



## STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

### Agenda for the Students' Council Meeting of the Students' Association of MacEwan University January 20, 2021 at 6:00pm via Zoom

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#### Voting Members:

Abby Abboud, Councillor  
Ruan Bouwer, Vice President External  
Cassey Fallis, Councillor  
Christine Landberg-Llave, Councillor  
Stephanie Ouellette, Vice President Operations  
and Finance  
Kendell Semotiuk, Councillor  
Trisha Singh, Councillor  
Aubrianna Snow, Vice President Student Life  
Alycia Stewart, Vice President Academic  
Alem Tesfay, Councillor  
Elaine Tran, Councillor  
Sean Waddingham, President  
Larissa Williams, Councillor  
Matthew Yanish, Councillor

vacant, Councillor  
vacant, Councillor  
vacant, Councillor  
vacant, Councillor  
vacant, Councillor

#### Resource Official:

Myles Dyes, Board of Governors Student Representative

#### SAMU Officials and Council Support:

Timothy Jobs, Chair  
Alan Honey, Governance Advisor  
Samantha Callaghan, Admin Support

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Meeting called to order at.

<Intros>

#### 1. Treaty 6 Land Recognition

We would like to acknowledge that this meeting of the Students' Association of MacEwan University is taking place on the traditional territories of the people of the Treaty 6 region in Central Alberta.

The Students' Association of MacEwan University is situated in the centre of what we call the city of Edmonton, which is called Amiskwaciy Waskahikan or Beaver Hill House in Nehiyawewin (Cree). This is the traditional home of the Nehiyaw (Cree) and Michif (Métis), and meeting place for many Indigenous peoples including the Nakawe (Saulteaux), Siksika (Blackfoot), Nakota Sioux (Stoney) and other nations.

#### 2. Approvals

##### 2.1 MOTION

**TO APPROVE THE AGENDA FOR JANUARY 20, 2021**

##### 2.2 MOTION

**TO APPROVE THE MINUTES OF DECEMBER 16, 2020**

**3. Presentations**

**3.1.**

**4. For Information**

**4.1. Reports**

**4.1.1. President**

**4.1.2. Vice President Academic**

**4.1.3. Vice President External**

**4.1.4. Vice President Operations & Finance**

**4.1.5. Vice President Student Life**

**4.1.6. Board of Governors Student Representative**

**4.1.7. Appointment Advisory Committee (will be presented In Camera)**

**4.2. Executive Committee Minutes**

Minutes of December 2, 7, and 16, 2020 provided.

**5. Question Period**

**5.1. Written Questions**

**5.2. Oral Questions**

**6. In Camera Period**

**6.1 Councillor Appointment**

***MOTION TO GO IN CAMERA***

***VPSL/***

***MOTION TO GO OUT OF CAMERA***

**7. Motions & Business Orders of the Day**

**7.1. Councillor Appointment**

***MOTION TO APPOINT \_\_\_\_\_ AS A COUNCILLOR EFFECTIVE JANUARY 21, 2020 FOR A TERM ENDING OCTOBER 31, 2021***

***VPSL/***

Favour:

Oppose:

**7.2. U-Pass Referendum Question**

***MOTION TO APPROVE THE 2021 U-PASS REFERENDUM QUESTION TO BE INCLUDED IN THE MARCH 2021 ELECTIONS***

***VPE/***

Favour:

Oppose:

**7.3. MyLegalPlan Referendum Question**

***MOTION TO APPROVE THE MYLEGALPLAN REFERENDUM QUESTION TO BE INCLUDED IN THE MARCH 2021 ELECTIONS***

***VPO/***

Favour:

Oppose:

**7.4. Audit Committee**

***MOTION TO APPOINT COUNCILLOR \_\_\_\_\_ TO THE AUDIT COMMITTEE***

***VPO/***

Nominees:

Favour:

Oppose:

**7.5. Elections and Referenda policy**

***MOTION TO APPROVE THE ELECTIONS AND REFERENDA POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE***

***VPO/***

Favour:

Oppose:

**7.6. Official Reporting Mechanisms to SAMU Membership policy**

**MOTION TO APPROVE THE OFFICIAL REPORTING MECHANISMS TO SAMU MEMBERSHIP  
POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY  
COMMITTEE**

**VPO/**

Favour:

Oppose:

**7.7.**

**8. Consultation**

**8.1 Graduated Fee Proposal consultation**

Pres –

**8.2**

**9. Evaluation**

**9.1.**

**9.2.**

**10. Recognition**

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**11. Adjournment**

**MOTION TO ADJOURN**

Next Meeting Date: February 17, 2020

Meeting adjourned at



## STUDENTS' ASSOCIATION OF MACEWAN UNIVERSITY

**Minutes for the Students' Council Meeting of the  
Students' Association of MacEwan University  
December 16, 2020 at 6:00pm via Zoom**

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### **Voting Members:**

Ruan Bouwer, Vice President External  
Cassey Fallis, Councillor  
Christine Landberg Llave, Councillor  
Stephanie Ouellette, Vice President Operations  
and Finance  
Kendell Semotiuk, Councillor  
Trisha Singh, Councillor  
Aubrianna Snow, Vice President Student Life  
Alycia Stewart, Vice President Academic  
Alem Tesfay, Councillor  
Elaine Tran, Councillor  
Sean Waddingham, President  
Larissa Williams, Councillor  
Matthew Yanish, Councillor  
vacant, Councillor

vacant, Councillor  
vacant, Councillor  
vacant, Councillor  
vacant, Councillor  
vacant, Councillor

### **Resource Official:**

Myles Dykes, Board of Governors Student Representative

### **SAMU Officials and Council Support:**

Timothy Jobs, Chair  
Alan Honey, Governance Advisor  
Samantha Callaghan, Administrative Support

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Meeting called to order at 6:00pm.

<Intros>

### **1. Treaty 6 Land Recognition**

We would like to acknowledge that this meeting of the Students' Association of MacEwan University is taking place on the traditional territories of the people of the Treaty 6 region in Central Alberta.

The Students' Association of MacEwan University is situated in the centre of what we call the city of Edmonton, which is called Amiskwaciy Waskahikan or Beaver Hill House in Nehiyawewin (Cree). This is the traditional home of the Nehiyaw (Cree) and Michif (Métis), and meeting place for many Indigenous peoples including the Nakawe (Saulteaux), Siksika (Blackfoot), Nakota Sioux (Stoney) and other nations.

### **2. Approvals**

#### **2.1 MOTION**

**TO APPROVE THE AGENDA FOR DECEMBER 16, 2020**

**VPO/WILLIAMS**

**CARRIED**

#### **2.2 MOTION**

**TO APPROVE THE MINUTES OF NOVEMBER 16, 2020**

**TRAN/VPE**

**CARRIED**

#### **2.3 MOTION**

**TO APPROVE THE MINUTES OF NOVEMBER 18, 2020**

**VPO/DYKES**

**CARRIED**

**3. Presentations**

**3.1. Council of Alberta University Students (CAUS)**

**4. For Information**

**4.1. Reports**

**4.1.1. President**

BOG update re. fees for 2020-2021.

**4.1.2. Vice President Academic**

As presented.

**4.1.3. Vice President External**

U-Pass agreement update.

**4.1.4. Vice President Operations & Finance**

Referendums coming to SC at next meeting. Town Hall.

**4.1.5. Vice President Student Life**

As presented.

**4.1.6. Board of Governors Student Representative**

As presented.

**4.1.7. Appointment Advisory Committee (In Camera)**

**4.1.8. Appointment Advisory Committee Workplan**

**4.1.9. Budget and Finance Committee Workplan**

**4.1.10. Bylaws and Policy Committee Workplan**

**4.1.11. Executive Committee Workplan**

**4.1.12. Leadership and Review Committee Workplan**

**4.1.13. Governance Remuneration Advisory Committee Workplan**

**4.2. Executive Committee Minutes**

Minutes of November 4, and 24, 2020 provided.

**5. Question Period**

**5.1. Written Questions**

**5.2. Oral Questions**

Topics include: council teambuilding; Meeting with David Eggen; student advisory group.

**6. In Camera Period**

**6.1 Councillor Vacancies**

**MOTION TO GO IN CAMERA**

**VPSL/VPE**

**CARRIED**

**MOTION TO GO OUT OF CAMERA**

**DYKES/TESFAY**

**CARRIED**

**7. Motions & Business Orders of the Day**

**7.1. Councillor Vacancies**

**MOTION TO APPOINT TO ABBY ABOUD AND COLIN CAMPBELL AS COUNCILLOR(S)  
EFFECTIVE DECEMBER 17, 2020 FOR A TERM ENDING OCTOBER 31, 2021**

**VPSL/LANDBERG LLAVE**

**MOTION TO DIVIDE THE QUESTION**

**SINGH/VPE**

**CARRIED**

**MOTION TO APPOINT ABBY ABOUD AS COUNCILLOR EFFECTIVE DECEMBER 17, 2020  
FOR A TERM ENDING OCTOBER 31, 2021**

Favour: Pres, Vpa, Tesfay, Landberg Llave, Semotiuk, Singh, Yanish

Oppose: Fallis, Vpe, Williams, Vpo, Vpsl, Tran

**CARRIED**

**MOTION TO APPOINT COLIN CAMPBELL AS COUNCILLOR EFFECTIVE DECEMBER 17,  
2020 FOR A TERM ENDING OCTOBER 31, 2021**

Favour: Pres, Vpa, Yanish, Tesfay

Oppose: Fallis, Tran, Landberg Llave, Singh, Semotiuk, Vpe, Vpo, Williams, Vpsl

**DEFEATED**

**8. Consultation**

**8.1 Webcams for Students' Council**

Vpe – looking for feedback from council if they believe this would be useful for council as a whole.

**9. Evaluation**

**10. Recognition**

**11. Adjournment**

**MOTION TO ADJOURN**

**VPE**

**CARRIED**

Next Meeting Date: January 20, 2021

Meeting adjourned at 7:45pm.



## Students' Council Report

### President January 20, 2021

Greetings councilors,

Below is my report on my work as President between December 16<sup>th</sup>, 2020 and January 14<sup>th</sup>, 2021.

#### **Dedicated Advocacy**

##### *Minister of Advanced Education Town Hall on Alberta 2030*

I, along with all of SAMU's executive committee, attended the Alberta 2030 student town hall. It was gratifying to see so many students asking questions and participating in the town hall, including some student leaders in CAUS that we work with. I also appreciate the minister taking the time to hold several town halls on this important topic. It appears there is a level of concern and uncertainty from students regarding the AB2030 review, judging by the questions asked.

##### *Gray Gallery Documents*

I created a thorough written rationale and explanation of what SAMU hopes to acquire in return for returning the Gray Gallery space to MacEwan.

##### *CAUS Transformation Working Group – Inaugural Meeting*

The first meeting of this working group took place, and our initial task is to conduct an environment scan of other student advocacy organizations to evaluate what we may wish to change about CAUS' structure and methods.

#### **Commitment to Sustainability**

##### *Winter Term Planning*

I took an hour or two to sit down and lay out my plans for the remainder of my term as SAMU President as we came back from the holiday break. I now have a 2-pager for my own reference that lays out every bit of what I want to accomplish from now until my term ends on April 30<sup>th</sup>. I have narrowed it down to the most essential priorities to make sure that they are accomplished to the best of my ability. Also, I shared this method/model, and my draft, with the rest of EC.

#### **Relations with our Community**

##### *Director of Alumni and Community Engagement Meeting*

SAMU General Manager (GM) Collin and I met with Michelle Stevenson, Director of MacEwan's Alumni and Community Engagement office. We discussed the idea of storing Student Group Executive contact information for future reference when reaching out to alumni for community building purposes.





#### *MacEwan Strategic Planning Process*

At both General Faculties Council (GFC) and Board of Governors (BoG), I have been involved in quite a few lengthy meetings and presentations on MacEwan's strategic planning. SAMU VP Academic, as a member of GFC, and the student BoG representative, as a member of both BoG and GFC, have also been involved in these. We are just beginning an interesting stage of strategic planning in which we are getting to actively contribute to the process as we build the strategic plan from the ground up.

#### *Introductory Meeting with New MacEwan CFO Sharilee Fossum*

I got the opportunity to meet Sharilee Fossum for the first time as she begins her work with MacEwan. Looking forward to future collaboration and discussion with Sharilee as a member of MacEwan's central administration!

#### *Call with University of Alberta Grad Students Association President*

The UAGSA President and I spoke about responding to Alberta 2030, the upcoming Alberta budget, and other current topics.

#### *Meeting with Confederation of Alberta Faculty Associations (CAFA) and Public Interest Alberta (PIA)*

Several student leaders and myself met with CAFA and PIA to discuss their campaign, our upcoming CAUS campaign, and areas of intersection or overlap between the two.

#### *United Way Committee Meeting*

MacEwan's United Way Committee had our first meeting of 2021 to discuss goals for the new year. I also heard from the committee chair that they wish to add another student seat, so I will be looking for a student to sit on the committee soon.

#### *Alumni Advisory Council*

I met with AAC and heard updates about MacEwan's approach to alumni relations and development. MacEwan strategic planning's relation to alumni came up, as well as the revamping of the distinguished alumni policy and other topics. I also got to speak to the council about the student group executive archive idea mentioned earlier in my report.

### **Stewardship of Resources**

#### *Budget and Finance Committee (BFC)*

BFC met to discuss the SAMU budget process, which is underway, as well as to discuss fees for part-time students with full-time status, and the potential of adjusting Ponoka Campus fees.

### **Connect to Students**

#### *Restorative Resolution*

I continue to participate in restorative resolutions with MacEwan's Academic Integrity Office, which are always worthwhile.

#### *Student Support Planning & Development*

A group of SAMU staff (Collin, Alycia, Tosheena, Maria and I) have been at work revamping the Student Advocacy Office to be sure to meet the increased needs related to student support.



## **Enhance Student Experience**

### *Meeting with Gallivan*

SAMU VP Operations, GM, and I met with Gallivan to figure out the details of upcoming referendums to add extra coverage for our members. It looks like we are likely putting one Gallivan-related referendum question on the ballot in March, namely *MyLegalPlan*.

### *Student Refugee Program (SRP) Support*

I have created a resource for academic information for the student SAMU is sponsoring, who has now arrived in Canada and has started in her courses. I also got the chance to meet with this student which was quite nice! As the academic rep on the SRP committee, I will continue to support her with any academic-related help or questions.

## **Closing Remarks**

This is a bit of a shorter report, so I'll also keep the closing remarks short as well. A lot of the time between my last report and this one was spent on vacation, making for a bit less to report on than usual. On that note, I hope everyone's holiday was as restful as mine! I took a lot of time to recuperate, and after the year we had this was much needed, so I'm hoping you all had the same opportunity.

Despite the somber nature of the holidays in 2020, with many of us (including myself) not being able to see our families, I think it was still a worthwhile break during a hectic time. Now, after the break, I'm looking forward to finishing up the remaining work of my term as strongly as possible. Looking forward to updating council on this work as it wraps up, and in the meantime, stay safe and feel free to reach out with questions or comments anytime.

Regards,

Sean Waddingham, SAMU President 2020/21



## Students' Council Report

### Vice President Operations & Finance January 20, 2021

#### **Projects & Initiatives**

##### *SAMU Building*

As per Covid-19 regulations, masks are required in the building and on MacEwan campus. If you do not have a mask, call security and they should be able to provide you one.

##### *Operations:*

Our in-house Gallivan rep, Linda, will be working remotely for her own safety and the safety of others. We have assessed the situation and having no complaints, we decided that this is the best decision. If you hear any complaints, please let me know.

As per the government recommendations we are operating mostly virtually and all services have been transitioned to online formats. This is the same for our services such as peer support. Public access to the SAMU offices is still restricted and staff access is minimal, unless needed. There shall be no in person meetings, or 'doorway' chats between any staff who are in the building at the same time. Every effort should be made to ensure communication occurs online, or by phone.

Our current intention is to continue with this office / remote working protocol through January 31, 2021. Staff are to anticipate that they will be working full time, remotely from home, until February 1. This may change if we see a significant shift with MacEwan or the province.

##### *Projects*

##### *Currently in-progress:*

- Food for thought town hall (Feb. 3)
- EC for a day (Feb. 4-5)
- Campaigning 101(Feb. 11/12)

#### **Committees**

##### *BPC*

- The officials reporting mechanism policy has been reviewed and changes are submitted to SC for approval
- Reviewed and soon to be done the policies policy
- Honorary membership policy has been reviewed, small amendments such as numbering have been made and completed review with no change recommendations
- Elections and referenda Policy has been reviewed and changed are being recommended to SC for approval
- Student groups policy: After much deliberations, it has come to our decision to leave this policy as is and it will be scheduled for review next year. This has been on the docket for a while. With student groups being online or not operating this year with Covid, also since the one student group who most wanted the banking autonomy have not contacted us back in months we decided that there are too many complications and not enough demand to allow autonomous banking at this time. We have contacted other student groups and too many concerns were brought up with the option of having autonomous



banking. I have detailed notes on this subject for my successor and I will inform them about this topic during orientation. If you have any questions or concerns please feel free to email me.

#### **BFC**

- We had a presentation from our Director of finance about the budget timeline and a little about process.
- We have been discussing the special designated students group under MacEwan and have come to a decision on that case. We might be suggesting a change to the fees policy

#### **Other Business**

##### *GM Project planning – Operations and Finance*

- Budgeting process and schedule
  - o including fee schedule
  - o including multi-year capital planning
  - o including asset management plan
- Revenue diversification
  - o SAMU building opportunities
- Organizational structure (ensuring we are best structured to address growing needs of SAMU)
- SAMU remuneration review

##### *Other:*

- Our 12 days of giving was successful and generated much interest. Congratulations to our winners.
- Our social 'committee's' events for the Holiday season went well and we continue to work on building up comradery and happiness to our staff. We are also planning bi-weekly Friday fun game/trivia hour for SAMU staff to help build up morale.
- Our SAMU intranet, now known as SAMUnity, is up and running since December and seems to be going well.
- I have been working on the mylegalplan referendum which is submitted to council for approval so please look at the agenda package and attachments for more information.
- I have also been working on my transition documents throughout my term and I continue to do so.

#### **Closing Remarks**

Thank you to those who coordinated and supported our SRP program and stepped up to ensure a warm welcome for Achol. Also, please welcome Alcol our new SRP student.

I hope everyone had a good holiday break and I wish students and SC members, best of luck in their studies.

I also want to wish a warm welcome to Sharilee Fossum the new VP of Finance and Administration and CFO of MacEwan University. I look forward to working with Sharilee.



Take care!  
Stephanie Ouellette



## Students' Council Report

### Vice President Student Life January 20<sup>th</sup>, 2021

Happy New Year, Councilors!

I hope you're all feeling at least somewhat refreshed this semester. Please see below for a summary of my activities between December 10<sup>th</sup>, 2020 and January 14<sup>th</sup>, 2021.

#### **Dedicated Advocacy**

##### ***Health Promotion at MacEwan***

I attended a meeting of the Health Promotion at MacEwan working group prior to the holidays. Topics of discussion included the signing of the Okanagan Charter and tangible actions to come out of the signing. I have expressed my concern that the signing of the Okanagan Charter will mean little to students if not accompanied by concrete actions to facilitate better mental health on campus. Hopefully we can see some real improvements come out of this new commitment on MacEwan's part.

##### ***Student Voice on Violence Elimination (SVOVE) Committee***

I've been busily chipping away at the training content for the Student Voice on Violence Elimination Committee (the project formerly known as the Sexual Violence Student Advisory Group). I'm about halfway through creating these materials. Right now, this group is a subcommittee of EC while I continue to work on the Terms of Reference, but hopefully we can get this through Council for the February meeting and then begin recruitment. I'm super excited to see this project get moving!

##### ***MacEwan's Sexual Violence Prevention and Education Committee (SVPEC)***

On January 13<sup>th</sup>, I attended the first SVPEC meeting of 2021. Topics of discussion included a research survey, MacEwan's new Violence and Harassment Policy, and updates to the Office of Sexual Violence Prevention, Education, & Response website.

##### ***SVPEC – Restorative Justice Subcommittee***

Also on January 13<sup>th</sup>, I attended a meeting of the SVPEC Restorative Justice Subcommittee. We talked about the Dalhousie Dentistry incident of 2015 and have planned a role-play for how such a situation might play out at MacEwan. We also discussed changing the format of the meetings to allow for more time to discuss the case studies.

#### **Commitment to Sustainability**

##### ***Appointment Advisory Committee***

AAC has been busy throughout the reporting period. We have been fielding student-at-large committee applications, as well as processing an additional Students' Council application and conducting that interview.

##### ***Student Refugee Program***

A significant portion of my final few weeks before the winter break was occupied with creating presentations on local resources for the student who arrived here in December with the Student Refugee Program. Getting to make these resources was a unique opportunity to engage with materials for newcomers to Edmonton and gain a new perspective on our city.



### **Enhance the Student Experience**

#### ***MacEwan Book of the Year Committee***

Prior to the holiday break, I attended one meeting of the MacEwan Book of the Year Committee. We decided on the finalist for the 2022 book of the year. The selected work is an excellent choice, and I am confident that students will enjoy engaging with it.

### **Relations with our Community**

#### ***Edmonton Regional Post-Secondary Mental Health Committee***

I attended two meetings of the Edmonton Regional Post-Secondary Mental Health Committee over the reporting period. Topics of discussion included methods of reducing alcohol-related harm and addiction supports during COVID-19.

#### ***Courage to Act Skillshare Event***

I attended the first event of the Courage to Act Skillshare series during the reporting period. This included a panel discussion on the lived experiences of racialized women in campus sexual violence prevention and was a great introduction to the conversations that will be had throughout the rest of the Skillshare.

### **Closing Remarks**

Us executives are now in the final four months of our terms. We're all working hard to finish what we need to before the end of the academic year and I feel very confident about us finishing off strong. If any of you are considering running for the VP SL role, please come and talk to me! I would be more than happy to talk about my experience in this role and to answer any questions you might have. Being a member of EC is an amazing opportunity. If you've ever even slightly considered running, I strongly encourage you to come chat with one of us to learn more about the process.

As always, if you have any questions, comments, or concerns related to my report or anything else, my virtual door is open!

All the best in this next month,

Aubrianna Snow (she/her)  
Vice President Student Life  
Students' Association of MacEwan University



## Students' Council Report

### Board of Governors Student Representative January 21, 2021

Dear Council,

Below is my report from December 10, 2020 to January 14, 2021.

#### **Board of Governors Meeting**

On December 10, the Board of Governors had our regularly scheduled meeting. The President spoke to this at our last Council meeting, informing Council that we were unsuccessful in our attempt to defeat the motion for tuition and fee increases. While Sean spoke to the uncertainty regarding the university budget and the need for evidence-based decision-making, I emphasized the increased vulnerability of students and shared student testimonial about how the tuition increase would tangibly impact them. One student shared with me how the last tuition increase adversely affected, having to decide between grocery and rent. I think it's unacceptable that our university has to make such difficult decisions because of the uncertainty from the provincial government. These decisions are affecting the most vulnerable in our university community, students. Ultimately, the motion to increase tuition and fees passed; the little good news out of this, though, is that come the university budget for 2021/2022, we will look at increasing scholarships and bursaries. Whether this plan comes to fruition, I'm not sure but I will push for affordability and accessibility wherever I can.

#### **Board of Governors Strategic Planning**

On Saturday January 9, the members of the Board of Governors met to start the first meeting of the university's strategic planning process. This process will last until approximately November, when the university community will have hopefully approved the new Strategic Plan. The Board planning was meeting #1 of Phase 1, where the aim is to engage with the university community ask as our strengths, weaknesses, opportunities, and threats (SWOT) and how we can turn that into our strengths, opportunities, aspirations, and results (SOAR). Phase two will move into the development of the Strategic Plan, and the third phase will be the endorsement of the Strategic Plan. It's really exciting to be involved with the process and trying to input student issues and priorities into the new Strategic Plan that will guide our university, and I'm very lucky to have the opportunity to provide input at the Board as well as at the General Faculties Council.

#### **Thought Leader Session, Dr. Eric McIntosh**





The university community attended a Thought Leader Session presented by Dr. Eric McIntosh with Deloitte Canada. Thought Leader sessions are meant to provoke insight and hindsight as we get started with the Strategic Planning process. Dr. Eric McIntosh is from Deloitte's higher education team and reflected on the work of Dr. Clark Kerr (architect of the University of California consolidated system). An interesting analogy he employed was the idea of hedgehogs, those are focused and knowledgeable about one area, and foxes, who have knowledge about various things. Essentially, he asked if MacEwan as an institution was a hedgehog or fox, and which we'd like to be, as our university community is filled with hedgehogs and foxes.

### **Closing**

Well, I hope that the new semester is treating you all well. I know personally that I'm trying to treat it as a new opportunity, now that I \*think\* I'm used to everything being online. In the last semester, I'm sure we all found new ways to be innovative in connecting with one another, in how we learn and process information, and more. As always, if you have any questions or concerns, please don't hesitate to reach out. I hope that you and your loved ones continue to be healthy and safe!

Sincerely,

Myles Dykes  
Board of Governors' Student Representative  
[saboardrep@macewan.ca](mailto:saboardrep@macewan.ca)



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
December 2, 2020 @ 2:00pm**

**Voting Members:**

Sean Waddingham, President  
Alycia Stewart, VP Academic  
Ruan Bouwer, VP External  
Stephanie Ouellette, VP Operations & Finance

Aubrianna Snow, VP Student Life

**Resource Officials:**

Collin Steffes, General Manager  
Alan Honey, Governance Advisor

1. Call to Order: 2:07pm

2. Approval of Agenda:

**VPSL/VPO  
CARRIED**

3. Approval of Minutes for: November 24, 2020

**VPE/VPSL  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Winter semester start date	<p>Pres – UofA got theirs to work.</p> <p>Vpa – heard from students asking about what we're going to do since UofA has pushed their start date for the winter term. There are other schools doing this too. Many reasons to support it: mental health, travel quarantine, etc. SAMRU is also pushing for this. Also brought up by a dean at GFC. Some pushback from theatre &amp; fine arts due to scheduling. University hasn't provided a clear answer yet. Also brought it up at SSJOC. Have to take into account that we don't have much time between the end of winter term and beginning of spring term. Is there a strategy we should move forward with?</p> <p>Pres – later add/drop day is a good idea. Add extra week of break at xmas also a good idea. We'd need to go to GFC exec asap. Could exam period be condensed?</p> <p>Vpa – would like to have an official position to move forward with.</p> <p>Vpe – hard to gauge what kind of student support this idea has with the greater student body. Reasonable to start the conversation about modelling the UofA approach.</p> <p>Vpa – need to reach out to identify how to move forward with the university.</p> <p>Vpe – make first week asynchronous? That would solve some of the issues we're discussing.</p> <p>*Stance - push for asynchronous first week in winter term.</p>	<p><b>MOTION</b></p> <p><b>TO ENDORSE A MANDATORY ASYNCHRONOUS FIRST WEEK FOR THE 2021 WINTER TERM</b></p> <p><b>VPA/VPSL CARRIED</b></p>
2. Committee appointment	Vpsl – AAC is recommending this appointment after meeting yesterday.	<b>MOTION</b>

			<b>TO APPOINT REGGIE GINO TO THE BUDGET AND FINANCE COMMITTEE ON THE RECOMMENDATION OF THE APPOINTMENT ADVISORY COMMITTEE</b>  <b>VPSL/VPO CARRIED</b>
3.	Outstanding Action Items		
4.	VP External's Report	LRC meeting update. CASA e-Plenary Town Hall consultation Financial Literacy Lunch Gray Gallery discussion Small Council meeting CAUS fundraising group for Winter campaign weekly CAUS meeting ESA meeting (good job Sean) First meeting of LRC (wooooo) chat with Myles and Sean about tuition increase at BoG DiSC Workshop from an hour ago	
5.	VP Operations & Finance Report	Building update. Social committee events Finance discussion with Collin and Justin SSJOC Covid meeting (all of us) Town hall chat + councillor emails Lunch and learn Sleuthing Santas PAG BPC DiSC Letter for death of Alumna Had a call with a student who will follow up in virtual office hours Emails and other student concerns Marketing changes for H+D Having issues with CIBC token Building stuff with Darryl and Collin Working on workplace for BPC and BFC. Payment schedule + service level agreement with Rick	
6.	VP Student Life's Report	GASC x2 FFAC dean stuff Townhall thing Financial literacy lunch n learn EDI committee meeting AB wide CSV discussion BOTY committee AAC DiSC SVPEC RJ subcommittee SRP presentation SV stuff	

7.	GM Report	Building update. SLT meeting yesterday. 12 days campaign update.	
8.	President's Report	Meeting w/ SAMU VPEx and U of A GSA Pres CASA Plenary SAMU COVID Response Meeting BoG Strategy and Stakeholder Relations meeting Final CASA Advocacy meetings (with senator & MP) town hall consultation meeting Gray Gallery wrap-up meeting CAUS meeting ESA Meeting Myles, Ruan, and I - met to discuss tuition motion at BoG BoG Strategy in Times of Disruption session DiSC Workshop Edmonton City Council - req to speak on budget	
9.	VP Academic's Report	AASC meeting. Most advisors working from home now. SSJOC meeting. Met with Craig – scholarships update. Talked with Metta about a potential samu covid bursary. Met with GA. Calls with students. Xmas social activity with staff.	
10.	Recognition		

#### 4. Adjournment

**VPE**

**CARRIED**

Time: 3:35pmpm



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
December 7, 2020 @ 9:00am**

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**Voting Members:**

Sean Waddingham, President  
Alycia Stewart, VP Academic  
Ruan Bouwer, VP External  
Stephanie Ouellette, VP Operations & Finance  
Aubrianna Snow, VP Student Life

**Resource Officials:**

Collin Steffes, General Manager  
Alan Honey, Governance Advisor

**Recording Secretary:**

Alan Honey, Governance Advisor

TOPIC		DISCUSSION	ACTION/MOTION
1.	Missing Credit Card Receipt Form		<b>MOTION</b>  <b>TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FOR SEAN WADDINGHAM IN THE AMOUNT OF \$23.17 FOR AN EXPENSE OCCURRED ON NOVEMBER 9, 2020</b>  <b>VPE/VPSL CARRIED</b>
2.	CAUS Presentation to SC		<b>MOTION</b>  <b>TO APPROVE A CAUS PRESENTATION AT THE DECEMBER 2020 STUDENTS' COUNCIL MEETING</b>  <b>VPO/PRES CARRIED</b>

**1. Adjournment**

Time: 9:30am



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
December 16, 2020 @ 2:00pm**

**Voting Members:**

Sean Waddingham, President  
Alycia Stewart, VP Academic  
Ruan Bouwer, VP External  
Stephanie Ouellette, VP Operations & Finance

Aubrianna Snow, VP Student Life

**Resource Officials:**

Collin Steffes, General Manager  
Alan Honey, Governance Advisor

1. Call to Order: 2:06pm

2. Approval of Agenda:

**VPO/VPSL  
CARRIED**

3. Approval of Minutes for: December 2 and 7, 2020

**VPA/VPSL  
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. S&W Info Session	<p>Vpo – met to clarify about what S&amp;W does and what they offer. Pres – curious why their fees are so expensive, especially when you see the cost of private gyms in the community? Vpo – not sure how we want to move forward re. S&amp;W fees. Vpa – they need to hold up there end about reevaluating the fee they charge to students. Vpo – big problem for students is they're paying for access to equipment that they don't have access to. And there's also many free options (ex. youtube) out there. Pres – have heard that S&amp;W service satisfaction is very low. Pres – agree with comment that they may need to look at other options, for example partnering with the city and their rec centres. Gm – how likely is it that SAMU could compel to look at having someone come in to do an audit of S&amp;W? Vpa – that might have been good to include during the consultation process we had with MacEwan around fees. Vpe – think the idea would be beneficial, but unsure MacEwan would jump on board with that. Gm – see a value with having this discussion with senior administration at MacEwan. Would EC appreciate a general conversation with someone within the industry to help provide info to us? Vpsl – believe we should bring topic up in PVP meeting. Vpo – in January after we hear back from Collin's contact?</p>	<p>Action: Gm to reach out to acquaintance and identify if a meeting can be made.</p>
2. Appointments	<p>Vpa – should an exec take this on? Committee would begin in late January and last until the end of March. Vpsl – another student would be fine if we don't have the capacity for it.</p>	<b>MOTION</b>

			<b>TO APPOINT RUAN BOUWER TO THE FACULTY OF ARTS AND SCIENCE ASSOCIATE DEAN REAPPOINTMENT COMMITTEE FOR 2021</b>  <b>VPA/VPSL CARRIED</b>
3.	VP External's Report	Will send report by email. - CAUS updates. - U-Pass.	
4.	VP Operations & Finance Report	- Sports and Wellness meeting - Exec/PVP - BFC - Workplans/report - Budget process - Exec + student life - Meeting with 2 students - e-mailing response to fees inquiries - Facilities meeting - PAG - Building op. Committee meeting - Social committee events - CMO token reset - Payments, cheque signing, TD1 forms - Town hall + referendums + EC for a day + Camp 101	
5.	VP Student Life's Report	- Covid gbv convo w minister monster - Fundraising requirement for GASC meeting - Marketing meeting - PVP - Met w a speaker about pride - Councillor interview - BFC - Councillor interview - Tory meeting - Pride planning committee meeting - SL meeting - SC report - AAC - BOTY - Health promo meeting - SRP presentations - Transition binder	
6.	GM Report	- Building Operations Committee - Covid Joint MacEwan SAMU update - SRP final arrangements - HR update. - Gray Gallery - BFC to dos. - Holiday Cards.	
7.	President's Report	- AB Budget Town Hall - Listened in - CAUS Chair spoke - City of Edmonton Budget Public Hearing - Spoke at Hearing - CAUS Roundtable w/ Minister of AE - MacEwan Pres/VP Quarterly Meeting - Working on MacEwan Advocacy w/ Alycia (VPA) - Meeting with David Eggen, NDP Critic for AE	

		<ul style="list-style-type: none"> <li>- Meeting with Demetrios Nicolaides, Minister of AE</li> <li>- Chaired first GRAC Meeting - workplan created</li> <li>- First BFC Meeting</li> <li>- Next Step Zoom Event w/ United Way - I spoke (inspirationally, I hope!) for high school students at Next Step HS in Sherwood Park</li> <li>- Premier Kenney Webinar hosted by Edmonton chamber of commerce</li> <li>- CAUS Meetings</li> <li>- Restorative Resolution w/ AIO</li> <li>- Student Appeals &amp; Support - lots of time spent developing manual and info sheet</li> <li>- EC Brainstorming Sesh - lots of good discussion there</li> <li>- BoG Tuition/MNIF Motion - spoke against, voted against —&gt; motion passed with only 2 votes against</li> <li>- SAMU EC and Student Services monthly meeting</li> <li>- 1-on-1 w/ SAMU GM</li> <li>- Misha's Plaque - marketing req submitted</li> <li>- Drafted Ponoka email</li> <li>- Drafted Gray Gallery rationale document</li> <li>- Met w/ U of A GSA Pres/SAMU VPEx to discuss AB2030</li> <li>- CASA Liaison check in - gave feedback re: advo month</li> <li>- SAMU Building Ops Committee</li> <li>- completed Marketing Questionnaire on EC Role</li> </ul>	
8.	VP Academic's Report	<ul style="list-style-type: none"> <li>- student meetings</li> <li>- student call/acad integrity</li> <li>- marketing secret 12 days meeting</li> <li>- Awards Sub Committee meeting</li> <li>- quarterly meeting</li> <li>- Craig Dean letter work</li> <li>- AVP research meeting</li> <li>- awards marketing request</li> <li>- Be Booksmart request</li> <li>- CAUS chair meeting re:slack</li> <li>- student hearing prep</li> <li>- competency framework meeting</li> <li>- acad planning and quality assurance meeting</li> <li>- strategic vision thought session</li> <li>- student appeals doc</li> <li>- eproctoring panel</li> <li>- report</li> <li>- USSRI grant review and meeting</li> <li>- ITMC</li> <li>- AREB meeting</li> <li>- AVP student hiring search</li> </ul>	
9.	Recognition		

#### 4. Adjournment

Time: 4:28pm



**STUDENTS' COUNCIL MEETING SUBMISSION**

(must be fully completed or item will not be added to Students' Council meeting agenda)

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**TYPE OF SUBMISSION (CHECK ONE):**

☒ MOTION

☐ CONSULTATION ITEM

**Meeting Date:** January 20, 2021

**Submitted By:** Aubrianna Snow, VP Student Life

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**Submission Title (As it will appear on agenda):**

Councillor vacancies

Motion to appoint \_\_\_\_\_ as a Councillor effective January 21, 2021 for a term ending October 31, 2021

**Background Information:**

Students' Council currently has 5 vacancies; so, it's imperative that we continue the process of filling those seats. The Appointment Advisory Committee has continued the process of recruiting for these vacancies. We have received one more application. The Committee interviewed the applicant, and a report will be provided during the in-camera period of the January 20, 2021 meeting for Council to review.

**Implications:**

Students' Council will be closer to having full membership which provides better representation for our membership.

## STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

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### TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

**Meeting Date:** January 20, 2021

**Submitted By:** Ruan Bouwer, VP External

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### Submission Title (As it will appear on agenda):

U-Pass Referendum Question

Motion to approve the 2021 U-Pass referendum question to be included in the March 2021 elections.

### Background Information:

Since 2007 we have had the U-Pass program here at MacEwan, and have seen very successful referendums in 2007, 2010, 2013, & 2017. Our next agreement will run from September 2021 - August 2025 and the pricing will be detailed in the attached referendum question. The U-Pass is a highly utilized program with average pick-up rates of over 80% every semester.

### Implications:

Full and part-time SAMU members will have the opportunity to participate in a referendum to determine if we continue with the U-Pass.

## U-PASS 2021 REFERENDUM QUESTION

MOTION to approve the 2021 U-Pass referendum question, to be included in the 2021 Winter election, as presented.

The question will read:

Do you support the renewal of a mandatory Universal Transit Pass (U-Pass), subject to the following conditions/changes:

1. The U-Pass would provide unlimited usage of regular service (excluding special event, contracted and charter service) from Edmonton Transit Service, St. Albert Transit, Strathcona County Transit, Spruce Grove Transit, Fort Saskatchewan Transit, Leduc Transit, and Beaumont Transit during the Fall Term (Sept 1 - December 31), Winter Term (January 1 - April 30), and Spring/Summer (May 1 – August 31) to members of the Students' Association of MacEwan University who are enrolled in courses on Grant MacEwan University campuses located within the Edmonton City Limits.
2. The cost of the U-Pass to each participating student would be mandatory. The cost would be \$180.00 per term for each of the Fall Term, Winter Term, and Spring/Summer Term for the 2021/2022 to 2024/2025 academic years (\$360 per academic year, \$540 per full year with Spring/Summer courses).
3. The U-Pass would be optional for the following:
  - a. Students who are fulfilling class requirements outside the boundaries of participating municipalities for more than 8 consecutive weeks of the term,
  - b. Students registered for Disabled Adult Transit Service (DATS) or any other accessibility transit service within participating municipalities,
  - c. Canadian National Institute for the Blind (CNIB) registrants,
  - d. Students employed by any of the participating municipal transit services,
  - e. Students who turn 65 or older before the academic term begins,
  - f. Students who access AISH immediately before an academic term begins, and
  - g. Students whose principal residence is greater than 100km away (distance is subject to yearly review and modification by consensus among all signing parties) from Grant MacEwan University.
4. The U-Pass will expire upon the outcome of a subsequent referendum or if it is no longer practicable for the Students' Association to adhere to any of (1) through (4) above.

## STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

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### TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

**Meeting Date:** January 20, 2021

**Submitted By:** Stephanie Ouellette, VP Operations & Finance

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### Submission Title (As it will appear on agenda):

MyLegalPlan Referendum Question

Motion to approve the 2021 MyLegalPlan referendum question to be included in the March 2021 elections.

### Background Information:

mylegalplan was built to address student concerns around the anxieties and financial pressures of pursuing legal action. mylegalplan is designed to ensure that students have a resource that provides considerable legal coverage, a national legal network and a easily accessible legal hub.

What is mylegalplan?

mylegalplan is a unique and custom solution for post-secondary students across Canada. Similar to mywellness, mylegalplan provides students with a hub where they have access to a legal network of qualified and experienced lawyers from across the country.

### Implications:

- If this passes, it will go to referendum with the EC elections.
- Offering additional services to our members.



**mylegalplan** was built to address student concerns around the anxieties and financial pressures of pursuing legal action. **mylegalplan** is designed to ensure that students have a resource that provides considerable legal coverage, a national legal network and a easily accessible legal hub.

## What is mylegalplan?

**mylegalplan** is a unique and custom solution for post-secondary students across Canada. Similar to mywellness, **mylegalplan** provides students with a hub where they have access to a legal network of qualified and experienced lawyers from across the country.

## Features

### Legal Hotline

- Unlimited access to paralegals
- Experienced and qualified lawyer to assist in any area of law
- Available in English and French
- 90% of student legal issues will be handled over the phone

### Online Legal Consultation Booking

- Easy Registration
- Simple Online Booking Process
- Legal Network of 3,000 lawyers across Canada
- Lawyers have a minimum of 5 years practice experience

### Online Legal Library and Documents

- Access to hundreds of dynamic and customizable legal documents
- Legal dictionary and other resources
- Downloadable legal documents for students

## The Student Experience

### Legal Hotline

1. Student Calls into the 1-800 Legal Hotline between 9AM-5PM.
2. The student speaks to a paralegal who asks a series of questions to identify the legal issue and then transfers their call to the appropriate lawyer (based on speciality and province).
3. If they use the platform/call outside of those hours, the student speaks to a customer service representative (or fills out a form online), which creates a ticket that is handled in a similar fashion.



## What's Covered?

- Housing (Landlord/Tenant)
- Immigration and International Student
- Notary Services
- Mediation
- Academic
- Collections
- Employment
- Personal Injury
- Family
- All Types of Civil Law

## Coverage

- Up to \$1500/year in covered legal expenses
- Lawyers' fees, court fees, notary fees, witness fees etc.
- Discount of 25% off lawyer fees

## Student Legal Services

What's Included?	Gallivan
Lawyer Network	A National Network of 3,000 lawyers
Coverage	<ul style="list-style-type: none"><li>• Up to \$1500/year in covered legal expenses</li><li>• Discount of 25% off lawyer fees</li></ul>
Areas of Law	<ul style="list-style-type: none"><li>• Housing (Landlord/Tenant)</li><li>• Immigration and International Student</li><li>• Notary Services</li><li>• Mediation</li><li>• Academic</li><li>• Collections</li><li>• Employment</li><li>• Personal Injury</li><li>• Family</li><li>• Other Types of Civil Law</li></ul>
Call Centre	<ul style="list-style-type: none"><li>• 24/7 Access</li><li>• Legal Clerk answers call during business hours</li></ul>
Web Services	<ul style="list-style-type: none"><li>• Online Registration and Dashboard</li><li>• Online Booking Service</li><li>• Legal Library</li><li>• Downloadable Dynamic Legal Document Resource</li></ul>
Reporting	<ul style="list-style-type: none"><li>• Reporting on Utilization</li><li>• Interactions with the Site and Call Centre</li><li>• Breakdown of what students are using the service for</li></ul>

Value Comparables	Gallivan
Annual Coverage	\$1,500
Est. Hourly Rate	\$225/Hour
Hourly Rate Discount	25%
Net Hourly Rate	\$168.75
Total Legal Hours Available	9 Hours



# MyLegalPlan

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MyLegalPlan is an additional benefit coverage that covers legal support and offers discounted rates to SAMU members. **Students can opt-out of this coverage without conditions.** This plan covers many areas of law such as family law, notary services and employment law. This plan would cover students for a 12-month period.

## Benefits:

- Covers up to 1500\$/year in legal expenses
- 25% lawyer fee discount which continues even after the expenses are maxed out (with lawyers affiliated with MyLegalPlan)
- 24/7 legal hotline
- Online legal consultation booking
- Online access to a legal library and downloadable/customizable legal documents
- Covers: housing, immigration, notary services, mediation, employment, family, personal injury and other areas of law. See plan info for more details.

## Cost:

- \$21.41 per member/per year (tax included) for the 2021/2022 academic year.
- Price subject to change for future years, but will be reviewed and assessed each year by SAMU.

## Opt out:

- Limited time, unconditional opt out.
- Students can opt-out online for up to 30 days after the start of their period of study.

## Eligibility:

- All SAMU members including international, Ponoka campus, part-time and full-time students.

Do you support the implementation of a Legal-Aid Protection Service at a cost of \$21.41 **per year**? Students may choose to opt-out online from this service during a change-of-coverage period for a full refund.

**Yes**

**No**

**STUDENTS' COUNCIL MEETING SUBMISSION**

(must be fully completed or item will not be added to Students' Council meeting agenda)

---

**TYPE OF SUBMISSION (CHECK ONE):**

☒ MOTION

☐ CONSULTATION ITEM

**Meeting Date:** January 20, 2021

**Submitted By:** Stephanie Ouellette, VP Operations and Finance

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**Submission Title (As it will appear on agenda):**

Audit Committee

Motion to appoint Councillor \_\_\_\_\_ to the Audit Committee

**Background Information:**

The Audit Committee still has one vacancy for a Councillor. The TOR for the committee is attached for your review.

**Implications:**

The Audit Committee will meet councillor membership requirements and in turn provide greater diversity of student voices than if the seat is left vacant.



## **Audit Committee**

### **Mandate**

**1** Audit Committee assists Students' Council in fulfilling its financial oversight responsibilities.

### **Roles of Committee**

**2** Audit Committee monitors, evaluates, advises, and makes recommendations on:

- 2.1** matters affecting external, internal, or special audits;
- 2.2** policies and practices related to internal controls; and
- 2.3** compliance with legal, statutory, and regulatory requirements.

### **Authority**

**3** Audit Committee is granted unrestricted access to SAMU information relating to its mandate or to the roles of the committee.

### **Composition**

**4** The voting members of Audit Committee are three Councilors and two students-at-large.

**4.1** If voting positions of the Audit Committee cannot be populated by Councillors, students-at-large will fill the remaining positions.

**4.2** Preference will be given to students-at-large with financial experience.

**5** The resource officials of Audit Committee are a public member with professional accounting experience and a full-time staff member of the Finance Department.

**6** No SAMU official with signing authority may serve on Audit Committee.

**7** Any Councillor is entitled to attend a committee meeting in a non-voting capacity.

### **Committee Operations**

**8** Audit Committee selects a Chair from among the Councillors on the committee.

**9** Regular quarterly meetings of Audit Committee are held once per fiscal quarter, on dates determined at the first meeting following the initial appointment of Councillors to committees.

**9.1** Voting members who fail to attend a regular quarterly meeting are automatically removed from the committee.

**10** The Committee Chair may call additional meetings as required.

**11** SAMU's auditors may advise and present to Audit Committee when required and as part of the audit process.

**Standing Orders**

**12** Audit Committee reviews Executive spending and work, vacation, and sick hours quarterly.

**13** Audit Committee reviews budget variances quarterly.

**14** Audit Committee reviews out-of-budget and exceptional authorizations or expenses.

**15** Audit Committee reviews compliance with recommendations made by SAMU's auditors.

**16** Audit Committee reviews the performance of the auditors and may, at its discretion, recommend to Students' Council a change in auditors.

**17** Audit committee may add to its work plan any item of concern relating to its mandate or roles which has been brought to its attention by committee members, Councillors, Executives, SAMU staff, SAMU members, or SAMU's auditors.

**17.1** The identity of any individual who brings a concern before Audit Committee is kept confidential and is not disclosed during Audit Committee investigations, in minutes or in reports.

## STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

---

### TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

**Meeting Date:** January 20, 2021

**Submitted By:** Stephanie Ouellette, VP Operations and Finance

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### Submission Title (As it will appear on agenda):

Elections and Referenda policy

Motion to approve the Elections and Referenda policy on the recommendation of the Bylaws and Policy Committee

### Background Information:

The Bylaws and Policy Committee is recommending the following edits:

1. change "her and his" to "their" to use gender neutral pronouns.
2. add "and defined" to 5 & 6 to ensure that the duration of campaigning & value of campaign materials allowed is explicitly identified for our members.

### Implications:

More inclusive language will be used and we set an expectation about being very clear to our members around elections.



## Elections and Referenda

### Rationale

Elections and referenda should be fair, open, and transparent.

Detailed procedures should exist to govern the elections and referenda process.

### Definitions

**Campaign materials** are materials used by a candidate and all those acting on their behalf in campaigning.

**Campaigning** is the process undertaken by a candidate seeking election whereby that candidate seeks to promote their desire to hold office, and what they intend to do if elected to office. Campaigning also encompasses the process undertaken by a candidate who seeks to influence the outcome of a particular referendum question.

**Campaign expenses** are the costs incurred by a candidate and all those acting on their behalf during their campaign and for the purposes of that campaign.

Deleted: her or his

Deleted: her or his

A **candidate** is a qualified person who seeks to obtain an elected position or a person who seeks and registers a specific outcome for a referendum question.

The **Chief Returning Officer** is a person who is not a member of SAMU and is charged with responsibility for ensuring that the elections and referenda proceed according to Bylaws, Policy, and Procedure.

### Expectations

**1** The administration of elections and referenda are fair and impartial.

**2** A Chief Returning Officer (CRO) is appointed by Students' Council.

**3** The CRO provides a written report to Students' Council on the outcomes of elections and referenda.

**3.1** The CRO will attend the Students' Council meeting at which the report is provided and be available to answer questions.

**4** Campaign materials are approved by the CRO.



STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY

## Policy

- 5 The duration and scope of campaigning is limited and defined.
- 6 The value of campaign materials allowed for use in elections and referenda is limited and defined.
- 7 Reimbursement may be provided for a portion of candidates' campaign expenses.
- 8 A grievance and appeal process exists.
- 9 Awareness of all aspects of elections and referenda is promoted by SAMU.
- 10 Opportunities are provided for students to interact with all candidates.
- 11 MacEwan University requirements regarding campaigning are adhered to.



STUDENTS' ASSOCIATION  
OF MACEWAN UNIVERSITY

Policy

### Fact Sheet

#### Approvals:

First Approval – August 21, 2013

Last Approval – April 18, 2018

#### Source and Updates:

August 21, 2013: *Elections and Referenda* approved by Students' Council motion 2013-08-21-6.11. Source material drawn from *Policy 15 – Elections*.

July 16, 2014: updates approved by Students' Council motion 2014-07-16-6.4.

April 18, 2018: *Conduct* approved by Students' Council motion 2018-04-18-7.3 on the recommendation of the Bylaws and Policy Committee. Update to language to use gender neutral pronouns.

## STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

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### TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

**Meeting Date:** January 20, 2021

**Submitted By:** Stephanie Ouellette, VP Operations and Finance

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### Submission Title (As it will appear on agenda):

Official Reporting Mechanisms to SAMU Membership policy

Motion to approve the Official Reporting Mechanisms to SAMU Membership policy on the recommendation of the Bylaws and Policy Committee

### Background Information:

The Bylaws and Policy Committee is recommending the following edits:

1. update the policy to identify that SAMU will publish a summarized budget on our website once it's been approved by Students' Council.

There has been discussion in the past about the need to provide information to our members in an interest of transparency. This policy currently mandates the publication of our Strategic Plan, Audited Financials, and Annual Report. This edit would add the publication of a Summarized Budget.

Previously, when asked at a council meeting, the SAMU auditor recommended against publishing a line by line version of our annual budget on our website. This is based on the idea that while our members should have access to the budget the general public is not entitled to this information. In trying to balance these two things the idea of publishing a 'summarized budget' was developed to require that SAMU provide as much information publicly as we can to our members. This doesn't preclude individual members being able to review the full SAMU budget in a non-public fashion if they desire.



**Implications:**

SAMU will continue to be as transparent as possible to our members.



## Official Reporting Mechanisms to SAMU Membership

### Rationale

Official communications ensure transparency of operations and accountability to our membership.

### Definitions

An **Annual Report** is reflective summary of the past year.

The **Strategic Plan** is a guiding document outlining SAMU's goals and acting as a foundation for future initiatives.

A **Summarized Budget** is an information document that outlines SAMU's approved revenues and expenses and is meant to provide an overview of SAMU's spending priorities but excludes line by line budget general ledger information and codes.

### Expectations

#### Strategic Plan

**1** SAMU maintains a Strategic Plan, which includes organizational goals for the next 3-5 years.

**1.1** SAMU's Strategic Plan is developed in consultation with students and SAMU staff.

**1.2** SAMU's Strategic Plan is contained in Appendix A of this policy.

**1.3** SAMU's Strategic Plan is updated yearly, and approved by Students' Council during the first quarter of the fiscal year.

**2** The Executive Committee reports to Students' Council on the progress of SAMU's Strategic Plan during the last quarter of the fiscal year.

#### Audited Financial Statements

**3** SAMU makes its Audited Financial Statements available to its membership upon receipt from the auditor.

#### Annual Report

**4** An Annual Report is compiled yearly, and approved by Students' Council within the first two months of the fiscal year.

**5** SAMU makes its Annual Report available to its membership upon its approval by Students' Council.



6 The Annual Report will contain a letter from the President, election and referenda results, and informative details and metrics of the activities of SAMU, including advocacy, clubs, events, and programs and services.

Approved Budget

7 Once the SAMU budget has been approved by Students' Council a summarized budget will be created and published on the SAMU website within sixty days.

## **Appendix A.**

### **Strategic Plan 2018-2021**

#### **Introduction**

The Students' Association of MacEwan University (SAMU) is a dynamic, fast growing, and diverse organization. Our needs are growing and our approach to success is changing to meet the needs of students within the university. Through consultation and continual connection with the student body, we have been, and will continue to focus our resources and energy on our students and what matters to them. SAMU is and always will be dedicated and advocate for student issues, regardless of political ideologies or opinions. We exist to enhance student well-being while they attend MacEwan University, and create a positive impact to the student experience.

This strategic plan provides a foundation for SAMU's initiatives for the next three years. It takes the mission, vision, and values of the organization and transforms them into attainable goals. This plan will become the compass that guides our organization's governance and leads SAMU as it works with its staff, students, and partners. We are focused on achieving the goals set out in this strategic plan with dedication to excellence in all we do.

#### **Mission**

The Students' Association of MacEwan University exists to enrich the student experience. As the collective student voice and champion for leadership and advocacy, we empower students through our programs and services, and create an engaging environment that maximizes opportunities.

#### **Vision**

The Students' Association of MacEwan University will be a strong advocate, exceptional resource, and clear voice for the MacEwan University student. We will have one aim — to create a one of a kind university experience by recognizing the student as our greatest asset and inspiration.

#### **Values**

##### *Accountability*

The work we do is transparent and available to our members. We ensure that student dollars are respected and used wisely. Students drive our actions and are included in planning, implementing, and measuring our successes.

##### *Advocacy*

We advocate at all levels of the university and government to ensure our students are represented and their voices are heard.

*Excellence*

We maintain a high-level of integrity, quality, respect, and professionalism in everything we do to ensure that our students are supported and receive a quality experience at MacEwan University.

*Relevance*

Our programs, services, events, marketing, and governance decisions are made based on the needs and wants of our students.

*Stewardship*

We look beyond the current generation of students and ensure that our future students will be positively impacted by the decisions we make today.

*Students First*

At the core of our organization are MacEwan University students; all members of the organization respect student needs and uphold students as our greatest assets and focus.

**Goals***Dedicated Advocacy*

SAMU will support and act as an advocate for all MacEwan University students. It will represent and advocate for student rights and needs within the university, municipally, provincially, and federally. SAMU will be a voice for students above and without political affiliation.

Advocacy Strategies include:

- Ensure MacEwan University's first priority is students.

- Highlight governance and elections to MacEwan University students.

- Advocate for teaching and education excellence.

- Advocate for affordable education costs.

- Use an intersectional approach to addressing student issues.

- Advocate for accessible services addressing student needs within MacEwan University.

*Commitment to Sustainability*

SAMU will integrate sustainable practices throughout its operations and programming. By instilling practices of trust, integrity, and responsibility, it will be a place where processes and systems focus on long-term goals rather than short term wins. SAMU will strive to be a leader amongst student associations in its commitment to and application of sustainable practices.

Sustainability Strategies include:

- Foster a strong, professional, and supportive work environment.
- Diversify revenue streams to reduce reliance on student fees.
- Commit to sustainability analyses to inform better practices
- Implement environmentally-friendly operating practices

#### *Relations with our Community*

SAMU will commit to engaging with its surrounding community, and support opportunities for students to be involved and connected within the Edmonton core. It will attempt to build a feeling of community both internally and externally to the university. SAMU will collaborate with community projects and programs that improve the lives of MacEwan University students.

Community Relations Strategies include:

- Provide spaces for people to collaborate and work together.
- Build partnerships within MacEwan University that enhance the student experience.
- Connect students with organizations that provide for and support student needs.
- Seek sponsorship opportunities that build relationships with community partners.
- Educate students on community engagement opportunities.

#### *Stewardship of Resources*

SAMU operations provide effective stewardship of resources by streamlining administrative processes and anticipating, managing, and reporting on operational risks. Best practices are reflected in all operational activities. The appropriate resources will be allocated by aligning operational goals with SAMU's strategic plan.

Responsible Stewardship of Resources Strategies include:

- Strong administrative structure based on best practice
- Responsible financial management
- Automate manual processes
- Award all grants available to students and student groups.
- Every employee has the required skills and resources to be successful.

#### *Integration of the SAMU Building*

SAMU will build a Students' Association building, which will open in the fall of 2019. The building will be economically and environmentally sustainable, and provide access to SAMU programs, services, and operations to all students. The Students' Association building will act as a meeting place for collaboration, and the destination on campus for student service.

SAMU Building Strategies include:

- Create student space dedicated to the needs of all our students.
- Foster an environment of acceptance and community.
- Take measures in design to be the most accessible building on campus.
- Create a hub for easy access to all SAMU activities.
- Provide access to student governance and operations.
- Maintain a legacy that MacEwan students can enjoy for years to come.

#### *Connect to Students*

Within the MacEwan University environment, SAMU will market and inform students about what is taking place on campus. SAMU will provide opportunities and spaces for students to engage with SAMU governance and operations, and to engage with all levels of the university. SAMU will commit to encouraging and supporting student initiatives and involvement throughout the campus and with fellow students.

Student Connection Strategies include:

- Utilize diverse methods of communication to students.
- Showcase student governance and promote elections.
- Encourage both faculty-based and interdisciplinary engagement.
- Be an employer of students and attempt to provide meaningful learning opportunities.
- Support a culture that celebrates school spirit.
- Provide spaces for students to connect and engage with peers and SAMU staff.
- Survey and consult students to ensure that SAMU is providing students with services that are relevant.

#### *Enhance Student Experience*

SAMU will act as the champion of student accessibility and support, and provide relevant and meaningful services for students. It will dedicate its resources to improving the student experience and attempt to lessen stress for students. SAMU will provide a positive learning and teaching

environment for staff and students. SAMU will showcase excellence and innovation in its programming and its conduct.

Student Experience strategies include:

- Provide programming that enhances student engagement.
- Support student led initiatives.
- Support the development and structuring of student clubs.
- Provide monetary supports for students in need.
- Collect and utilize demographic data to inform the creation and maintenance of services.
- Use an intersectional approach to addressing student need.
- Provide service for and information on student mental health concerns.



## Fact Sheet

### Approvals:

First Approval – May 20, 2015

Last Approval – March 21, 2018

**Review Date:** March 21, 2019

### Source and Updates:

May 20, 2015: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2015-05-20-6.4 upon the recommendation of the Bylaws and Policy Committee. Source material drawn from *Policy 22 – Annual Report and Strategic Plan*.

September 20, 2017: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2017-09-20-7.2. Appendix A updated with minor edits to extend Strategic Plan by one year.

March 21, 2018: *Official Reporting Mechanisms to SAMU Membership* approved by Students' Council motion 2018-03-21-7.9, effective July 1, 2018. Updated Strategic Plan 2018-2021 added to Appendix A.





## STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

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### TYPE OF SUBMISSION (CHECK ONE):

☐

MOTION



CONSULTATION ITEM

**Meeting Date:** January 20<sup>th</sup>, 2021

**Submitted By:** Sean Waddingham, SAMU President

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### Submission Title (As it will appear on agenda):

Graduated Fee Proposal consultation

### Background Information:

SAMU's Executive Committee and General Manager are considering the possibility of a graduated fee schedule. What we are consulting Students' Council about is which of the following is preferable: a) our current fee structure or b) a change to a graduated fee schedule.

Two things should be mentioned right at the start: 1) we as Students' Council are not making the decision on how to separate fee categories at this point, but are either endorsing or not endorsing the proposal to begin investigating this, and 2) if any category is given reduced fees, it would be on the principle of being completely unable to access SAMU services, rather than not wanting to access SAMU services, as these are distinct circumstances.

Currently, the fee structure we have in place charges students a set dollar amount per credit enrolled. It is set at \$11.95/credit (maximum of \$179.25/term). A graduated fee schedule means there would be different "levels" of fees instead of a single standard per-credit membership fee. At its core, this change would mean that students would be classified into categories based on their ability to access our services, and some would pay less in fees than others.

Discerning what these categories are could be difficult. To start with an easy category, the obvious example is the split between Ponoka Campus and City Centre Campus (CCC) students, since CCC students can access some services like The Pantry and can use our

building whereas Ponoka Campus students cannot. After this first category, all others are much less obvious, at least to me. Maybe a full-distance-learning course load, or residence in a different province or country, could qualify someone for a reduced-fee category. There may be other possibilities of categories beyond this that I am unaware of.

Since the basic question of the consultation is whether we stay the same or change in terms of fees, it would be useful to explain pros and cons of each:

**Current fee structure:**

Benefits include: higher revenues with which to serve our student members, shared-cost model with maximum economies-of-scale benefits, clear & unambiguous fee expectations for students, a standard fee that is equal for all students, easier administration, maintaining a well-understood status quo, etc.

Drawbacks include: charging some students (especially at the Ponoka Campus) for certain services which are not available to them, optical disconnect of services from fees, optics of not addressing constituent concerns, potential undermining of rationale for levying fees, etc.

**Graduated fee structure:**

Benefits include: differential in fees for students who have varying levels of access to our services, increased fairness in fees, good optics in terms of a candid & thought-through approach to fees, easier justification of fees levied, etc.

Drawbacks include: the risk of exploitation of this model or a slippery slope in which other exemptions are requested, difficulty in distinguishing fee categories, inability to distinguish between on-campus and online learners (this is harder than it seems), overall SAMU revenue reduction (although potentially by a small amount), etc.

**Implications:**

If students' council agrees that graduated fees are worth exploring:

- BFC will be tasked with distinguishing categories, and their corresponding fees;
- Students would be charged differential fees based on category;
- Some students would receive a discount on fees;
- SAMU's revenues would be impacted.