

**June 14th, 2022
6:00 P.M.
Council Chambers/Zoom**

The University of Alberta and the University of Alberta Students' Union occupy Indigenous land in amiskwaciwâskahikan (Beaver Hills House), on Treaty 6 territory. From time immemorial, the banks along the river valley have been known as the Pehonan, a meeting place for the nêhiyawak (Cree), the Niitsitapi (Blackfoot), Métis, Dènesųłiné (Dene), Ojibway/Saulteaux/Anishinaabe, Haudenosaunee and others. The University, the Students' Union and much of the city are located on the unlawfully stolen land of the forcibly removed Papaschase Cree.

We acknowledge that sharing this land gives each of us the responsibility to research the historic contexts of Treaty 6, to reflect on our personal relationships to the land, the Nations we've named, and to our roles in upholding justice on this territory. Since they began, the Students' Union and the University have benefited from historic and ongoing dispossession of land and resources from Indigenous Peoples. As a result, it is our responsibility to seek the restitution of this land and its resources. Finally, we seek to do better by working to make our learning, research, and governance align with the histories, languages, teachings, and cultures of First Nations, Métis, and Inuit Peoples in the land presently occupied by the Canadian state.

We encourage critical reflection by asking the following question. In relation to the territory on which you are situated, what role do you play in strengthening the resistance and resurgence of Indigenous students within your communities?

ORDER PAPER (SC-2022-04)

2022-04/1 **SPEAKERS BUSINESS**

2022-04/1a Join Zoom Meeting
<https://us02web.zoom.us/j/85666007012>

Meeting ID: 856 6600 7012

2022-04/2 **CONSENT AGENDA**

2022-04/2a *Students' Council, Votes and Proceedings (SC-2022-03) Tuesday, May 31st, 2022 will be distributed on the Late Additions.*

2022-04/3 **PRESENTATION**

2022-04/4 **EXECUTIVE COMMITTEE REPORT**

2022-04/5 **BOARD AND COMMITTEE REPORT**

2022-04/6 **OPEN FORUM**

2022-04/7 **QUESTION PERIOD**

- 2022-04/8 BOARD AND COMMITTEE BUSINESS
- 2022-04/8a **VILLOSO/MONTEIRO MOVE TO** appoint one (1) member of Students' Council to the Alberta Public Interest Research Group (APIRG) Board of Directors.

See SC-2022-04.05
- 2022-04/8b **VILLOSO/MONTEIRO MOVE TO** appoint two (2) members of Students' Council to the World University Services Canada (WUSC) Board of Directors.

See SC-2022-04.06
- 2022-04/8c **VILLOSO/MONTEIRO MOVE TO** appoint one (1) member of Students' Council to the Student Legal Services Board of Directors.

See SC-2022-04.07
- 2022-04/8d **VILLOSO/MONTEIRO MOVE TO** appoint one (1) member of Students' Council to the The Landing Board of Directors.

See SC-2022-04.08
- 2022-04/8e **VILLOSO/MONTEIRO MOVE TO** appoint two members of Council to sit on the Physical Activity and Wellness Centre Strategic Operating Committee (PAWSOC)

See SC-2022-04.09
- 2022-04/8f **VILLOSO/MONTEIRO MOVE TO** appoint two members of Council to sit on the First Alberta Radio Association (FACRA) Board of Directors

See SC-2022-04.10
- 2022-04/8g **VILLOSO/MONTEIRO MOVE TO** appoint three (3) members of Students' Council to the Sustainability Ad-Hoc Committee

See SC-2022-04,11
- 2022-04/8h **VILLOSO/MONTEIRO MOVE TO** appoint two (2) members of Students' Council to the SUB Planning Committee

See SC-2022.04.12
- 2022-04/9 GENERAL ORDERS
- 2022-04/10 INFORMATION ITEMS

2022-04/10a Executive Committee Reports

See SC-2022-04.01-03

2022-04/10b BoG Representative Report

See SC-2022-04.04

2022-04/10c Students' Council Submissions

See SC-2022-04.05-12

2022-04/10d Students' Council - Attendance

See SC-2022-04.13

Friday, June 10, 2022

UASU Students' Council Agenda Submission

Council Meeting Date Tuesday, June 14, 2022

Mover Gurleen Kaur

Motion VPA report

Email gurleen.kaur@su.ualberta.ca

Action Requested Presentation

File Upload

 VPA Report #3.pdf

Date: 06/14/2022

To: Students' Union Council

Re: Vice President Academic 2022/23 Report #3

Dear Council,

There we are again! I feel the last two weeks passed so quickly. I hope you are enjoying the weather and having some fun time between studies and work. My 'weather' update, I started going swimming and running in the evenings and I felt like living my best life but most importantly, take care of your health, sunny weather is very deceiving. I caught cold and am struggling with a fever while I am writing this letter, so the best life turned away! Hopefully just for a while.

Moving to the work updates, as always meetings, meetings, meetings and emails, emails, emails. We had our first GFC student caucus and I am happy that we had a very engaged conversation. I had my first GFC meeting as a VP and first time in person as well, which was a good experience. I have also started reaching out to the executives of different SRAs to set up individual meetings to know their priorities for the year and where I can support them. One other important update is, I met Florence Glanfield, Vice Provost (Indigenous Programming and Research) to get her input and guidance for mandatory Native Studies course content. I will be meeting some more people from the Provost's Office this week for the same.

And I also want to share some exciting news which some of you might already know, our President Abner Monteiro graduated. I, along with other executives got a chance to attend his convocation which was a great experience watching the cheerful faces of students graduating and celebrating their achievements and hard work. So, this is all from me. Feel free to reach out if you have any questions.

Lastly, as I always say, reach out to me whenever you want to chat and I will be there.

Stay safe and in high spirits.

Best wishes,



Gurleen Kaur

Vice President Academic

University of Alberta Students' Union

UASU Students' Council Agenda Submission

Council Meeting Date Tuesday, June 14, 2022

Mover VILLOSO

Motion VPOF Council Report #3

Email julia.villoso@su.ualberta.ca

Action Requested Information Items

File Upload

 Council Report SC03_06_09_2022.pdf

Date: 06/09/2022

To: Students' Union Council

Re: Vice President Operations and Finance 2022/23 Report #3

Dear Council,

I hope you are all doing well! I've unfortunately been sick for the past week, so I haven't been working in the office, but I still have a couple of updates for you all!

Finance Committee

Finance Committee's first meeting was on Wednesday last week, and I've been elected as chair! I really want to ramp up the work that this committee does this year, and make improvements to our financial processes. I can't wait to get started!

Daily Grind Renovos

June 8th was when the renovations for the Daily Grind officially commenced! The Daily Grind will be closed for the majority of the summer for expansions. Though I will miss my daily iced latte, Drip Coffee and tea will be served at SUBMart for the time being and the newly renovated SU Coffee Shop will look amazing by Fall semester!

Meeting with the Registrar's Office

The whole executive team, minus Christian who was away at CASA, had our first meeting with the Registrar's Office! We went over our goals for the year and projects that we were looking to collaborate with them on. I specifically went over our approach this year to the Period Equity program, and when our plans are more solidified Joannie and I will definitely give a more in depth update about it!

Convocation

Joannie, Gurleen, and I got the chance to be a part of the platform party for the Nursing, Kinesiology, Sport, and Recreation, and School of Public Health Convocation! This was one of the first in-person convocations the UofA has had in over two years, so it was amazing to be a part of it. I'd like to congratulate all of the 2022 graduates and wish all of them the best of luck in their endeavours!

If you have any questions or just want to grab some coffee, please don't hesitate to reach out!

Best,



Julia Viloso

Vice President Operations and Finance
University of Alberta Students' Union



Julia Viloso, Vice President Operations and Finance

2-900 SUB | 780 492 4241 | yp.finance@uasu.ca

UASU Students' Council Agenda Submission

Council Meeting Date Tuesday, June 14, 2022

Mover Joannie

Motion VPSL Report

Email joannie.fogue@su.ualberta.ca

Action Requested Information Items

File Upload

 VPSL Report_June_14_2022.pdf

Date: 06/14/2022

To: Students' Union Council

Re: Vice President Student Life 2022/23 Report #3

Cher conseil, I hope everyone has been enjoying the nice weather. I am so excited and looking forward to spending GovCamp with the rest of the council next week!

Convocation - The executives were invited to join the platform party and celebrate the class of 2022. I had the honor of attending the June 7th convocation ceremony with Abner, Julia, and Gurleen. I am looking forward to attending the June 16th ceremony and celebrating with the faculty of Business, Native Studies, Faculté Saint-Jean, and the Centre Collégial de l'Alberta. #Gradszn

RO - The executive team had its first meeting with the Registrar's Office. We met with different members of their team and went over some of our goals for the year. I was able to identify different areas of collaboration with their team, and I am looking forward to seeing how we can work together to help students. One of these goals is to make the Academic more inclusive of different religious holidays and faith days. I will be meeting with Norma Rodenburg Deputy Registrar, Office of the Registrar to further discuss this.

GFC - Last Monday (June 6th), I attended my first GFC meeting as VP Student Life. GFC was interesting, and we discussed a lot of important topics. The one that falls in line with my portfolio is Item 10: Revisions to Sexual Violence Policy and new Student Conduct Policy (to replace non-academic portions of the Code of Student Behaviour). I plan on inviting Deb Erkes (SVRC) to consult with members of the students' council on this item.

Here are some of my goals with these policies :

1. Harmonizing all policies and practices surrounding sexual violence to create a single survivor-centered document that lays out clear, consistent practices for all members of the university community across all campuses.
2. This process should be developed in collaboration with students who represent diverse perspectives, including Black, Indigenous, and 2SLGBTQ+ students.
3. Overall intersectional approach
4. Trauma-Informed and Survivor centered
5. Moving away from a Criminal language

Meeting with counterparts

I continue to meet with representatives from different Student Representative Associations. I am also working on setting up the first COFA - Members in Services Working Group. I am looking forward to meeting everyone and seeing what we do together this year. I also continue to attend ISU meetings every week.

ISA - I had such a lovely meeting with my counterparts in the ISA. We talked about working together to Celebrate I-Day this year. I will be connecting with counterparts at CSJ and Augustana to see how to get them involved as well and make it inclusive and accessible. We also discussed working together to better represent international residents. We will be meeting with the International House Community Council (IHCC) and assure we work together to represent international students.

ASA - I was able to meet with the President and VP Student Life of the Augustana Students' Association. We were able to identify areas of collaboration. I am also working with them to get connected with

residents to create the Augustana Residence Association. The next step will be to get together and work on drafts of their policies, constitution, etc. Grateful for Nav who will be supporting me with this project.

Upcoming Important Meetings

- SU Marketing - Initial conversations about my goals
- Juste (La Centrale) - Discuss issues and our asks for Campus Saint-Jean
- Raymond (Student Services) - Supports for CSJ
- Sam (SAC) and Deb (SVRP) - SV Speaker Series and the CSV course content
- SGS - Augustana Residence Association
- Natalie/Tim (Libraries) - Family Lounge
- Kevin (DoS) - Parent Policy
- Katherine (Campus Services) - Everything Residence + Augustana

Finally, I'll be committing to including **CSJ** fun facts for you all with the hope you can leave this year knowing more about our lovely french campus!

#FaitAmusant : From the CSJ website Did you know that, according to the 2016 Census, 268,615 Albertans speak French, and 88,140 have French as their first official language spoken. **As the only francophone post-secondary institution to the West of Manitoba, Campus Saint-Jean is essential to this francophone community.**

Okay that's all for me! Merci!

Sincèrement,



Joannie Fogue

Vice President Student Life

University of Alberta Students' Union

UASU Students' Council Agenda Submission

Council Meeting Date	Tuesday, June 14, 2022
Mover	Dorscheid
Motion	Undergraduate Board of Governors Representative Report
Email	alex.dorscheid@su.ualberta.ca
Action Requested	Information Items
File Upload	 June 14 2022 Council Update.pdf

Date: June 14, 2022
To: Students' Council
Re: Board of Governors Representative Report #3

Dear Council,

I hope everyone is enjoying their summer! Time is sure flying by fast being already a quarter of the way through the summer. My past two weeks have involved meetings for the Board Governance Committee and the Board Reputation and Public Affairs Committee.

Board Governance Committee

The open session for this meeting was very brief so I don't have many details to share as anything from closed sessions are strictly confidential. The biggest update I can share is President Bill Flanagan's "*For the Public Good: Final Report*" Highlights from this report include UofA's increasing enrollment in domestic, international, and indigenous enrollment.

Board Reputation and Public Affairs Committee

During the Reputation and Public Affairs Committee we had the opportunity to learn more about the University of Alberta Giving Day. Overall it was quite successful raising \$143,283 per person with an average of 1.4 gifts per donor. This is a promising initiative going forward, as they look for areas to improve to make this day more successful in years to come. We also received a skeletal draft for the University's Annual report to the government which contained a variety of information about the school's operations and strategic direction ranging from our EDI commitment, student enrollment and academic restructuring.

Next Two Weeks

I will be preparing for the board meeting on Friday, June 13 where I anticipate the International Tuition Increase to be the biggest hot button issue. I invite council members to come prepared to today's council meeting with thoughts/answers on the following discussion questions to help me prepare for the next board meeting: *How will this tuition increase affect UofA's Strategic Vision of enrollment growth over the next few years? Will this increase cause a decline in international student enrollment or is this increase not a material amount that will deter new students from coming to the UofA?*

Answers and discussions on these questions will be paramount to me ensuring that students' voices are heard at the Board.

Alexander Dorscheid, Undergraduate Board of Governors Representative

6-08 SUB | (780) 512-3126 | adorsche@ualberta.ca

UASU Students' Council Agenda Submission

Council Meeting Date

Tuesday, June 14, 2022

Mover

VILLOSO/MONTEIRO

Motion

appoint one (1) member of Students' Council to the Alberta Public Interest Research Group (APIRG) Board of Directors.

Email

julia.villoso@su.ualberta.ca

Action Requested

Approval

File Upload



Council Meeting 1 Motions.pdf

Motion: VILLOSO/MONTEIRO MOVES TO appoint one (1) member of Students' Council to the Alberta Public Interest Research Group (APIRG) Board of Directors.

Abstract: APIRG is a Public Interest Research Group which furthers the idea that students are citizens, and as such, part of their education should include recognizing and engaging in societal problems. Public Interest Research Groups exist to provide training, support, and opportunities for students to be active citizens in their communities.

UASU Students' Council Agenda Submission

Council Meeting Date

Tuesday, June 14, 2022

Mover

VILLOSO/MONTEIRO

Motion

appoint two (2) members of Students' Council to the World University Services Canada (WUSC) Board of Directors.

Email

julia.villoso@su.ualberta.ca

Action Requested

Approval

File Upload

 Council Meeting 1 Motions.pdf

Motion: VILLOSO/MONTEIRO MOVES TO appoint two (2) members of Students' Council to the World University Services Canada (WUSC) Board of Directors.

Abstract: WUSC is a dedicated fee unit through which an international student is sponsored through financial aid to study at the U of A at Campus Saint Jean or at North Campus.

UASU Students' Council Agenda Submission

Council Meeting Date	Tuesday, June 14, 2022
Mover	VILLOSO/MONTEIRO
Motion	appoint one (1) member of Students' Council to the Student Legal Services Board of Directors.
Email	julia.villoso@su.ualberta.ca
Action Requested	Approval
File Upload	 Council Meeting 1 Motions.pdf

Motion: VILLOSO/MONTEIRO MOVES TO appoint one (1) member of Students' Council to the Student Legal Services Board of Directors.

Abstract: Student Legal Services seeks to enable University of Alberta law students to provide free legal information and assistance to the low income community in Edmonton and to contribute to legal reform and legal education efforts as they impact on poverty law issues.

UASU Students' Council Agenda Submission

Council Meeting Date

Tuesday, June 14, 2022

Mover

VILLOSO/MONTEIRO

Motion

appoint one (1) member of Students' Council to the The Landing Board of Directors.

Email

julia.villoso@su.ualberta.ca

Action Requested

Approval

File Upload

 Council Meeting 1 Motions.pdf

Motion: VILLOSO/MONTEIRO MOVES TO appoint one (1) member of Students' Council to the The Landing Board of Directors.

Abstract: The Landing's mission is to effect meaningful change in the quality of life of students at the University of Alberta who are marginalized on the basis of gender and/or sexuality, by providing support services that are available for all students, and by promoting student-led initiatives to address the needs of LGBTQIA+ communities at the U of A and beyond. These goals rest on four key pillars of Visibility, Support, Inclusivity, and Community.

UASU Students' Council Agenda Submission

Council Meeting Date	Tuesday, June 14, 2022
Mover	VILLOSO/MONTEIRO
Motion	appoint two members of Council to sit on the Physical Activity and Wellness Centre Strategic Operating Committee (PAWSOC)
Email	julia.villoso@su.ualberta.ca
Action Requested	Approval
File Upload	 Council Meeting 1 Motions.pdf

VILLOSO/MONTEIRO MOVES TO appoint two members of Council to sit on the Physical Activity and Wellness Centre Strategic Operating Committee (PAWSOC)

Abstract: The Physical Activity and Wellness (PAW) Centre, which includes the Hanson Fitness and Lifestyle Centre, Wilson Climbing Wall, lounges, and a variety of other spaces was funded through an agreement between the UASU, GSA, and University of Alberta. As part of this agreement, the UASU may nominate two councillors to sit on the Strategic Operating Committee that oversees long-term planning and priority setting for the facility. There are typically 4 meetings a year.

UASU Students' Council Agenda Submission

Council Meeting Date	Tuesday, June 14, 2022
Mover	VILLOSO/MONTEIRO
Motion	appoint two members of Council to sit on the First Alberta Radio Association (FACRA) Board of Directors
Email	julia.villoso@su.ualberta.ca
Action Requested	Approval
File Upload	 Council Meeting 1 Motions.pdf

Motion: VILLOSO/MONTEIRO MOVES TO appoint Two (2) members of Students' Council to the First Alberta Campus Radio Association (FACRA) Board of Directors.

Abstract: First Alberta Campus Radio Association (FACRA) is a not-for-profit that holds the broadcast license for CJSR-FM campus radio.

This organization governs the station bylaws and provides oversight to CJSR operations. The FACRA Board consists of up to 12 elected and appointed members, including the requisite 2 SU and 1 GSA representatives.

UASU Students' Council Agenda Submission

Council Meeting Date

Tuesday, June 14, 2022

Mover

VILLOSO/MONTEIRO

Motion

appoint three (3) members of Students' Council to the Sustainability Ad-Hoc Committee

Email

julia.villoso@su.ualberta.ca

Action Requested

Approval

File Upload

 Susty Comms Standing Orders.pdf

Ad-Hoc Sustainability Committee Standing Orders

Table of Contents

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1 Mission Statement

"The climate math is brutally clear: While the world can't be healed within the next few years, it may be fatally wounded by negligence until 2020." This quote from Hans Joachim Schellnhuber¹ clearly summarizes how dangerous the climate's current state is. We are at a critical point in history, where climate action has never been more important. The environment's well being affects us personally and collectively, at an institutional level; we must take action now.

To bring positive change, sustainable action should not only happen at a grassroots level but at an institutional level as well. Thus, the Students' Council Sustainability Committee (SCSC) exists to respond to the climate crisis² with a student perspective.

¹ The Potsdam Climate Institute's founder and director emeritus

² The term "climate crisis" describes the rapid change in global climate which threatens students' futures, affecting their health, careers, and general livelihood by making earth less habitable for humans.

SCSC's aims to make the Students' Union more sustainable, environmentally, socially, and economically by evaluating its current practices and suggesting definitive, practical improvements. These improvements should support the Students' Union as a leader in promoting sustainable practices on campus and in the larger Edmonton community.

2 Mandate

The SCSC shall:

1. Perform annual evaluations of the Students' Union's sustainability practices in the following areas:
 - a. governance, operations, services, advocacy, and events.
2. Note opportunities for improvement, following an evaluation, and provide practical recommendations for change.
3. Ensure that the Students Union adheres to current sustainability standards and follows best practices whenever possible.

3 Meetings

1. Quorum of the SCSC shall be 6 voting members.
2. On a bi-weekly basis.
3. The Committee's schedule shall be determined at the first meeting of the term and updated on a semesterly basis with the semesters being:
 - a. May to August; and
 - b. September to December; and
 - c. January to April.
4. The Chair may call additional meetings provided that members are given seventy-two (72) hours notice.
5. Decisions shall be approved with a two-thirds vote.

4 Membership (10 members)

1. Should a vacancy on the SCSC occur, the Committee shall recommend the nomination of additional member(s) to Students' Council at Council's next meeting.
2. Members are required to attend 50% of the Committee's meetings.
3. Members shall be considered present
 - a. should proxies be appointed and in attendance as per Bylaw 100 s. 15(5) or
 - b. if members phone in.
4. Should the Chair of the Committee be absent from a meeting, the Chair shall appoint someone to serve in their place for that meeting. If no one is appointed, the Committee shall elect an interim chair from within its permanent voting membership for the duration of the meeting.
 - a. Should the Chair leave the voting membership of the Committee, the position of Chair shall be considered vacant until a new Chair is elected at the next meeting.

5. This committee will include nine (9) voting members and shall be comprised of:
 - a. One member of the Students' Union's Executive Committee.
 - b. Three members of Students' Council. These members shall be elected at a Council meeting with a majority vote.
 - c. Four Students-at-Large, one of whom is currently considered an international student. These students shall be appointed as per Bylaw 100 sections 12.14.
 - d. One member from Aboriginal Students Council (ASC) Executive Committee as appointed by the Aboriginal Student Council and ratified by Students' Council
 - e. One staff member of SustainSU recommended by SustainSU will have a non-voting seat.

5 Chair rules

1. The Chair shall be elected by the SCSC during the first meeting of the term. The Chair's responsibilities are:
 - a. Creating an agenda and emailing it to all members before each meeting;
 - b. Securing meeting locations;
 - c. Moderating debate when necessary;
 - d. Ensuring the Committee achieves its mandate;
 - e. Delegating such responsibilities to members as are appropriate for the Committee's mandate;
 - f. Recommending changes to the Committee's Standing Orders when they conflict with higher legislation;
 - g. Asking Sustain SU committee member to attend meetings when their input is needed.
 - h. Consulting all relevant stakeholders whenever necessary, including but not limited to:
 - i. Indigenous Elders or Traditional Knowledge Keepers,
 - ii. Industry, and
 - iii. the General Manager.

6 Proxies/Guests

1. To appoint a proxy to an SCSC meeting, the absent member must provide a notice no later than two (2) hours prior to the meeting, to the Chair, containing:
 - a. The proxy's name, email address,
 - b. and length of representational appointment.

7 Administration

1. The Administrative Assistant of the Students' Council shall:
 - a. Book meeting rooms for SCSC meetings.
 - b. Book Minute Takers for Committee meetings.

- c. Structure meeting agendas based on the Orders of the Day submitted by members of the Committee and referrals from Students' Council.
- d. Notify the Committee of meetings through the agenda.
- e. Distribute the agenda and minutes to Committee members.
- f. Provided printed copies of the agenda for the Chair to bring to each meeting.

8 Reporting

Meeting minutes shall be provided to the Executive Committee of the Students' Union as an information item. They shall also be made available online for the general student population on the University of Alberta's Students' Union website.

9 Records

If a Minute Taker is not present at the meeting, the Chair shall assign the task of recording minutes to an SCSC member. Committee members may amend their comments in the minutes when the minutes are being approved by the Committee.

10 Rules of Order

The Chair may institute Robert's Rules of Order if the attendees would benefit from the imposition of the structure.

11 Orders of the Day

1. Right of Submission by SCSC Members
 - a. Any voting member of the Committee may submit Orders of the Day to be considered by the Committee.
2. Order of Business
 - a. Introduction
 - i. Call to Order
 - ii. Approval of Agenda
 - iii. Approval of Minutes
 - iv. Chair's Business
 - b. Question/Discussion Period
 - c. Committee Business
 - d. Information Items
 - e. Adjournment
3. Order of Orders of the Day
 - a. Orders of the Day shall appear on the Order Paper in the order submitted or as otherwise designated by the Chair.
4. Deadline for Submission

- a. Members shall send all items for each meeting agenda to Students' Council's Administrative Assistant twenty-four (24) hours prior to the meeting.
5. Late Additions
 - a. Late Additions may be added to the Order Paper at the discretion of the Committee, at the meeting, if the items of business cannot be postponed until a future Committee meeting.
6. Deadline for Publishing
 - a. The agenda package will be published in the following manner:
 - i. On the Students' Union website.
 - ii. No later than 4:30 p.m. on the business day prior to the Committee meeting.

12 Standing Orders

1. The Standing Orders of the SCSC may be amended by a simple majority vote of the Committee, with such changes being reported to Students' Council.
2. The Standing Orders of the Committee do not expire, but shall be reintroduced and approved by a majority vote at the Committee's first meeting of the term.

13 Suggested Committee Timeline

1. May to March: evaluate SU practices.
2. April: compile and submit final findings and report to Council.

14 Confidentiality

1. All members shall ensure the security and confidentiality of financial documents which come into their possession by virtue of their membership on the SCSC.

UASU Students' Council Agenda Submission

Council Meeting Date

Tuesday, June 14, 2022

Mover

VILLOSO/MONTEIRO

Motion

appoint two (2) members of Students' Council to the SUB Planning Committee

Email

julia.villoso@su.ualberta.ca

Action Requested

Approval

File Upload



SUB Planning Committee TOR.pdf

SUB Planning Committee

Terms of Reference

Mandate

1. The SUB Planning Committee shall exist as a subcommittee of the Executive Committee.
2. The SUB Planning Committee shall:
 - a. Review student needs in the context of the facilities and services provided by the Students' Union Building;
 - b. Develop a building master plan (or, where one exists, propose amendments to plan), covering areas such as:
 - i. The mission, vision, and program of SUB;
 - ii. Space assessments and allocations;
 - iii. Proposed renovations and upgrades to SUB;
 - iv. Initial financing strategies for renovations and upgrades managed by the Students' Union;
 - v. Developing design guidelines in areas such as wayfinding, accessibility and inclusion, decor, and other matters as appropriate.
 - c. Consult with students and other stakeholders as required regarding items within this mandate.
3. The Committee shall make recommendations on matters pertinent to its mandate to the Executive Committee.
4. The Executive Committee may, at its discretion, forward those recommendations, along with any feedback, to the appropriate Students' Union and University governance bodies.

Standing Orders

5. The SUB Planning Committee may propose amendments to these standing orders, by a simple majority vote of the Committee, to the Executive Committee. The Executive Committee may accept, reject, or modify these amendments.

Membership

6. The membership of the committee shall consist of:
 - a. President of the Students' Union;
 - b. Vice President (Operations & Finance) or designate, who shall act as chair;
 - c. Vice President (Student Life) or designate;
 - d. Two Students' Councillors;

- e. A member of the Sustainability and Capital Fund Committee; and,
 - f. A minimum of two and a maximum of three undergraduate students-at-large, one of whom shall be an First Nations, Metis, or Indigenous student;
7. The following staff of the Students' Union and the University shall be considered non-voting members of SUB Planning Committee:
- a. General Manager;
 - b. SUB Planner;
 - c. Director, Conferencing and Events (acting as interim Facilities Manager);
 - d. Assistant General Manager; and
 - e. Two representatives of the University's Facilities and Operations department as appointed by the Vice-President (Facilities and Operations) of the University.
8. SUB Planning Committee shall, at its discretion, recommend to Students' Council the removal of a voting member who has been absent without appointing a proxy for three consecutive meetings.
- a. SUB Planning Committee may also recommend a member be dismissed from the committee if a voting member is failing to perform their duties as stipulated in these Standing Orders.

Chair

9. The Chair of SUB Planning Committee shall be the Vice-President (Operations and Finance).
10. In the event that the Chair is absent at a meeting of SUB Planning Committee, the Chair shall appoint at their discretion another member of the committee to serve as interim Chair for the duration of the meeting.
11. The Chair's responsibilities shall include, but are not limited to:
- a. Facilitating each meeting according to the approved agenda;
 - b. Moderating debate and conversation at each meeting of SUB Planning Committee;
 - c. Responding to questions from members of SUB Planning Committee in a timely fashion and providing the appropriate information;
 - d. Assigning duties to members of SUB Planning Committee in order for the committee to fulfill its mandate; and
 - e. In conjunction with the Manager of Administrative Services:
 - i. Providing a location for each meeting;
 - ii. Preparing and distributing agenda packages at least one day prior to the meeting; and
 - iii. Ensuring other logistical needs of SUB Planning Committee are met.
12. The Chair of SUB Planning Committee shall use their discretion in administering an informal style of Robert's Rules of Order to conduct the business of the committee.

Meetings

13. Quorum for a meeting of the SUB Planning Committee shall be five voting members.
14. All meetings of the SUB Planning Committee shall be coordinated by the Chair on an as-needed basis, provided that members are given 72 hours' notice of a meeting.
 - a. Five voting members of the SUB Planning Committee may call a meeting, provided that members are given at least 72 hours' notice.
 - b. SUB Planning Committee may call a meeting without notice, provided that there is unanimous consent from all voting members of SUB Planning Committee.

Member Responsibilities

15. All members shall ensure the security and confidentiality of sensitive information that comes into their possession by virtue of their membership on the SUB Planning Committee.

Proxies & Guests

16. Voting members of the SUB Planning Committee may not delegate a proxy to meetings of the SUB Planning Committee. Non-voting members may delegate a proxy to meetings.
17. All members of Students' Council that are not members of SUB Planning Committee are permitted to attend SUB Planning Committee meetings as non-voting members, and shall be granted all speaking turns a member of SUB Planning Committee would have.
 - a. These members are permitted to be present for in-camera sessions.
18. Members of the Students' Union (guests) are permitted to attend SUB Planning Committee meetings as non-voting members, and shall be granted speaking turns at the discretion of the SUB Planning Committee Chair.
 - a. These members are not permitted to be present for in-camera sessions, unless allowed by a two thirds majority vote of the SUB Planning Committee.
19. Any professionals such as architects or engineers that the Committee consults with on the preparation of the plan shall have full speaking rights and are permitted, at the discretion of the Chair, to be present for in-camera sessions.

Committee Administration & Record

20. The Manager of Administrative Services, or their designate, shall:
 - a. Book meeting rooms for each meeting of SUB Planning Committee;
 - b. Schedule Minute Takers for each meeting of SUB Planning Committee;

- c. Create agendas for each meeting of SUB Planning Committee, under the guidance of the Chair;
 - d. Notify members of the committee of meetings;
 - e. Distribute the agenda and minutes to members of SUB Planning Committee.
21. SUB Planning Committee shall have a written record of its votes and proceedings from each meeting made available publicly.
22. If a Minute Taker is not present at a meeting of SUB Planning Committee, the Chair shall assign the task of recording minutes to a member of the committee.

