation, both on campus and in the greater Edmonton community.
 - b. The Royal Bank Financial Group Involvement Award consists of two five hundred (\$500.00) Dollar monetary prizes.

**Royal Bank
Student
Faculty
Association
Involvement
Award**

20. Established by the Royal Bank Financial Group to acknowledge excellent service to students through involvement in a student faculty association at the University of Alberta.
 - a. To qualify for this award, a student must:
 - i. be an executive member of a student faculty association at the University of Alberta;
 - ii. have made an outstanding contribution to students they represent;
 - iii. demonstrate strong leadership skills;
 - iv. academic standing is a consideration.
 - b. The Royal Bank Student Faculty Association Involvement Award is renewed annually by the Royal Bank and is dependent upon and financed through revenue received from their Visa Credit Card sales to students.

**Students' Union
Award For
Excellence**

21. Each year, the Students' Union will award a student with a gold medal for excellence in curricular and extra-curricular activities while at the University of Alberta. The student will also be awarded one thousand five hundred (\$1500.00) Dollars by the Students' Union.
 - a. Selection will be made on the basis of faculty and student submissions of applications to the Awards Selection Committee.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

- b. To qualify for this award, candidates must:
 - i. be in their graduating year;
 - ii. have attained a minimum Grade Point Average of 7.5 in 60 credits taken within the previous two (2) years;
 - iii. be involved in extra-curricular activities in the University and/or community; and,
 - iv. demonstrate an ability to work well with students, staff, and the general public.

- c. The Committee's decision will be announced at the Students' Council meeting immediately following the selection of the winner and will also be published in the Official Student Newspaper. The Vice-President Academic will publish a press release announcing the winner.

- d. The Students' Union Award For Excellence consists of a one thousand five hundred (\$1500.00) Dollar monetary prize, a medallion and the recipient's name engraved on the trophy.

Subway Sandwiches Award 22 As a component of its lease agreement with the Students' Union, each year Subway Sandwiches will provide One Thousand (\$1000.00) Dollars in awards.

- a. To qualify for this award, a student must:
 - i. be a student in a full time program leading to an undergraduate degree;
 - ii. maintain a strong academic standing,
 - iii. actively employed with Subway (SUB or Newton Place locations only)

- b. The Subway Sandwiches Award consists of 2 five hundred (\$500.00) Dollar monetary prizes. One award (\$500.00) will be given to a student meeting all three qualification and one award (\$500.00) will be given to a student meeting the first two qualifications.

June 18/02 (IRB)
 Nov. 27/01
 May 2/01
 April 4/00

**Tevie Miller
Involvement Award**

~~22.~~ 23 Established to recognize the outstanding commitment and dedication of the Honorable Associate Chief Justice Tevie H. Miller. Justice Miller was a Students' Union President. Subsequent to convocation, Justice Miller continued his involvement as President of the Alumni Association, and in 1980 was elected as a member of the University Senate. In 1986, Tevie Miller was elected Chancellor of the University of Alberta.

- a. To qualify for this award, a student must:
 - i. be an active member of a club or association at the University of Alberta; and,
 - ii. demonstrate strong leadership skills.
- b. The candidate may not receive a salary or honorarium from the said club or association.
- c. The Tevie Miller Involvement Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore certificates, an engraved plaque and the recipient's name engraved on the trophy.

**Tom Lancaster
Award**

~~23~~24. Established to perpetuate the memory of Tom Lancaster, General Manager for the Students' Union from 1989-1991. Tom Lancaster brought stability and warmth to the Students' Union through his concern and care for students.

- a. To qualify for this award, a student must:
 - i. have made an outstanding contribution to student life on campus through dedication and strong commitment to others; and,
 - iv. show active involvement and leadership in the Students' Union through volunteer work, or participation within a Students' Union Club or Service.
- b. The Tom Lancaster Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore certificates and a plaque.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

**Walter A.
Dinwoodie Award**

2425. Established to perpetuate the memory of Walter A. Dinwoodie, Permanent Business Manager of the Students' Union from 1949-1962.
- a. To qualify for this award, the candidate must have made an outstanding contribution to student life through active volunteer work for a public service club registered with the Students' Union and/or a Students' Union service.
 - b. Persons who receive a salary, honorarium, or any other monetary remuneration for their work in the above organizations will not be eligible to receive this award.
 - c. This award may be granted annually to an undergraduate student in a full-time program leading to an undergraduate degree.
 - d. The Walter A. Dinwoodie Award consists of two seven hundred and fifty (\$750.00) Dollar monetary prizes, two one hundred and fifty (\$150.00) Dollar bookstore certificates, an engraved plaque and the recipient's name engraved on the trophy.

June 18/02 (IRB)

Nov. 27/01

May 2/01

April 4/00

CURRENT

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

POLITICAL POLICY STATEMENT

<i>Policy Number:</i>	<i>Effective Date:</i>	April 3, 2001	<i>Page</i>	1	<i>of</i>	1
	<i>Expiration Date:</i>	April 30, 2005				
<i>Responsibility for Policy:</i>		External Affairs Board				
<i>Subject Matter</i>	- <i>Category:</i>	POLITICAL POLICY (GENERAL)				
	- <i>Specific:</i>	NATIONAL REPRESENTATION				
	- <i>Topic:</i>	National Organization of Students				

MOVED THAT Students' Council, upon the recommendation of the External Affairs Board, adopt the following as Students' Union policy on the Canadian Federation of Students:

WHEREAS membership in the Canadian Federation of Students (CFS) provides no substantial services to which University of Alberta students do not already access, and;

WHEREAS University of Alberta students would have to pay an extremely high membership fee to join CFS, yet would possess a disproportionately small amount of control over the allocation of these funds, and;

WHEREAS many CFS policies are not compatible with those of the University of Alberta Students' Union, and;

WHEREAS the University of Alberta Students' Union is currently a member of the Canadian Alliance of Student Associations (CASA), and;

WHEREAS the University of Alberta Students' Union is satisfied with the pragmatic, member-driven approach to student representation that CASA currently provides, and;

WHEREAS University of Alberta students have demonstrably benefited from CASA's lobbying efforts, and;

WHEREAS the University of Alberta Students' Union supports CASA's choice to represent students exclusively in the area of post-secondary education, thereby respecting the wide diversity of opinions held on unrelated social issues.

BE IT RESOLVED THAT the University of Alberta Students' Union endorse the position not to pursue prospective membership within the Canadian Federation of Students, and;

BE IT FURTHER RESOLVED THAT the University of Alberta Students' Union continue to support CASA - an organization that represents the interests of Canadian university students in an affordable and effective manner, and is compatible with the goals and policies of the University of Alberta Students' Union.

Policy History:

	Reference/Vote	Board/Committee	Date of Council Approval
Updated	SC 00-22/91	External Affairs Board	April 3, 2001
Updated	SC 97-05.02	External Affairs Board	July 8, 1997
Updated	SC 93-22/9b	External Affairs Board	April 12, 1994
Created	SC 90-14 (23/0/2)	External Affairs Board	

PROPOSED

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

POLITICAL POLICY STATEMENT

<i>Policy Number:</i>	<i>Effective Date:</i>	April 3, 2001	<i>Page</i>	1	<i>of</i>	1
	<i>Expiration Date:</i>	April 30, 2005				
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THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

POLITICAL POLICY STATEMENT

<i>Policy Number:</i>	<i>Effective Date:</i>	April 3, 2001	<i>Page</i>	1	<i>of</i>	1
	<i>Expiration Date:</i>	April 30, 2005				
<i>Responsibility for Policy:</i>		External Affairs Board				
<i>Subject Matter</i>	- <i>Category:</i>	POLITICAL POLICY (GENERAL)				
	- <i>Specific:</i>	NATIONAL REPRESENTATION				
	- <i>Topic:</i>	National Organization of Students				

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WHEREAS many CFS policies are not compatible with those of the University of Alberta Students' Union, and;

WHEREAS the University of Alberta Students' Union is currently a member of the Canadian Alliance of Student Associations (CASA), and;

WHEREAS the University of Alberta Students' Union is satisfied with the pragmatic, member-driven approach to student representation that CASA currently provides, and;

WHEREAS University of Alberta students have demonstrably benefited from CASA's lobbying efforts, and;

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PROPOSED

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

POLITICAL POLICY STATEMENT

<i>Policy Number:</i>	<i>Effective Date:</i> December 3, 2002	<i>Page</i> 1 <i>of</i> 2
	<i>Expiration Date:</i> April 30, 2006	
<i>Responsibility for Policy:</i>	Executive Committee	
<i>Subject Matter</i>	- <i>Category:</i>	POLITICAL POLICY (GENERAL)
	- <i>Specific:</i>	<i>The Political Representation of Students</i>
	- <i>Topic:</i>	

WHEREAS post-secondary education is a provincial responsibility under the Constitution Act 1867, and

RECOGNIZING the role which the federal government plays in post-secondary education through the Canada Student Loans Program, the Millennium Scholarship Foundation, research funding, transfer payments and setting public policy, and

RECOGNIZING the role which the provincial government plays in post-secondary education through the Alberta Students Loans Program, the Alberta Heritage Trust Foundation, operational funding of the University of Alberta, research funding, transfer payment allocation, and setting public policy, and

RECOGNIZING that while federal issues do have an effect on the nature of undergraduate education, provincial issues have a substantially greater impact on the quality and nature of undergraduate education, and

RECOGNIZING that it is the duty of the Students' Union to press for its goals in the most effective means possible,

BE IT RESOLVED THAT the University of Alberta Students' Union focus its political efforts primarily in the provincial domain so as to better achieve its goals.

Policy History:

	Reference/Vote	Board/Committee	Date of Council Approval
Created			

Policy History:

Reference/Vote

Board/Committee

**Date of Council
Approval**

.....

CURRENT

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

POLITICAL POLICY STATEMENT

<i>Policy Number:</i>	<i>Effective Date:</i>	April 3, 2001	<i>Page</i>	1	<i>of</i>	1
	<i>Expiration Date:</i>	April 30, 2005				
<i>Responsibility for Policy:</i>		External Affairs Board				
<i>Subject Matter</i>	- <i>Category:</i>	POLITICAL POLICY (GENERAL)				
	- <i>Specific:</i>	NATIONAL REPRESENTATION				
	- <i>Topic:</i>	National Organization of Students				

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WHEREAS membership in the Canadian Federation of Students (CFS) provides no substantial services to which University of Alberta students do not already access, and;

WHEREAS University of Alberta students would have to pay an extremely high membership fee to join CFS, yet would possess a disproportionately small amount of control over the allocation of these funds, and;

WHEREAS many CFS policies are not compatible with those of the University of Alberta Students' Union, and;

WHEREAS the University of Alberta Students' Union is currently a member of the Canadian Alliance of Student Associations (CASA), and;

WHEREAS the University of Alberta Students' Union is satisfied with the pragmatic, member-driven approach to student representation that CASA currently provides, and;

WHEREAS University of Alberta students have demonstrably benefited from CASA's lobbying efforts, and;

WHEREAS the University of Alberta Students' Union supports CASA's choice to represent students exclusively in the area of post-secondary education, thereby respecting the wide diversity of opinions held on unrelated social issues.

BE IT RESOLVED THAT the University of Alberta Students' Union endorse the position not to pursue prospective membership within the Canadian Federation of Students, and;

BE IT FURTHER RESOLVED THAT the University of Alberta Students' Union continue to support CASA - an organization that represents the interests of Canadian university students in an affordable and effective manner, and is compatible with the goals and policies of the University of Alberta Students' Union.

Policy History:

	Reference/Vote	Board/Committee	Date of Council Approval
Updated	SC 00-22/91	External Affairs Board	April 3, 2001
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PROPOSED

THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA

POLITICAL POLICY STATEMENT

<i>Policy Number:</i>	<i>Effective Date:</i>	April 3, 2001	<i>Page</i>	1	<i>of</i>	1
	<i>Expiration Date:</i>	April 30, 2005				
<i>Responsibility for Policy:</i>		External Affairs Board				
<i>Subject Matter</i>	- <i>Category:</i>	POLITICAL POLICY (GENERAL)				
	- <i>Specific:</i>	NATIONAL REPRESENTATION				
	- <i>Topic:</i>	<u>Canadian Federation of Students</u>	National Organization of			
		Students				

MOVED THAT Students' Council, ~~upon the recommendation of the External Affairs Board,~~ adopt the following as Students' Union policy on the Canadian Federation of Students:

WHEREAS the active lobby approach of the Canadian Federation of Students (CFS) is incongruent with the lobby style supported by the Students' Union;

~~WHEREAS membership in the Canadian Federation of Students (CFS) provides no substantial services to which University of Alberta students do not already access, and;~~

WHEREAS University of Alberta students would have to pay an extremely high membership fee to join CFS, yet would possess a disproportionately small amount of control over the allocation of these funds, and;

WHEREAS many CFS policies are not compatible with those of the University of Alberta Students' Union, and;

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BE IT RESOLVED THAT the University of Alberta Students' Union endorse the position not to pursue prospective membership within the Canadian Federation of Students, and;

~~BE IT FURTHER RESOLVED THAT the University of Alberta Students' Union continue to support CASA -- an organization that represents the interests of Canadian university students in an affordable and effective manner, and is compatible with the goals and policies of the University of Alberta Students' Union.~~

Policy History:

	Reference/Vote	Board/Committee	Date of Council Approval
Updated <i>Political Policy</i>	SC 00-22/91	External Affairs Board	April 3, 2001 <i>National Representation-11/29/02</i>

Updated
Updated
Created

SC 97-05.02
SC 93-22/9b
SC 90-14 (23/0/2)

External Affairs Board
External Affairs Board
External Affairs Board

July 8, 1997
April 12, 1994

Supruniuk Consulting

Energy Accounting, Analysis and Auditing

November 26, 2002

Mr. Steve Smith
Vice President Operations and Finance
University of Alberta Students' Union
Suite 2-900
Students' Union Building
8900 – 114 Street
Edmonton AB T6G 2J7

Dear Mr. Smith:

RE: ENERGY AUDIT PROPOSAL - STUDENTS' UNION BUILDING (8900 – 114 ST)

Thank-you for your invitation to submit a proposal for an energy audit of the Students' Union Building at the University of Alberta. My site tour indicated ample energy savings potential. An energy audit is recommended.

The following strategy is proposed:

1. Analysis of electricity, natural gas, water, steam, and chilled water usage and cost.
2. Site visits to develop an inventory of lighting, electrical motors, major electrical equipment, heating, ventilation and cooling equipment and plumbing fixtures.
3. Review operation of equipment listed in Item #2.
4. Conduct interviews with selected building occupants, building maintenance staff, and you, to gather relevant information about the facility.
5. Review available building drawings and operation and maintenance manuals as required.
6. Take actual electrical and airflow measurements as needed.
7. Prepare a detailed energy audit report including specific energy efficiency recommendations and cost/benefit analysis using a "simple payback" analysis.

The fee to provide and an energy audit report would be \$10,000. GST is extra. The energy audit would be completed about 3.5 months after a complete history utility usage and cost data has been received.

It will be necessary for applicable U of A staff will provide all required access to building rooms, building and equipment documentation, and be available for interviews about building operations.

Supruniuk Consulting is not affiliated with any products or equipment suppliers. This has the advantage of providing independent recommendations.

Attached is a resume and sample energy audit report. Please call if you have any questions or would like additional information.

Sincerely,



David Supruniuk, R.E.T.
Energy Management Consultant

DAVID SUPRUNIUK, R.E.T.
12947 - 102 Street NW
Edmonton, Alberta T5E 4J4

Phone (780) 473-9434
FAX (780) 472-5905

HIGHLIGHTS OF QUALIFICATIONS

- Specialist in energy accounting, energy auditing, and energy analysis.
- Analyzes weather/energy use correlation.
- Conducts monitoring and verification of energy performance contracts.
- Possesses 14 years energy management experience.
- Excellent organizational skills.
- Practical, common sense approach, and continuous improvement philosophy.
- Focus on detail and technical accuracy.
- Successfully operates a home-based consulting business (since November 1994).

EMPLOYMENT HISTORY

Supruniuk Consulting **Energy Consultant**

November 1994 - Present

- Provides on-going energy consulting services including energy accounting, analysis, and auditing of institutional, commercial, and industrial buildings. Previous and existing clients include energy performance contractors, school boards, energy consulting firms, private sector businesses, environmental groups, and utility companies.
- Conducts detailed energy audits including evaluation of current energy usage and identification of energy and water savings opportunities. Calculates capital cost and payback of proposed retrofits.
- Prepares energy savings reports, which document effectiveness of energy efficiency retrofit projects, and lifestyle changes.
- Assesses impact of energy efficiency improvements on climate change issues and greenhouse gas avoidance.
- Researches, develops and delivers technical training sessions on energy efficiency subjects pertinent to custodial and building operation staff.
- Performs technical writing and editing on energy efficiency and conservation topics.

Alberta Department of Energy **Energy Efficiency Branch** **Coordinator, Technical Services**

December 1990 - February 1994

- Coordinated the activities and staff of the Energy Bus Program, which identified energy savings opportunities by conducting energy audits in the industrial, commercial and transportation (commercial fleet) sectors.
- Responsible for staff supervision, training and performance appraisals for 5 technologists, one part time technical writer, and one part time driving instructor. Prepared staff schedules. Conducted interviews and selection of new employees.
- Prepared detailed annual and monthly budget forecasts for \$330,000 annual budget.
- Supervised the Energy Savers fact sheet program.
- Coordinated the Driver Energy Conservation Awareness Training Program (DECAT).

**Alberta Department of Energy
Energy Efficiency Branch
Energy Technologist****January 1988 - December 1990**

- Led or assisted a team of technologists in conducting energy audits at a wide variety of industrial and commercial facilities throughout Alberta. Used the following instruments to collect information at facilities: Alnor Velometer, rotating vane anemometer, power factor meter, clip-on ammeter, voltage meter, combustion efficiency meter, sling psychrometer, data recorders and light value meter.
- Analyzed the information collected and input data into energy audit software programs. Performed calculations documenting where and how energy is used and how energy could be saved. Typically identified an average potential savings of 20%, 50% of which were low cost or no cost. Prepared comprehensive 100 page energy audit reports.
- Delivered convincing presentations of audit results to building owners and managers.

**Energy Technology Products Ltd.
Engineering Technologist****December 1983 - January 1988**

- Marketed ventilation and air cleaning equipment and provided sales support. Calculated and promoted the energy savings potential of these products.
- Interpreted blueprints and specifications; prepared cost estimates of equipment from takeoffs; compiled shop drawings; procured mechanical equipment.
- Assisted consultants, contractors, and industrial users with ventilation equipment selection, application and design.
- Supervised sheet metal, electrical and mechanical subcontractors for a one million dollar dust collection system at the Sheerness Power Plant.

ACADEMIC ACHIEVEMENT

- | | |
|---|------|
| • NAIT | 1983 |
| • Air Conditioning Engineering Technology (Honours Diploma) | |
| • Vinto Engineering Scholarship | 1983 |
| • Louise McKinney Scholarship | 1982 |

COMPUTER AND SOFTWARE SKILLS

- Metrix 3.1 energy accounting software
- Office 2000 and related peripheral programs

PROFESSIONAL AFFILIATIONS

- Alberta Society of Engineering Technologists (ASET), member
- American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE), member
- Association of Energy Engineers, Member

ENERGY AUDIT REPORT

BUILDING A

Prepared for:

Company X
555 - 45 Street
Edmonton, Alberta
T5A 4J4

Prepared by:

Supruniuk Consulting
12947 - 102 Street
Edmonton, Alberta
T5E 4J4

Ph (403) 473-9434
Fax (403) 472-5905

December 1998

BUILDING A

EXECUTIVE SUMMARY

An Energy Audit was performed at the Building A to identify items that would reduce energy consumption and cost.

In general, the facility is well maintained, but energy consumption is higher than required to maintain process and worker comfort levels. The annual energy budget for this facility is about \$142,565.

A total of 23% or \$32,800 in energy, water, and maintenance cost savings has been identified in this report.

Annual electrical energy usage is about 1,511,826 kWh with an average billing demand of 375 kVA.

Electrical energy consumption savings of 100,090 kWh or 6.6% and electrical demand savings of 10.5 kW 2.8%. Electrical dollar saving amount to \$20,932 or 18%.

Recommendations are summarized below:

Energy Retrofit Item	No.	Electrical		Gas GJ Saved	Water m3 Saved	Total Savings	Total Capital Cost	Simple Payback (years)
		kW.h Savings	kW Savings					
4.1 T12, 2x4 fixtures to T8 + reflectors	43	12,536	4.0			\$1,063	\$3,280	3.1
4.2 T12, 1x4 fixtures to T8	22	2,019	0.6			\$148	\$1,120	7.6
4.3 F96T12, 1x8 fixture to T8	59	15,369	2.5			\$1,043	\$4,640	4.4
4.4 F96T2HO, 1x8 fixt to EE ballasts	106	21,166	3.4			\$964	\$0	0.0
4.5 Occupancy sensors		8,800	0.0			\$500	\$1,500	3.0
4.6 Cycle Car Plugs		7,500	0.0			\$214	\$1,000	4.7
Contingency							\$1,000	
Lighting design fee							\$2,500	
Total for lighting and car plugs	230	67,390	10.5			\$3,932	\$15,040	3.8
5.1 Insulate windows/doors				56		\$140	\$140	1.0
5.2 Vacuum heat recovery				148		\$370	\$1,000	2.7
5.3 Install dust collector				1,650		\$4,100	\$20,000	4.9
5.4 Install additional cooling capacity					4,000	\$5,300	\$25,000	4.7
5.5 Install solenoids - compressed air		25,500				\$1,500	\$1,200	0.8
5.6 Increase pipe size to 2 inch		7,200				\$460	\$1,800	3.9
Contingency							\$2,800	
Design and Commissioning Fee							\$7,500	
Total for Mechanical Measures		32,700		1,854	4,000	\$11,870	\$59,440	5.0
4.7 Electricity load shifting						\$17,000	\$0	0.0
Grand Total for all measures		100,090	10.5	1,854	4,000	\$32,802	\$74,480	2.3

Energy Audit Report

Table of Contents

Executive Summary	i
1.0 Introduction	2
2.0 Current Conditions	2
3.0 Current Energy Use	3
3.1 Electricity	3
3.2 Marginal Utility Cost	4
3.3 Summary of Energy Consumption and Cost	4
4.0 Lighting Design and Measures	5
- Lighting Design	5
- Guidelines for Lighting Values	6
- Lighting Measures Description	6
- Lighting Measures Summary	8
5.0 Mechanical/HVAC Measures	11
6.0 Water Conservation Measures	13
7.0 Other Measures Considered	14
8.0 Future Energy Cost and Consumption	14

Appendices

I Lighting Survey	15
II Utility History	16
III HVAC/Mechanical Survey	17

Energy Audit Report

1.0 INTRODUCTION

This report has been prepared to assess the feasibility of implementing energy conservation measures at the Building A. It includes an analysis of current energy use and cost, a technical review of the facility, proposed energy conserving measures, estimated implementation costs, and annual avoided energy costs.

Objectives of Proposed Energy Conservation Measures

The primary objectives of the proposed energy conservation measures are:

- ▶ To reduce electrical demand and connected lighting load by installing high-efficiency lights, specular reflectors and ballasts.
- ▶ To lower gas consumption by optimizing boiler operation, secondary heating loops, heating schedules and upgrading boiler and air handler unit controls with a new DDC system.
- ▶ To reduce water consumption by installing more efficient plumbing fixtures.
- ▶ To implement the above measures while maintaining or improving the comfort level of the occupants as well as making the building easier to operate and maintain.

A variety of measures are proposed. An overview is provided in Sections 4 and 5 of this report.

2.0 CURRENT CONDITIONS - Building A

GENERAL

Building A is two storey office building which includes a full basement or concourse. The building is occupied by administrative staff. Original design drawings are dated at 1975.

ELECTRICAL SYSTEMS

Power Distribution

An outdoor pad-mounted transformer feeds a 1,600 amp 600/347 volt main distribution service located in the basement boiler room. The main 1,600 amp services splits into two feeders, 600 and 1,000 amp. Various dry-type step-down transformers are located throughout the facility and provide 120 and 208 volts as required.

A 45 kW natural gas-fuelled emergency generator is also located in the boiler room area. There are plans to increase the generator capacity.

Energy Audit Report

Lighting System Description

The majority of lighting fixtures are 347 volt T12 fluorescent in a wide variety of types and sizes. There are also numerous incandescent recessed pot lights; many with dimmer switches. Due to the many renovations since original design, much of the original lighting has been replaced with differing fixture types.

In 1995, T8 and compact fluorescents were installed in the southeast meeting rooms. These meeting rooms were also equipped with dimmable incandescent pot lights.

Outside canopy lighting is provided by mercury vapour recessed pot lights which are located around the entire perimeter of the building. The south entrance is served by 3 high pressure sodium pole lamps.

A program of replacing 40 watt T12 lamps with 34 watt T12 lamps has been initiated and much of the fluorescent lighting has been converted to date (note that the 34 watt T12 lamp has a lower lumen/watt output than the 40 watt T12 lamp). Energy efficient electromagnetic ballasts are also being utilized as existing ballasts burn-out.

Fixtures in administration and office areas are mainly fluorescent recessed t-bar. Lighting values are generally significantly higher than recommended for the tasks at hand.

For a summary of the lighting values and a detailed lighting survey please refer to Appendix I.

3.0 Current Energy Use

The following table summarizes electricity and natural gas consumption from January 1997 to December 1997. The annual energy use index is indicated by units of kWh/ft²/yr (kilowatt hours per square foot per year). The energy use index is calculated by dividing the annual energy consumption in kWh by the building area in square feet. This provides a basis for comparing buildings of similar type built but of various sizes. This information is also used as a benchmark for the tracking of energy savings after a retrofit is performed. Buildings with a high energy use index usually signify the best potential for energy savings.

3.1 Electricity

For the year ending in December 1997, total electrical energy use for the Building A was 1,949,040 kWh or 19.7 kWh/ft²/yr. This usage is slightly above the average of 19 kWh/ft²/yr for office buildings of this size and functional capabilities. Actual electrical demand varied from a June summer peak of 499 kW to a January winter peak of 416 kW. Billed demand is affected by the 85% ratchet which applies to the summer peak for a period of 12 months.

Electrical load is a combination of motor load from ventilation fans, officet, computer, and air-conditioning equipment. Actual lighting demand load of approximately 187 kW is 42% of this buildings' electric demand. Lighting consumption of 548,800 kWh is 28% of total consumption. Because some of the lighting has already been retrofit to T-8 and compact fluorescent as well as the use 34 watt lamps and energy efficient magnetic ballasts on a burn-out basis, savings will be less than when compared to a standard 40 watt tube lighting system. This will result in a longer

Energy Audit Report

payback for a complete lighting retrofit to the T-8 and electronic ballast system.

3.2 Marginal Utility Cost

The following utility rates have been used in analyzing the energy savings:

Utility	Avoided Electrical		Avoided Fuel
	per kWh	per kW	per GJ
Electrical	\$0.019	\$15.09	
Natural Gas			\$2.50
GST not included in marginal rates.			

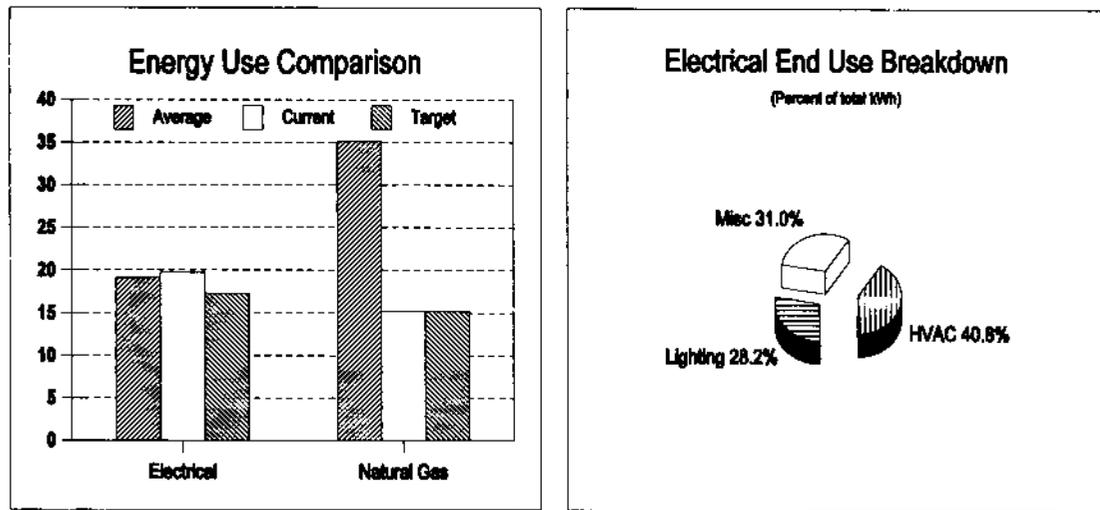
On January 30, 1998, electrical rates (TransAlta 790) were reduced about 16%. This reduction has been reflected in savings calculations. Since electrical deregulation is underway, rate structures are expected to change significantly in the next few years. Natural gas rates (Northwestern Utilities) tend to fluctuate according to market and weather conditions; a cost of \$2.50 per GJ is based on an average of previous rates over the last several years.

3.3 Summary of Energy Consumption and Cost at Building A

Annual Electrical Usage (floor area 99,068 ft ²)				
Energy Consumption	Peak Demand			Annual Cost
	Billed *	Summer	Winter	
1,949,040 kWh	499.3 kW	499.3 kW	416 kW	\$146,464
19.7 kWh/ft ²	5.04 watts/ft ²	5.04 watts/ft ²	4.2 watts/ft ²	1.48 \$/ft ²
* Billed Demand for June 1997				

Annual Natural Gas Usage	
Consumption	Cost
5,403 GJ	\$19,029
15.2 kWh/ft ²	0.19 \$/ft ²

Energy Audit Report



Note: Average Energy Use is for selected office buildings in Alberta of similar size and function.

4 Electrical Measures

The advent of the electronic ballast and production of a new type of fluorescent lamp has created the opportunity to deliver light to work areas with less energy than conventional fluorescent lamps and ballasts. Electronic ballasts operating at 20 kHz - 30 kHz can be used to replace the coil-wound, tar-filled ballasts currently in most buildings. New slimmer T8 lamps contain a different type of phosphorous coating which deliver visible light more efficiently.

Lighting Design

From time to time, maintenance staff may receive complaints related to lighting. These complaints usually result from inadequate light levels, noisy ballasts, failed lamps or broken lenses. Few complaints have to do with high energy use. However, the objective in the lighting retrofit project is two-fold:

- 1) to reduce electricity consumption and costs
- 2) to address as many of the complaints and problems as possible with the current lighting system

The lighting retrofit program being proposed will address typical lighting quality problems such as:

- Improve existing illumination values where they are below recommended guidelines
- Reduce light levels in areas overlit compared to recommended guidelines, (this will reduce eyestrain and glare, as well as reduce energy and maintenance costs)
- Improve the quality of light, as determined by the Colour Rendition Index (CRI)
- Eliminate lamp flicker common to existing fluorescent fixtures.
- Replace yellowed or broken flat acrylic lenses.

The lighting measures are designed towards improving the lighting environment as well as saving

Energy Audit Report

Summary of Proposed Electrical Measures

4.1 Install T-8 Lamps, Electronic Ballasts and Reflectors (2x4 fixtures)

Retrofit approximately 560 existing 2x4 fluorescent 4 lamp fixtures and replace F40T12 and F34T12 lamps with two F032T8 lamps, 1 rapid start type electronic ballast, and specular reflector per fixture. Demand and consumption savings would be 29.6 kW and 81,008 kWh. An additional cost savings of \$750 per year has been included to account for reduced lighting maintenance cost (all existing lamps and ballasts will be replaced and the new lighting design will have a reduced number of ballasts and lamps to maintain in the future.

Capital Cost = \$ 40,670

Payback = 5.3 years

Total saving = \$ 7,645

4.2 Install T-8 Lamps, Electronic Ballasts and Reflectors (1x4 fixtures)

Retrofit approximately 20 existing 1x4 fluorescent 2 lamp fixtures in stairwells and electrical rooms and replace F40T12 and F34T12 lamps with one F032T8 lamps, 1 rapid start type electronic ballast, and specular reflector per fixture. Tandem wire where practical.

Also retrofit approximately existing 1x4 fluorescent 2 lamp fixtures in various office and common areas. Replace F40T12 and F34T12 lamps with F032T8 lamps and rapid start type electronic ballast (no reflector).

Demand and consumption savings would be 2.1 kW and 11,456 kWh. An additional cost savings of \$160 per year has been included to account for reduced lighting maintenance cost (all existing lamps and ballasts will be replaced and the new lighting design will have a reduced number of ballasts and lamps to maintain in the future.

Capital Cost = \$ 6,060

Payback = 8.1 years

Total saving = \$ 750

4.3 Install T-8 Lamps, Electronic Ballasts and Reflectors (Valence Lighting)

Retrofit approximately 205 strip lamp valence fixtures. This includes a combination of 4 foot single tube and 2 tube and 3 foot 2 tube fixtures. In 2 tube fixtures, replace T12 lamps with one T8, 1 rapid start type electronic ballast, and specular reflector. In single tube fixtures, replace each T12 lamp with a T8 lamp and tandem wire fixtures to a single electronic ballast where practical. Demand and consumption savings would be 3.2 kW and 9,168 kWh. An additional cost savings of \$400 per year has been included to account for reduced lighting maintenance cost (all existing lamps and ballasts will be replaced and the new lighting design will have a reduced number of ballasts and lamps to maintain in the future.

Capital Cost = \$ 9,415

Payback = 8.1 years

Total saving = \$ 1,170

Energy Audit Report

5.0 Mechanical and HVAC Measures

Building Automation and Controls

Energy savings can be realized through the replacement of the existing pneumatic control system with a DDC control system. Proper sequencing of mechanical equipment can result in substantial savings.

Operator Interface

To gain the optimum benefit from a Building Automation System (DDC System) the operator must have the capability to easily change setpoints, change time schedules, start and stop equipment and review graphical temperature trend logs from the operator terminal. A full graphical interface to allow the operator to make these types of changes with easy point and click type movements is best. The system should also be accessible through a modem telephone connection for remote trouble shooting.

Summary of Proposed Mechanical/HVAC Measures

5.1 Convert Existing Pneumatic Controls to a DDC system

The existing temperature controls are the conventional pneumatic type and are functional but require regular maintenance as well as some "baby sitting" during the spring and fall seasonal switch-over period. The system appears to operate satisfactorily, but is not able to optimize energy savings strategies. It is recommended that DDC controls be applied to boilers, chillers, pumps, fans, and cooling towers. The estimated energy savings include electrical, natural gas and maintenance savings.

Capital Cost = \$ 99,333
Total saving = \$ 15,184

Payback = 6.5 years

5.2 Convert Electric Booster Heater to Natural Gas

Replace the electric booster hot water heater in the kitchen with a gas fired unit. Some additional natural gas usage will be required, but the electrical demand savings will be 45.0 kW (maximum peak condition, but actual metered demand savings would be about 25.0 kW) and electrical consumption savings would be 12,000 kWh. The net cost savings would be \$5,268 per year.

Capital Cost = \$11,000
Total saving = \$ 5,268

Payback = 2.1 years

5.3 Modify Boiler Room Ventilation

Provide additional outdoor air ventilation to the boiler room to reduce the requirements for running the boiler room, water cooled, air conditioner. Energy savings will be achieved by reduced electrical load plus reduced water usage for condenser. Electrical savings of 800 kWh and 4.2 kW plus water savings of about \$2,638 per year.

Capital Cost = \$20,157
Total saving = \$ 3,555

Payback = 5.7 years

Energy Audit Report

6.0 Summary of Proposed Water Conservation Measures

Water conservation measures were evaluated for the Facility. Typical uses for water in the Facility include packaged air conditioners, refrigeration condensing units, medical air and vacuum units, autoclaves, instrument washers, cart washers, domestic plumbing fixtures and the lawn sprinkler system. As the cost of water has increased significantly over the last five (5) years, the water consumption has been reduced by conscientious operational changes introduced by the maintenance staff (for instance the use of the automatic lawn sprinkler system is monitored very closely). Functional changes to the Facility operation has also meant a reduced requirement for water (such as the closure of the on-site laundry and reduced number of daily surgeries).

6.1 Low Flow Toilet Modification

Replace the wall mounted water closets in the 1982 section with low flow type toilets (6 litres per flush). Savings will be achieved through lower water use and sewer charges. The new toilets should allow for trouble free operation and therefore reduced maintenance costs (any maintenance savings have not been included in the calculations).

Capital Cost = \$21,600

Payback = 4.4 years

Total saving = \$ 4,944

6.2 Low Flow Shower Heads

Install low flow shower heads in selected showers that are subject to higher use. Savings will be achieved through both direct water savings as well as natural gas savings due to reduced requirements for hot water.

Capital Cost = \$915

Payback = 4.5 years

Total saving = \$205

7.0 Other Energy Saving Measures Considered

The following measures were considered with the following comments and recommendations:

Snow/Ice Melt System - Install Controls

Sidewalks and stairs for the north and south main entrances are equipped with underground electric resistance heaters. These heaters warm the concrete which causes snow and ice to melt. Some of the electrical heaters have failed; hence the system is only partially operational. The breaker is located in the main electrical room. There are also key switches located on the wall by each main entrance. The current mode of control is to manually switch the breaker on as required.

The actual hours and period of operation is unclear; this makes it difficult to evaluate potential savings. For example, if the chiller and snow-melt system are both happen to be on at the same time during the months of October and April, a peak demand will likely be set. If this is not the case, electrical demand for the system may have no impact on utility costs. Here is why: based on previous electrical use data, the 85% ratchet from the June peak demand carries through the winter months, hence actual demand reductions savings from November to March would not have an impact on utility costs. Consumption savings could be incurred. However, it is suggested that the dates, period and hours of use be recorded during the next winter season. This data would then provide the means to determine the feasibility of installing controls for the following: to automatically cycle the snow-melt system according to outside weather conditions as well as load

scheduling the north and south systems so that both do not operate at the same time.

Car Plug Controls

As with the snow-melt system, demand reductions from car plug controls would not likely result in utility bill savings because the 85% ratchet of summer peak demand normally carries through the winter period (based on historical billing data). Since January 1995, December 1995 is the only month where a winter peak was set for only one month. Since kWh or consumption is now billed at a relatively low rate, consumption dollar savings would be negligible. However, it is anticipated that rate structures will be changing in the next couple of years such that there will be more weighting to the cost of kWh and less to that of kW or demand; car plug controls may then become feasible. It is therefore recommended that this be evaluated again after new rates have been issued.

8.0 Future Energy Cost and Consumption

After implementation of this energy management program, the electrical energy use index will be reduced from the current level of 19.7 kWh/ft²/yr to 17.3 kWh/ft²/yr (this represents an estimated electrical consumption reduction of 239,360 kWh or a 12.2%). The actual avoided energy use and cost will vary depending on functional changes to the facility, building operating procedures and building occupancy.

The annual avoided energy and maintenance cost savings resulting from the proposed lighting retrofit is estimated to be \$21,568 in 1998 dollars.

Appendix I

Lighting Survey

BUILDING A
LIGHTING FIXTURE INVENTORY

Floor Code	Location	Fixture Code	No. Fixtures	Light Values FC	No. Failed Fixtures	COMMENTS
1	Outside canopy -recessed pot lights	MV-1	49			100 W mercury vapour, photocell control
1	Outside sidewall lighting	MV-2	3			125 W mercury vapour, photocell control
1	Main entrance, outside	HPS-1	3			
1	North and south entrance vestibules	Inc-3	8		2	Switch at front desk.
1	Main lobby, north of stairwell on bulkheads	MH-1	7			
1	Main lobby, north of stairwell on bulkheads	MH-2	3			
1	Main lobby, south of stairwell on bulkheads	MH-1	6			
1	Main lobby, track lighting display fixtures, quartz	Q-150	4			Time clock in electrical room
1	Above main reception desk in lobby	T8-5	2			Operate continuously.
1	Display case in main lobby area	T8-11	1			Time clock in electrical room.
1	Main lobby area	Exit-1	2			
1	Main lobby area - men's washroom	Inc-3	8	8-13		
1	Main lobby area - men's washroom	T8-230	2	48-52		1st floor washrooms.
1	Main lobby area - women's washroom	Inc-3	10	8-13		Estimated
1	Main lobby area - women's washroom	T8-230	2	48-52		Estimated
1	Central stairwell to Concourse	T8-6	6	37-42		
1	Central stairwell to Concourse	Exit-1	1			
1	Utility bill payment public area	T8-22P	2	60-72		
1	Utility bill payment public area	T8-11	12		2	
1	Utility bill payment public area	C-2	6			
1	Utility bill payment - staff common areas	T8-5	16			Large window area.
1	Utility bill payment - staff office	T8-5	3			Estimated.
1	Planning and Development - public reception area + halls	T8-22P	10	55-70		
1	Planning and Development - electrical room	T8-4	2			Has time clock for lobby displays.
1	Additional lobby area under rectangular valence lights	T8-22P	30	57-77		
1	Additional lobby area under rectangular valence lights	Exit-1	1			
1	Additional lobby area under rectangular valence lights	T8-11	48			3 rectangular valence lighting areas.
1	Hallway to Economic Dev	T8-5	2		0.5	
1	Meeting Room A	T8-5	10	137		
1	Meeting Room A	Inc-2	12	9-16		Dimmers

BUILDING A
LIGHTING FIXTURE INVENTORY

Floor Code	Location	Fixture Code	No. Fixtures	Light Values FC	No. Failed Fixtures	COMMENTS
1	Planning and Development	T8-9	16			
1	Planning and Development	T8-5	48	60-90	6	
1	Planning and Development - common areas	Exit-1	3			
1	Planning and Development - north staff entrance	T8-22	2			
1	Planning and Development - office	T8-5	3	37-100	1	Toggle switch.
1	Planning and Development - office	T8-5	3	75-150	0.5	Toggle switch.
1	Planning and Development - office	T8-5	3			
1	Planning and Development - office	T8-5	2	116		
1	Planning and Development - office	T8-5	2			
1	Planning and Development - office	T8-5	4			NW corner office
1	Planning and Development - office	T8-5	3			
1	Planning and Development - office	T8-5	3		1	
1	Planning and Development - far west valence lighting	T8-10	12		4	egg crate silver parabolic lens
1	Planning and Development - 2nd valence from west wall	T8-9	18		17	Perimeter of atrium, covered by tarp.
1	Planning and Development - 3rd valence from west wall	T8-9	16	106		Perimeter of atrium, covered by tarp.
1	Planning and Development - south of valence common area	T8-5	12		5	
1	Planning and Development - south of valence common area	Exit-1	2			
1	Planning and Development - office	T8-5	3	120	0.5	
1	Planning and Development - office	T8-5	3	150		
1	Planning and Development - west hallway	T8-5	2			
1	Garbage room and loading area - west	T8-6	4			
1	Garbage room and loading area - west	Exit-1	1			
1	Planning and Development - office	T8-5	2		0.5	
1	Planning and Development - office	T8-5	2	80-90		Toggle switch.
1	Planning and Development - blueprint room	T8-5	9	87-100	1	
1	Planning and Development - office	T8-5	2			
1	Planning and Development - office	T8-5	2		0.5	
1	Planning and Development - SW common areas	T8-5	33		19.5	Several fixtures are likely delamped.
1	Planning and Development - SW common areas	Exit-1	3			
1	Planning and Development - library area	T8-5	4	70-80		

BUILDING A
FIXTURE CODE DESCRIPTIONS

Fixture Code	Existing Fixture	No. of lamps/ bulbs	Lamp watts	Volts	Switch Type	Comments
C-1	Compact fluorescent, recessed pot light (1995 renovation)	1	2@13	347	LVS	40 watts total including ballast, twin tube
C-2	2/26 W compact fluorescent, recessed pot-light	2	26	347	LVS	
C-3	13 W compact fluorescent, shower light	1	13	347	LVS	
Exit-1	2/15W incandescent exit sign	2	15	120	breaker	
Exit-2	2/25W incandescent exit sign	2	25	120	breaker	
FL-1	2x4, fluorescent, T-8, t-bar, deep cell parabolic, 3 tubes	3	32	347	LVS	109 W, energy saving magnetic ballast
FL-10	.5x2, T-8, strip, valence, 1 lamp	1	17	347	LVS	
FL-3	.5x4, fluorescent, T-8, surface mount strip, 2 tubes	2	32	347	LVS	
FL-4	1x4, fluorescent, T-8, wrap-around, surface mounted	2	32	347	LVS	
FL-5	.5x4, fluorescent, T-8, valence, strip	2	32	347	LVS	
FL-6	.5x2, fluorescent, T-8, valence strip	2	?	347	LVS	
FL-7	2x4, fluorescent T-8, drywall recessed, 4 tube, acrylic lens	4	32	347	LVS	
FL-9	.5x4, T-8, strip, valence, 1 lamp	1	32	347	LVS	Type 106 on drawings.
HPS-1	High pressure sodium, front entrance, 12' pole, brown	1	150	347	photozell	quantity of 3
HPS-2	High pressure sodium, outdoor parking lot	1		347	photozell	4 high bay street lamps
Inc-1	100W incandescent recessed pot light	1	100	120	dimmer	
Inc-2	150W incandescent recessed pot light	1	150	120	dimmer	1995 renovation
Inc-3	100 W incandescent recessed pot light, no dimmer switch	1	100	347	LVS	
Inc-4	100 W incandescent, jelly jar	1	100	120	toggle	water meter room, penthouse outside door entry.
Inc-5	60 W Fat Albert	1	60	120		Print Shop office.
MH-1	Metal halide, sidewall mounted, indirect, white fixture	1	250	347	?	1st and 2nd floor main lobby, switch at front desk
MH-2	Metal halide 250 W, 100 W quartz, sidewall mounted, indirect	1	250 + 100	347	?	2nd and 2nd floor main lobby, switch at front desk
MH-4	Metal halide, indirect in spiral stairwell	1	175	347		time clock

Appendix II

Utility Billing History

BUILDING A

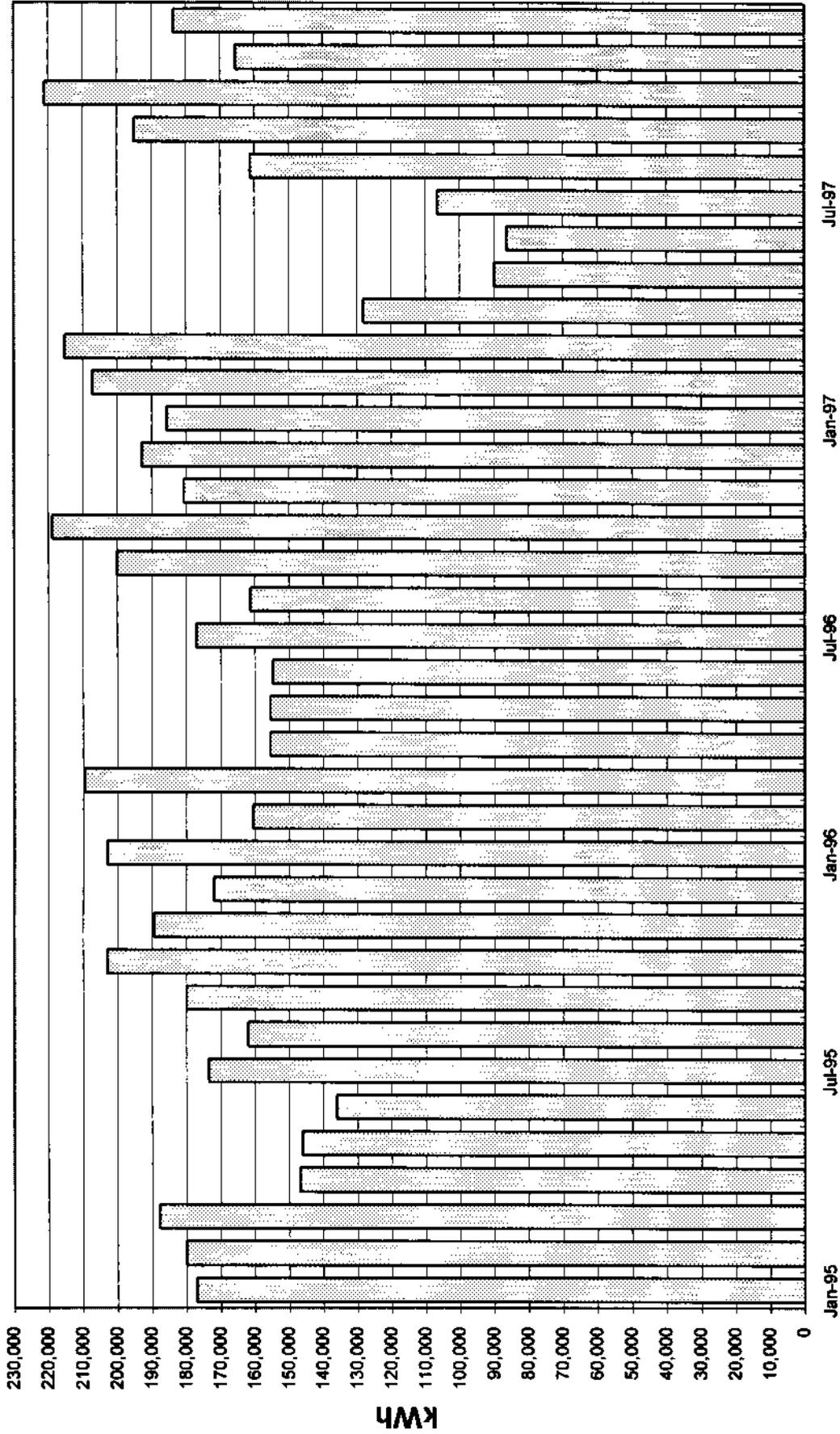
Floor Area

80,253 sq.ft

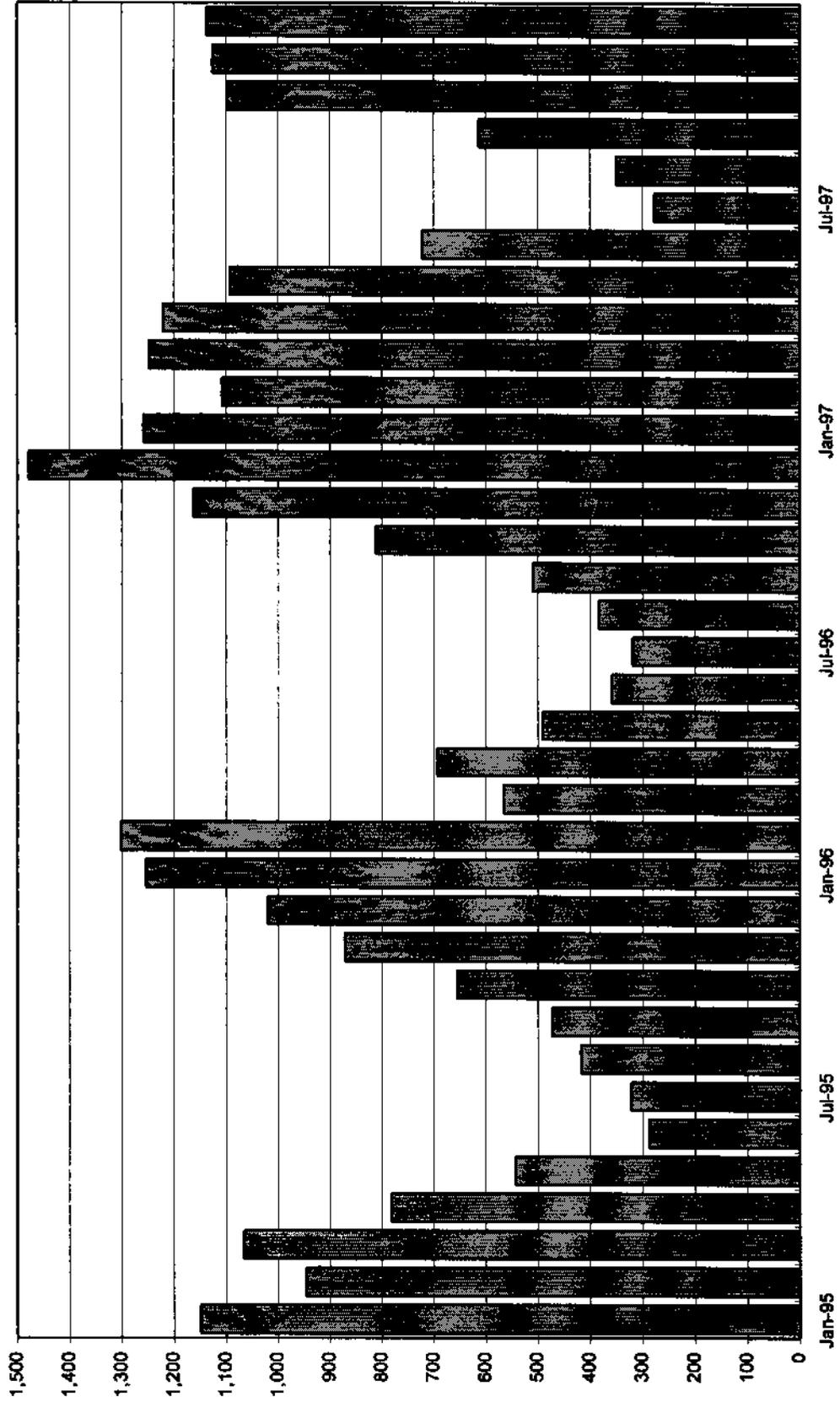
7,456 m2

Month	Natural Gas			Transalta Utilities			Total (\$)	
	Usage (GJ)	Demand (GJ)	Cost (\$)	Usage (kWh)	Demand (kW)			Cost (\$)
					Current	Billed		
Jan-95	1,149	53.84	\$2,964	177,120	369.3	369.3	\$10,054	\$13,018
Feb-95	946	53.84	\$2,108	180,000	362.8	362.8	\$9,965	\$12,072
Mar-95	1,066	53.84	\$2,308	187,920	362.8	362.8	\$10,080	\$12,388
Apr-95	782	53.84	\$1,682	146,880	336.9	336.9	\$9,007	\$10,689
May-95	544	53.84	\$1,313	146,160	336.9	336.9	\$8,996	\$10,310
Jun-95	288	53.84	\$945	136,080	336.9	336.9	\$8,849	\$9,794
Jul-95	322	53.84	\$993	173,520	330.4	330.4	\$9,264	\$10,257
Aug-95	418	53.84	\$1,132	162,000	330.4	330.4	\$9,095	\$10,227
Sep-95	473	53.84	\$1,212	180,000	349.9	349.9	\$9,755	\$10,967
Oct-95	656	53.84	\$1,475	203,040	349.9	349.9	\$10,092	\$11,567
Nov-95	872	53.84	\$2,080	189,360	336.9	336.9	\$9,627	\$11,707
Dec-95	1,019	53.84	\$2,402	172,080	324.0	324	\$9,112	\$11,515
Jan-96	1,254	54.86	\$2,837	203,040	330.1	330.4	\$9,695	\$12,532
Feb-96	1,303	54.86	\$3,206	160,560	336.9	336.9	\$9,207	\$12,413
Mar-96	566	54.86	\$1,762	209,520	349.9	349.9	\$10,895	\$12,657
Apr-96	693	54.86	\$1,837	155,520	336.9	336.9	\$9,768	\$11,605
May-96	492	54.86	\$1,390	155,520	298.0	298	\$8,921	\$10,310
Jun-96	359	54.86	\$1,165	154,800	324.0	324	\$9,476	\$10,641
Jul-96	319	54.86	\$1,097	177,120	324.0	324	\$9,824	\$10,921
Aug-96	384	54.86	\$1,207	161,280	336.9	336.9	\$9,858	\$11,065
Sep-96	510	54.86	\$1,421	200,160	349.9	349.9	\$10,748	\$12,170
Oct-96	811	53.84	\$1,932	218,880	349.9	349.9	\$11,041	\$12,972
Nov-96	1,162	53.84	\$2,689	180,720	324.0	324	\$9,966	\$12,655
Dec-96	1,478	53.84	\$3,285	192,960	336.9	336.9	\$10,353	\$13,638
Jan-97	1,259	44.70	\$3,668	185,760	343.4	343.4	\$10,382	\$14,050
Feb-97	1,108	44.70	\$4,140	207,360	356.4	356.4	\$11,002	\$15,142
Mar-97	1,248	44.70	\$1,807	215,280	362.8	362.8	\$11,265	\$13,073
Apr-97	1,221	44.70	\$2,874	128,160	356.4	356.4	\$9,695	\$12,569
May-97	1,092	44.70	\$2,339	90,000	207.3	308.3	\$7,958	\$10,297
Jun-97	722	44.70	\$1,824	86,400	207.3	308.3	\$7,885	\$9,708
Jul-97	277	44.70	\$1,069	106,560	298.0	308.3	\$8,298	\$9,367
Aug-97	350	44.70	\$1,217	161,280	336.9	336.9	\$9,858	\$11,075
Sep-97	613	44.70	\$1,747	195,120	349.9	349.9	\$10,670	\$12,417
Oct-97	1,097	48.10	\$2,724	221,040	375.8	375.8	\$11,639	\$14,363
Nov-97	1,126	54.21	\$3,402	165,600	349.9	349.9	\$10,209	\$13,611
Dec-97	1,137	44.70	\$3,511	183,600	336.9	336.9	\$10,207	\$13,717
333					339		kW Avg Load	

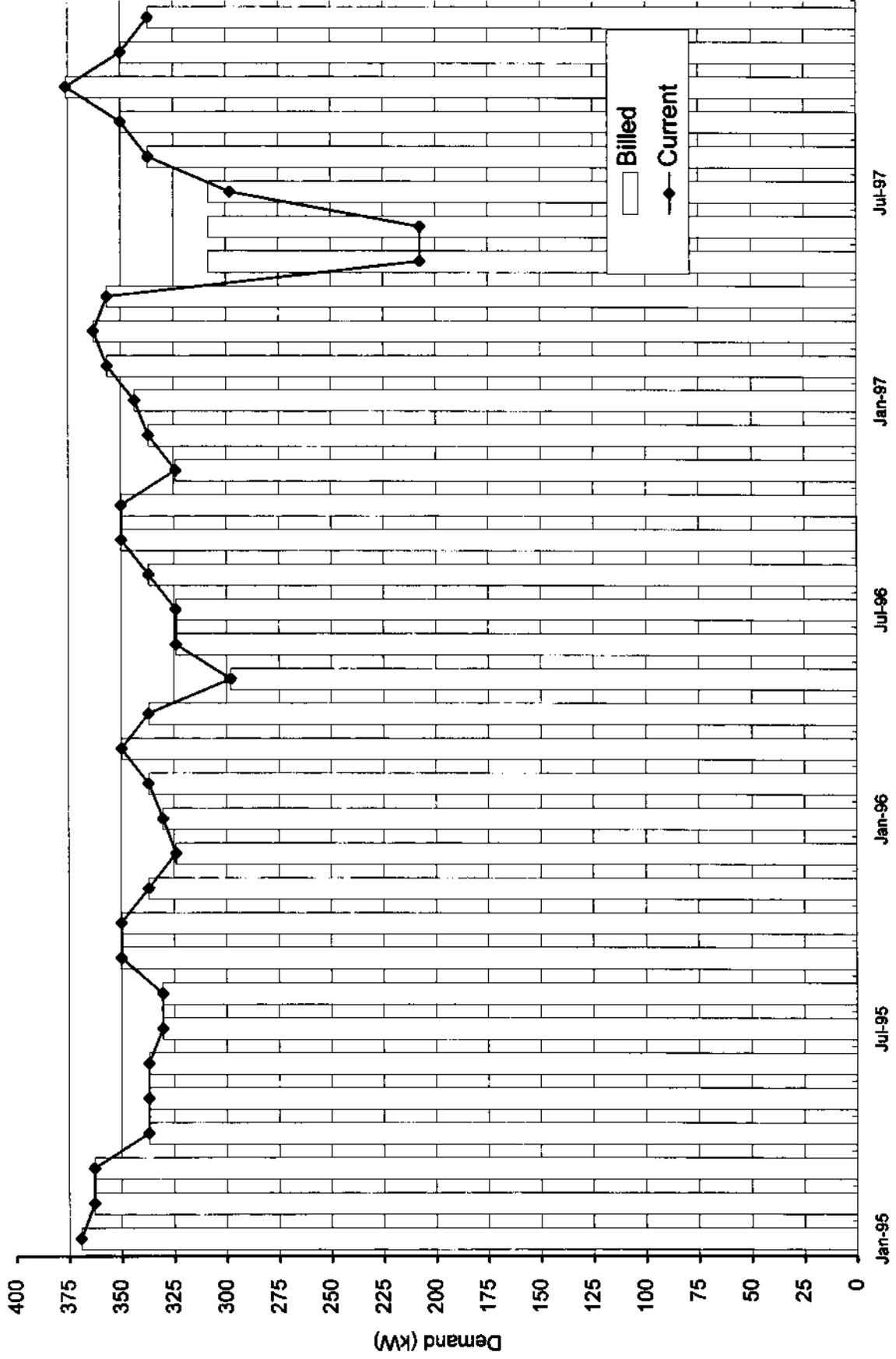
BUILDING A MONTHLY ELECTRICAL CONSUMPTION



BUILDING A MONTHLY NATURAL GAS CONSUMPTION



BUILDING A CURRENT AND BILLED DEMAND



Appendix III

HVAC/Mechanical Survey

BUILDING A - HVAC INVENTORY

Type	Tag	No.	Capacity	HP	Amps	Volts	Comments
Boilers	B-1 and B-2	2	4,000 MBH input				Atmospheric
Domestic Hot Water Tanks	DHW-1 and 2	2	82 USgal/240 MBH in				Tower domestic hot water
Domestic Hot Water Tank	DHW-3	1	65 USgal				Restaurant usage; located in parkade level 1.
Centrifugal Chiller	CH-1	1	430 ton	461	386	575	Trane Centravac PCV-4F; R-11; direct drive hermetic
Cooling Tower Fan	CT-1	1		10		575	
Cooling Tower Immersion Heaters		2	6 kW	8			
Main Supply Fans	F-1,2	2	68,000 CFM @ 6.25"	100		575	Double inlet with variable inlet vanes.
Main Return Fans	F-3,4	2	54,000 CFM @ 1.5"	40		575	Variable inlet vanes; vaneaxial fans.
Parkade Make-Up-Air Unit	F-5	1	45,000/30,000 CFM	25		575	Direct-fired; I/L with parkade exhaust fans; 2 speed; 5,197 MBH.
Parkade Exhaust Fans	F-6, F-7	2	22,500 CFM	7.5		575	2 speed; operated via CO sensors.
Washroom Exhaust Fans	F-8, F-9	2	2,400 CFM	0.75		575	
Radiation Heating Pumps	P-1, P-2	2	225 US gpm	5		575	
Domestic Cold Water Booster Pump	P-10	1	160 US gpm	10		575	Day/night time clock; continuously during day; night on press switch.
Condenser Water Pump	P-3	1	1,080 US gpm	20		575	
Chilled Water Pump	P-4	1	865 US gpm	20		575	
Sprayed-Coil Humidifier	P-5 to P-8	4	70 US gpm	1.5		575	Shut off in summer.
Fire Line Booster Pump	P-9	1	150 US gpm	15		575	
Cocktail Lounge Exhaust Fan	RF-1	1	3,000 CFM	1		575	I/L with roof top unit RT-1; located on low rise roof; 2 speed
Kitchen Exhaust Fan	RF-6	1	10,800 CFM	7.5		575	HOA controls in kitchen. Interlocked with make-up air unit.
Cocktail Lounge Roof Top Unit (Trane)	RT-1	1	5,000 CFM	5		575	300 MBH heating; 149 MBH cooling; indirect-fired; min O/A switch
Cocktail Lounge Roof Top Unit (Trane)	RT-1	1	149 MBH cooling	12		575	R-22; HP estimated
Dining Room Roof Top Unit (Trane)	RT-2	1	4,000 CFM	5		575	Not I/L with exhaust fans; 300 MBH heating; 116 MBH cooling.
Dining Room Roof Top Unit (Trane)	RT-2	1	116 MBH cooling	10		575	R-22; HP estimated
Kitchen Roof Top Unit	RT-3	1	10,000 CFM	5		575	I/L with RF-6; direct-fired; two stage heating; 1,150 MBH heating.
Kitchen Roof Top Condensing Units	RT-4	5	25 ton cooling	5		575	5 stage cool; discharge temp manually resettable; 300 MBH; R-22.
Control Air Compressor		2		3		575	
7th Floor Computer Room A/C Unit	Liebert	1	7.5 ton cooling	7.5			
7th Floor Computer Room A/C Unit	Buffalo	1	2 ton cooling	2			
12th Floor Computer room A/C Unit	Can Air	1	2.5 ton cooling	2.5			Ceiling mounted.
Parkade Ramp Glycol Pumps	Grundfos	2		1.5			
Total		47		791			