

Federation of Students Council

Agenda for the meeting of September 25, 2016 @12:30pm
Student Life Centre Multi-Purpose Room

Speaker:	Alexander Wray
Secretary:	Sacha Forstner
Expected Attendees:	Christos Lolas, Sarah Wiley, Brian Schwan, Tomson Tran, Antonio Brieva, Alexa Fuentes, Antonio Clarke, Denton Liu, Spencer Dobrik, Midori Armstrong, Matthew Gerrits, Alex Liu, Tristan Potter, Patrick Melanson, Charles Teasdale, Razan Qaoud, Akriti Agrawal, Jason Copeland, Muhammed Tahir, Norman Hu, Mistry Harsh, Quentin Cheung, Aryeh Fortinsky, Jackie Ketchener, Marcus Abromovitch
Excused Attendees:	Deanna Priori, Adrian Machado, Jeremy Spira

1. Approval of the Agenda

2. Consent Agenda

- a. Approval of Minutes from the July 24th Meeting
- b. Council accepts the recommendations of the Vice-President, Internal for appointments of Service Coordinators for the Fall Term
- c. Council accepts the following reports for information:
 - i. Report of the President
 - ii. Report of the Vice-President, Internal
 - iii. Report of the Vice-President, Operations and Finance
 - iv. Report of the Vice-President, Education

3. Reports and Updates

- a. For Information:
 - i. Executive Updates
 - ii. Delegations to Council
 1. UWaterloo Library Renovations (12:50pm)
 - iii. Officers Updates
 1. Bylaws Cleanup Committee Presentation
 - iv. Standing Committee Reports
 - v. Special Committee Reports
 1. Teaching Awards Committee Terms of Reference

4. Special Orders

- a. UWaterloo Library Presentation (12:50pm)

5. General Orders

- a. Election of Members to Committees (Lolas, Wiley)
 - i. Resolved, Council appoints _____ to the Internal Funding Committee until April 30, 2016.
 - ii. Resolved, Council appoints _____, _____, and _____ as Council members, and _____ and _____ as the at-large members of Co-op Students Council for the Fall term.
 - iii. Resolved, Council appoints _____, _____, and _____ to the Feds Teaching Awards Committee for the Fall and Winter terms.
 - iv. Resolved, Council appoints _____ to the OUSA Delegate Appointment Committee.
- b. Elections and Referenda Procedure (Abromovitch)
 - i. Discussion on communication methods for elections and referenda
 - ii. Resolved, Council tasks the Policies and Procedures Committee to incorporate mandatory communication methods into the Elections and Referenda Procedure.
- c. For Discussion:
 - i. Quest and Learn (Forstner)
 - ii. Saturday midterms (Wiley)
 - iii. Stopsign locations near Lester and University (Melanson)
 - iv. Policy 42: Sexual Violence Prevention and Response (Lolas)

6. Other Business

7. Announcements

8. Adjournment

**Federation of Students
STUDENTS' COUNCIL
July 24, 2016, SLC MPR**

Present: Alexander Wray† (Chair), Sacha Forstner† (Secretary), Reba Nauth† (Assistant Secretary), Christos Lolas, Brian Schwan, Deanna Priori, Sarah Wiley, Adrian Machado, Alex Liu, Alexa Fuentes Valdez, Antonio Brieva, Antonio Clarke, Aryeh Fortinsky, Charles Teasdale, Denton Liu, Ilia Sucholutsky, Jeremy Spira, Marcus Abramovitch, Midori Armstrong, Harsh Mistry, Muhammed Tahir, Norman Hu, Patrick Melanson, Quentin Cheung, Razan Qaoud, Spencer Dobrik, Tristan Potter.

Absent: Akriti Agrawal, Jackie Ketchener, Jason Copeland, Matthew Gerrits, Natasha Crasto*, Tomson Tran.

†Non-Voting Member

**Excused*

CALL TO ORDER

The regular meeting of Students' Council assembled at 12:30 in the SLC MPR. Speaker Alexander Wray took the Chair, and Sacha Forstner acted as Secretary. The Chair verified that the meeting was properly constituted in accordance with the Corporation's bylaws, policies, and procedures, that due notice had been given to all members, and that a quorum was present.

The Chair called the meeting to order at 12:32.

I. APPROVAL OF THE AGENDA

Council heard a motion to approve the agenda for the meeting, as presented.

Council heard requests from Vice Presidents Priori, Schwan, and Wiley to transfer the Volunteer Appreciation Procedure, Community Kitchen Procedure, and Syllabus Policy, respectively, off the consent agenda. In accordance with Council Procedure, the Speaker granted their requests.

Council heard a request from Councillor Melanson to move the stop sign discussion to a future meeting. The Speaker found unanimous consent to grant this request, in accordance with Council Procedure.

Potter and Armstrong. Carried.

II. CONSENT AGENDA

Council heard a motion to approve all items on the consent agenda, including:

1. That the minutes from the meeting on June 25 2016 be approved;
2. That Council accept all submitted reports for information;
3. That Council approve the Policy and Procedure Committee's proposed amendments to Council Procedure 9, Meetings of Students' Council, as presented;
4. That Council:

- a. Recommends that the Board of Directors amend the bylaws to allow for elections of Executive and Councillors from January 23 to 25, 2017;
- b. Upon such amendment, sets the following dates for the 2017 election:
 - i. Nomination Period: Open at Fall General Meeting until Monday January 9, 2017;
 - ii. All Candidates Meeting: Monday January 9, 2017 at 17:30;
 - iii. Campaign Period: Tuesday January 10, 2017 at 22:00 until Wednesday January 25, 2017 at 22:00;
 - iv. Polling Period: Monday January 23, 2017 at 10:00 until Wednesday January 25, 2017 at 22:00;
- c. Empowers the Policies and Procedures Committee to make any necessary procedural amendments to accommodate these changes, and to report to Council on all amendments.

Sucholutsky and D. Liu. Carried.

III. REPORTS

President Lolos

For information about the President's recent activities, see the written report submitted to Council.

Vice President Operations and Finance Schwan

Bento Sushi is going away and Wasabi is coming back. The price of sushi will be coming down now that Feds is making it in-house. For further details regarding activity in the VP Operations and Finance portfolio, see the written report submitted to Council.

Vice President Internal Priori

Feds is working on developing an idea for Feds at the Reunion Weekend. Any student input is appreciated. For further details regarding activity in the VP Internal portfolio, see the written report submitted to Council.

Vice President Education Wiley

This past week, Feds was host to a visit by the Honourable Deb Matthews MPP, Deputy Premier of Ontario and Minister of Advanced Education and Skills Development. This was an excellent opportunity to lobby the Government on student issues.

Wiley fielded a request for elaboration on the reference in her report to Co-op 2.0. Co-op 2.0 is a revamp of Waterloo's Cooperative Education Program currently underway, which will expand the scope and effectiveness of co-op. It is, however, still in the preliminary planning stages. Feds is working closely with CECA and will update Council as more information becomes available.

Speaker Wray

The Speaker reported on member absences. Due to accumulating two unexcused absences, the following Councillors are eligible for removal:

1. Councillor Akriti Agrawal (Kitchener);
2. Councillor Jason Copeland (Applied Health Sciences);
3. Councillor Jackie Ketchener (Renison University College).

Council heard a motion to remove the three councillors named in Wray's report.

Potter and Sucholutsky.

Discussion ensued on the motion. Councillors discussed the importance of attendance at meetings, and the Chair verified that none of the Councillors named have contacted him with explanations for their absences. Since the three Councillors eligible for removal were absent, no explanation or defense was provided.

Melanson and Mistry move to split the question. Failed.

The question was called, and the motion carried on a secret ballot vote.

IV. SPECIAL ORDER: WATERLOO PUBLIC INTEREST RESEARCH GROUP (WPIRG) PRESENTATION

At 12:50, in accordance with the agenda, Council heard a presentation from a delegation of the Waterloo Public Interest Research Group (WPIRG).

The delegates presented WPIRG as a student "incubator" that uses a solidarity model to support students who conduct research and take action on issues of social and environmental justice. Since its founding in 1973, every student is a member of WPIRG, and therefore is entitled to participate in the organization's workshops, governance, monthly members' meetings and general meetings, including standing for election to its Board of Directors. Students can also get involved in WPIRG by forming action groups, of which there are currently eight, assisted by a small team of staff. These groups host panels, screenings, discussions, and speakers, with the goal of raising awareness about their issue.

The delegation expressed a desire to connect with Feds, its Councillors, and their constituents, with the goal of increasing the organization's visibility on campus through engagement, collaboration on applied research projects, and efforts to support issues education. The delegation highlighted current ties to Feds, such as the fact that 10 cents of the \$4.75 levy goes to the Aboriginal Students Association to support solidarity on indigenous issues. WPIRG's vision is to be a flexible and multifaceted resource for everyone on campus to grow their ideas about social justice, even in circumstances that don't lend themselves naturally to the action group model.

The delegation faced questions from Councillors regarding WPIRG's efforts to better connect with students, and the likelihood that these efforts will continue into the future. Delegates responded that, while engaging students is always difficult, showing leadership on key issues is important, and WPIRG's core focus is on collaborative work. It was pointed out that greater outreach to students tends to bring in students who want to further improve that

communication. A highlighted example was the recent introduction of members' meetings in 2013 to improve grassroots activity.

The delegation faced further questions from Councillors regarding the definition of "public interest," and the benefit of having a group on campus other than Feds that is responsible for advocating on student issues. Delegates explained that the public interest is determined in a variety of interconnected ways, from the results of the research itself to the views expressed at members' meetings, which tend to focus the organization's activity. The importance of grassroots activism and the solidarity approach was again highlighted, with delegates emphasizing that this approach is very different from that of Feds, and yields different results.

V. PROPOSED STANCE RE: UNIVERSITY SEXUAL VIOLENCE POLICY

Council heard a motion to refrain from endorsing the University's proposed sexual violence policy in the absence of a greater commitment to sexual violence education and training.

Councillor Brieva encouraged Council to support the motion, stressing the importance of taking a strong stance to put pressure on the University for the right cause.

Councillors asked questions about the practicality and timing of the stance. President Lolas explained that the Policy has not yet been approved to go to the University Senate, so there is still time for changes to be made. Though the Policy must be passed by January, the University desires student support. Once approved, the review cycle for the Policy will be once every three years.

Councillors expressed general support for the motion, specifically the prioritization of sexual violence prevention measures ahead of sexual violence response. It was indicated that the new policy is the subject of current media attention, and so it would be more effective to take a strong stance now, rather than to pass it and wait three years to lobby for changes.

The final text of the motion was as follows:

Resolved, Whereas the University's proposed Sexual Violence Policy (Policy 42) fails to incorporate preventative measures such as consent training and bystander intervention training; Council does not approve of the policy until it includes a greater commitment to sexual violence education, awareness and training.

Brieva and Potter. Carried.

VI. ONE STOP SERVICES SHOP (DISCUSSION)

President Lolas consulted Council on a plan for the University to create a "one stop" location for all students to ask for assistance or service. This location would effectively function as a "triage centre" capable of fulfilling the basic functions of all University services – with the exception of Counselling and Health Services – sending students to the correct secondary location if necessary. The one-stop would apply to the services of the Registrar's Office, Student Success Office, and possibly even Student Awards and Student Accounts. The University is currently pushing for a partial launch date of next September, with the level of service and coverage to be scaled up over time. Consultation will begin this Fall to determine student priorities for such

a service. No student fee will be levied to pay for it, and the hours will be broader than simply 8 to 4 on weekdays.

Councillors expressed concerns about the scalability of the service, and the high potential for failure if executed improperly. It was suggested that the University should consider designing a student assistance digital application rather than implementing the service directly. Further concerns were expressed about the potential for inconsistent messaging in different spots across campus performing similar functions, such as the Turnkey Desk. Lolás committed to taking Council's feedback under consideration in ongoing discussions with the University.

Council heard a motion to recess for ten minutes.

Lolas and Abramovitch. Carried.

Council recesses from 13:40 until 13:54.

Council heard a motion to destroy the ballots from the Councillor Removal vote.

Potter and Sucholutsky. Carried.

VII. COURSE SYLLABUS POLICY

Council heard a motion to approve a new Policy on Course Syllabi, as presented.

Wiley and Lolás.

Vice President Wiley presented the Policy, highlighting the fact that it calls on the University to make course syllabi public, and specifies Feds' general expectations regarding the content and approval of syllabi. Wiley explained that this is something she has been working on with the Academic Affairs Commissioner for several months now. It has been determined that a current policy window within the University exists, and so Feds would benefit from a policy stance on this issue.

Wiley and Lolás move to amend the policy to insert "the undergraduate calendar at the" before "University of Waterloo" in the first whereas clause. *Carried.*

Potter and Abramovitch move to amend the policy to change "following the immediate end of the first week of classes" to "prior to the first day of class" in the first resolution clause.

Councillor Potter expressed his belief in the importance of students having access to the syllabus for their course prior to the start of term.

Wiley and Melanson move to further amend the Potter's amendment by changing "all syllabi" in the same resolution clause to "a preliminary syllabus."

Wiley explained that this subamendment will accommodate instructors who work with their classes to finalize the syllabus during the first week.

The question was called on Wiley's subamendment, and it carried.

The question was called on the amended text of Potter's amendment, and it carried.

Debate ensued on the primary motion. Councillors expressed general enthusiasm for the policy, and the idea of making course syllabi publicly available in general.

Some concerns were expressed regarding the demand that changes to syllabi following the first week be approved by unanimous consent of the class. It was explained that the call for unanimous consent is current Feds Policy. A discussion on potential mechanisms for obtaining unanimous consent ensued; Wiley pointed out that the policy is meant to signify high level belief, not technical logistical expectations.

The question was called on the primary motion, and it carried.

VIII. COMMUNITY KITCHEN BOOKINGS PROCEDURE

Council heard a motion to approve the new Community Kitchen Bookings Procedure, as presented.

Vice President Schwan presented the procedure, explaining that it will regulate the use of the Feds Community Kitchen by student groups. The use of the Kitchen will be split such that 50% of its time will be devoted to making Grab & Go items for International News, and 50% of its time will be for use by student groups. Highlights of the procedure include the requirement for a FoodSafe-trained supervisor to be present at all times to ensure safety. A usage fee of approximately \$15/hour for all student groups will be used to pay the supervisor an hourly wage and to subsidize the operating costs for the space itself. The procedure will also require groups to file their booking request two weeks in advance.

Schwan and Lolas. Carried.

IX. VOLUNTEER APPRECIATION PROCEDURE

Council heard a motion to approve changes to Council Procedure 24, Volunteer Appreciation, Skill Development, and Team Building, as presented.

Vice President Priori presented the procedure, which she explained would make adjustments to the rules for volunteer appreciation in Feds' student groups. The primary changes involve a language clarification to remove "Society Presidents" from consideration under the procedure, as well as a shift from specifying funding per volunteer to encouraging and supporting skill development opportunities in the general sense.

Priori and Lolas. Carried.

X. WATERLOO PUBLIC INTEREST RESEARCH GROUP FEE REFERENDUM

Council heard a motion to approve a referendum pertaining to the collection of the Waterloo Public Interest Research Group (WPIRG) fee, with the question and dates as presented.

Abramovitch and Sucholutsky.

Councillor Abramovitch presented the motion, stressing that this was a key election issue for many members of Council.

Councillors expressed concern with the motion, citing the recent General Meeting decision to oppose a referendum on the WPIRG fee, as well as the potential for bias in the phrase “non-voluntary fee” in the question. Supporters of the motion discussed potential methods of making voluntary donations and payments to WPIRG, in lieu of an automatic fee.

President Lolas noted that the Executive team would be opposing the motion, but promised to respect and support Council’s ultimate wishes.

Melanson and Brieva move to amend the motion to change the proposed referendum dates and campaign dates to match the timing of the 2017 General Elections.

Debate ensued on Councillor Melanson’s amendment. Melanson highlighted the fact that early Fall is a very busy time for Feds, and that holding the referendum concurrent with the General Election would avoid an unnecessary strain on resources. He expressed further concern that new students would be unable to make a well-informed decision if voting occurred during the second week of classes.

Councillors expressed general division on the question. Those in support of the amendment stressed Feds’ current obligations during the first weeks of September that would make it difficult to promote a referendum and encourage voting, and asserted that voter turnout would be higher if the referendum were to coincide with the General Elections.

Those opposed to the amendment drew attention to the WPIRG fee’s status as a current issue, as well as the importance of holding referenda when classes are not especially busy due to the high workload for those involved in running the campaigns. Councillors also expressed concerns that a Winter vote would be unfair to students away from campus on co-op, particularly first-year engineers. Finally, it was pointed out that a Winter vote would mean allowing the WPIRG fee to be collected from all students again, without the elected representatives on Council having acted on the issue.

Sucholutsky and Abramovitch move to call the question on Melanson’s amendment. *Carried.*

The question was called on Melanson’s amendment, and it failed.

Noted Abstentions: Lolas, Priori, Schwan, Wiley.

Lolas and Qaoud move to amend the motion to change the proposed referendum dates to October 4th to 6th, with the campaign period to take place from September 26th to October 4th.

Spira and Sucholutsky move to call the question on *Lolas'* amendment. Carried.

The question was called on Lolas' amendment, and it failed.

Councillors expressed further concern with wording of the proposed referendum question, in particular the risk of perceived bias in the results. Three methods of dealing with the question were discussed: amending it, asking the President to consult with an ethics authority to formulate it, or having the referendum Yes and No committees come to an agreement on the wording.

Potter and Brieva move to amend the motion to change the text of the referendum question to read as follows:

Do you support the continuation of the automatic refundable \$4.75 Waterloo Public Interest Research Group (WPIRG) fee charged to undergraduate students at the beginning of each academic term?"

Sucholutsky and Abramovitch move to split the question to debate "fee charged to undergraduate students at the beginning of each academic term" first and separately. Carried.

The question was called on the first part of Potter's amendment, and it carried.

Debate ensued on the portion of Councillor Potter's amendment that would change part of the question to read "Do you support the continuation of the automatic refundable \$4.75 Waterloo Public Interest Research Group (WPIRG)". Potter reiterated his belief that the changes presented would create a reasonable, unbiased question.

It was further clarified for Council that any change to the WPIRG fee is not up to Feds to decide, but the University's Board of Governors, who is unlikely to act based on a biased referendum question.

Brieva and Sucholutsky move to call the question on *Potter's* amendment. Carried.

The question was called on Potter's amendment, and it failed.

Potter and Brieva move to amend the motion by removing the referendum question and tasking the President of the Federation to consult with a reliable third party knowledgeable in ethical surveys, the mover of the motion, and a representative from WPIRG, to develop an ethical and responsible referendum question.

Councillor Potter presented his amendment, stressing that this approach would include both the party bringing the motion, as well as WPIRG, and would likely involve consultation with the Office of Research Ethics via the President of Feds.

Councillors expressed some support for the amendment, in particular the involvement of a neutral third party in the development of the referendum question. There was general agreement that the phrase “in favour of a voluntary fee giving students the right to donate” was not an inherently balanced wording. President Lolas was questioned regarding the feasibility of developing the question in time for the start of the campaign period. Lolas promised it was viable to have the question ready by the end of August.

Sucholutsky and Potter move to further amend Potter’s amendment by changing “representative from the Waterloo Public Interest Research Group” to “undergraduate student representative from the Waterloo Public Interest Research Group (WPIRG).”

The question was called on Sucholutsky’s subamendment, and it carried.

Dobrik and Liu move to call the question on Potter’s amendment. *Carried.*

The question was called on the amended text of Potter’s amendment, and it carried.

Debate continued on the primary motion. Councillors reiterated concerns regarding the proposed referendum dates, and encouraged the movers to consider a compromise. Discussion turned to determining which parts of the Fall academic term are the busiest for students, and which are the lightest, in conjunction with the workload for Marketing and IT. It was determined, based on past survey data, that students are the least busy in the second, third, and fourth weeks of September, but are very busy beginning in mid-October.

Qaoud and Abramovitch move to amend the motion to change the proposed referendum dates to September 26th-28th, and the campaign period to September 19th-28th. *Carried.*

Abramovitch and Sucholutsky move to call the question on the primary motion. *Carried.*

Potter moves that a roll-call vote be held. *Carried.*

The final text of the motion, as amended, was as follows:

Resolved, Council, in accordance with procedure, shall call a referendum pertaining to the collection of the Waterloo Public Interest Research Group (WPIRG) fee; and

Further Resolved, Council tasks the President of the Federation to consult with a reliable third party knowledgeable in ethical surveys, the mover of the motion, and a representative from the Waterloo Public Interest Research Group (WPIRG), to develop an ethical and responsible referendum question; and

Further Resolved, the dates for the referendum shall be Monday September 26th, 2016 to Wednesday September 28th, 2016 with the campaign period occurring from Monday September 19th, 2016 to Wednesday September 28th, 2016.

The question was called on the primary motion.

Yea: Abramovitch, Armstrong, Brieva, Cheung, Clarke, Dobrik, Fortinsky, Fuentes Valdez, Mistry, Hu, A. Liu, D. Liu, Machado, Spira, Sucholutsky, Teasdale.

Nay: Lolas, Priori, Qaoud, Schwan, Tahir, Wiley.

Abstain: Melanson, Potter.

The motion carried 16-6-2.

XI. FALL COUNCIL MEETING DATES

Council heard a motion to schedule Fall meetings for September 25th, October 16th, November 20th, and December 4th, 2016, all at 12:30.

Abramovitch and Spira. Carried.

XII. OTHER BUSINESS – REFERENDUM ADMINISTRATION

Council heard a motion to delegate responsibility for the appointment of the Elections and Referenda Officer, the Elections and Referenda Committee, and the Elections and Referenda Appeals Committee, for the upcoming WPIRG fee referendum, to the Board of Directors.

President Lolas explained that these positions need to be filled quickly in spite of the fact that Council's next meeting is on September 25th. The Board is meeting on August 3rd, and so is well placed to make competent and unbiased appointments, with sufficient time to advertise the positions.

Lolas and Abramovitch. Carried.

ADJOURNMENT

Adjournment was moved at 15:44.

Lolas and Abramovitch. Carried.

Fall 2016 Coordinators

Name	Service	Email
Sabrina Treviranus	Glow	smtrevir@uwaterloo.ca
Larissa Chotoo	Glow	laripchotoo@gmail.com
Samantha Afonso	Women's Centre	samanthaafonso@hotmail.com
Sophie Whitcomb	Women's Centre	sophiewhitcomb@icloud.com
Leila Dzinic	Food Bank	lldzinic@uwaterloo.ca
Chelsea Hillier	Food Bank	c.hillier@hotmail.ca
Veronique Lemieux	Off Campus Community	V2lemieu@uwaterloo.ca
Chris Salahub	Off Campus Community	csalahub@uwaterloo.ca
Katee Ezra	Sustainable Campus Initiative	KSEZRA@uwaterloo.ca
Catherine MacIsaac	Sustainable Campus Initiative	cathmacisaac@gmail.com
Tatiana Portelli-Graham	Campus Response Team	tsportel@uwaterloo.ca
Cameron Drever	Campus Response Team	crdrever@uwaterloo.ca
Hannah Verrips	Volunteer Centre	heverrip@uwaterloo.ca
Jevera Knelsen	Volunteer Centre	jeveradianne@hotmail.com
Yan Zhang	Co-op Connection	y789zhan@uwaterloo.ca
Jiayu (Judy) Liu	Co-op Connection	j453liu@uwaterloo.ca
Romain Ruhlman	Bike Centre	rruhlman@uwaterloo.ca
Brenda Truong	Bike Centre	b4truong@uwaterloo.ca
Paula Colaso	ICSN	pacolaso@uwaterloo.ca
Elvin Madamba	ICSN	eamadamba@uwaterloo.ca
Danielle Burt	Warrior Tribe	dkburt@uwaterloo.ca
Ashay Padhye	Warrior Tribe	apadhye@uwaterloo.ca
Ovina Chow	MATES	occhow@uwaterloo.ca
Danielle Balan	MATES	debalan@uwaterloo.ca

Chris Lolas President

September 2016

**Federation of Students
University of Waterloo**

Executive Report

SLC/PAC Expansion

Design

We've received the first draft of the "detailed design" (as opposed to the "schematic design") drawings, which is a big next step forward in the project. The next step after the detail design is finished, is construction drawings, then tender in December.

UW Policies

Sexual Violence Policy

The latest draft will be included in the agenda. I can speak more to this at the meeting.

Spam Emails to Students

A few students contacted me this month about MARQ sending them emails directly to their uwaterloo accounts. I investigated this with the university, and they have sent a cease and desist letter to the MARQ. It is likely someone has set up a computer to comb through the UW white pages for this info.

A while later, another company, StudEtree, sent an email to what appears to be the same group. The university is also aware of this, and has sent me this message

"The Government of Canada operates a "[Spam Reporting Centre](#)" which gathers intelligence to support the enforcement of CASL. In future, can you please recommend that the individual student file a submission to the Spam Reporting Centre under [Canada's Anti-Spam Legislation](#) (CASL). An individual can also forward examples of the unsolicited commercial email to: spam@fightspam.gc.ca."

If you hear that more unsolicited emails are being sent to **many** students, via a similar method, please let me know.

Orientation

We survived Orientation. A big thank you to all Orientation leaders and FOC team who made this week a success. We're eagerly awaiting results of the post-Orientation survey to see how the new schedule has affected the week. Operationally, we had a relatively smooth week this year, along with relatively great weather.



Deanna Priori

Vice President Internal Report

August/September 2016

Federation of Students
University of Waterloo

Message from the Vice-President, Internal:

Welcome back Councilors! I hope you enjoyed any and all time you had off during the summer!

I'm sorry I could not be at Council today, I am at the Ontario Universities Fair answering questions to perspective students about campus life and Feds!

Welcome Week happened and was hugely successful. Our two-night carnival was awesome and we brought students from the Architecture campus to participate!

Warrior Tribe and Mates have officially launched as Services this term – they have really hit the ground running and are very active! As always, see my report for my full updates and feel free to contact me about any questions!

- Deanna

A few big items I am working on:

1. Create a resource manual for Society Presidents including resources they have access to, what Feds can do for societies etc... (after consultation with new Fall term presidents it will be completed)
2. Begin the service review process (OCC, Foodbank and CRT this term)
3. Assessing AFIW's knowledge of Feds and how we can better support them – creating a survey for end of September.
4. Analyzing the Student Services Fee that satellite campus students pay, particularly 4th year pharmacy students. Bringing information to SSAC and USRC meetings in the Fall term.
5. Planning for Feds on Tour to different areas of main campus, satellite campuses and AFIWs (what information will be shared, what activity we will have etc...)

Updates from August/September:

- **Orientation** was an all hands on deck week of excitement and energy. Was able to attend many events and talk to all the students in the Arts faculty about getting involved on campus
- **Welcome Week** was a huge success! Despite Jus Reign cancelling just over a week before, we still managed to have lots of attendance at all our awesome events! This year a two-night carnival was executed and both nights were very successful.
- First **COPs** meeting of the term happened Monday Sept 19th. Discussion included planning an event for Fall 2016, Feds on Tour dates, and resource manual brainstorming
- **IAC** is still meeting weekly, we're getting through a lot of club applications as well as amendments to constitutions.
- Visited both **Architecture, Pharmacy** and **Stratford** campuses to welcome students back to campus (Feds branded pens/pencils, Warrior fans, information booklets and more were given out)
- **Get Involved Week** hosted 4 fairs on how to get involved on campus, as well as showcased what Feds does during the Feds Open House. Lots of ways that students could connect to groups on campus!
- **Warrior Tribe** and **UW Mates** officially launched this term! They're off to a great start with events and providing support to students!

- **Services office shift:** just an update on services who have changed offices. Warrior Tribe is in SLC 2141 ICSN and Co-op Connection have moved to SLC 3107 with the Volunteer Centre

Upcoming Events:

Saturday October 1st – Reunion Day

Saturday October 1st ICSN's Trip to Niagara Falls

Wednesday September 28th Wayback Wednesday at the Bomber

If you have any comments, concerns, complaints or compliments about campus life (or anything about the university and Feds) feel free to reach out!

vpin@feds.ca | @uwFedsVPI | SLC 1104



Brian Schwan

VP Operations & Finance

September 2016

Federation of Students
University of Waterloo

Executive Report

- 1) Month Summary
- 2) Committees
- 3) Current Projects /Initiatives
- 4) Future Projects/Initiatives

Month Summary

The Bombshelter:

1st Bomber was extremely busy and patrons enjoyed themselves
New Menu Items have been launched at the bomber for this upcoming year
Wayback Wednesday and Beycone Nights are upcoming so check them out.

International News

INEWS Grab Bags were a hit with first year students during orientation week

Campus Bubble/Bento:

Wasabi has been up and running for almost 2 months and the feedback has been positive. We have started to produce different rolls to students and they are loving the variety.
Tappy Twisters are officially launched.
99 cent cones on special for a limited time offer.

Feds Used Books:

Very busy start to the term
Over 500 calendars were given out to students

FedBus:

Guelph and Markham locations have officially starting operating and seem to be popular.

Committees

2. A. Budget Committee

Responsibilities: Vet budgets of student's council

Partners: Budget committee, VPOF, General Manager, Pres, VPIN, VPED, Special Events, Orientation

Members: Brian Schwan, Razan Qaoud, Alexander Wray, Matthew Gerrits, Steven Tang

Goal: Creates budget proposal to be passed by Council

Synopsis: N/A budget is officially passed by both board an council.

Current Projects/Initiatives

3.A. Website

Website has seem some updates such as layout and font and accessibility, we are still working towards the launch of the new website in the winter term.

3.B. Health and Dental Plan

It is a busy time of year for questions about health and dental plan, if students have any questions and are unsure where to go please send them my way via email and I will ensure all the answers are taken care of!

Sarah Wiley Vice President Education Report

September 2016

Federation of Students
University of Waterloo

0.0 Announcements

Name and gender changes on campus: I was able to work with Glow, Ray Darling, and the Equity Office to rectify concerns that Glow had regarding changing your name and gender on campus. Students wishing to do so will now encounter far fewer steps and barriers.

HeforShe: I am excited to be able to finally formally announce that I have taken on a role as a HeforShe Campus Advocate. My role is to represent Feds and undergrads at large to the UN HeforShe movement.

Student Housing: Once again students find themselves being taken advantage by housing companies. I was able to get a letter from the City of Waterloo to be sent on behalf of Waterloo students to the Minister of Housing on this matter. Chris Lolas, Antonio Brieva and I also had the opportunity to speak to a lot of media outlets about the issue.

Teaching Awards: Sacha Forstner, Academic Affairs Commissioner, and I are currently in the process of hiring a volunteer for Associate Commissioner Teaching Awards. They will be responsible for organizing the Feds Teaching Awards which will be given out early next year. Submit nominations for the award here: <http://www.feds.ca/teachingaward/>

1.0 University-Related Activities

Note: Most committees do not meet during August.

1.1 Feds Committees:

Education Advisory Committee

Responsibilities: To advise the Vice President Education on academic issues facing Waterloo students.

Synopsis: Has not met yet this term.

Government Affairs Advisory Committee

Responsibilities: To advise the Vice President Education on Feds lobby efforts and membership to external political organizations.

Synopsis: Has not met yet this term.

Co-op Students Council

Responsibilities: To advise the Vice President Education on co-op related issues facing Waterloo students.

Synopsis: Has not met yet this term. Members to be elected at this council meeting.

1.2 University Committees:

Undergraduate Student Relations Committee

Responsibilities: A forum to discuss undergraduate student issues in a broad sense at UW.

Synopsis: Has not met since last council meeting.

Co-operative Education Council

Responsibilities: A forum to review and to advise Co-op at UW.

Synopsis: Has not met since last council meeting.

Senate Undergraduate Council

Responsibilities: To consider questions involving academic quality and undergraduate studies and provide recommendations to go forward to Senate

Synopsis: Agenda and minutes can be found here:

<https://uwaterloo.ca/secretariat-general-counsel/committees-and-councils/senate-undergraduate-council/senate-undergraduate-council-agenda-and-minutes>

Course Evaluation Task Force (Sacha Forstner)

Responsibilities: Investigating how course evaluations are done and how to improve them.

Synopsis: Decided to collect feedback about course evaluations from faculty and recommend to faculty that cascaded course evaluations be implemented. Decided on number of questions and are working on the content of the question.

Outstanding Academic Programming Theme Group

Responsibilities: Enhance the learning experience for all students, reshape the traditional classroom and expand the impact and reach of Waterloo programs.

Synopsis: Has not met since last council meeting.

Experiential Education Theme Group

Responsibilities: Build world-ready graduates who are at home in culturally diverse environments.

Synopsis: Has not met since last council meeting.

Provost Advisory Committee on Timetabling

Responsibilities: Look into scheduling and in particular the new scheduling system.

Synopsis: Has not met since the last council meeting.

Student Technology Advisory Committee

Responsibilities: Look into scheduling and in particular the new scheduling system.

Synopsis: At our first meeting Bruce Campbell gave a presentation about IST and then led a discussion about both Office 365 and Quest. IST is currently looking to a plan to make Quest more user friendly.

Undergraduate Operations Committee

Responsibilities: Makes non policy decisions on undergraduate issues.

Synopsis: The meetings discussions are confidential.

Teaching and Learning Spaces Committee

Responsibilities: Look into improving teaching and learning spaces on campus

Synopsis: Has not met since last council meeting.

Academic Integrity Communications Working Group

Responsibilities: Fostering a culture of academic integrity on campus.

Synopsis: Has not met since last council meeting. We have communicated via email regarding different ideas to promote academic integrity to students, TAs and faculty.

HeforShe Campus Advocates

Responsibilities: This committee consists on the HeforShe representatives who are not associated with a faculty. We discuss different ways of making Waterloo campus more inclusive to people of all genders.

Synopsis: Frist meeting of this committee. Talked about the HeforShe movement, planned for Fall, including an Ideathon.

2.0 External Activities

2.1 Municipal/Regional-level

Town & Gown Steering Committee, City of Waterloo

Responsibilities: Bring together a smaller group of municipal stakeholders to assist with direction-setting for the broader Town & Gown Committee.

Synopsis: New priority emerging from steering committee meeting: How to strategically deal with delays in construction of student, high-rise, residential dwellings? Working on strategy including writing letters of support.

Town & Gown Committee, City of Waterloo

Responsibilities: Represent UW students to all of the stakeholders involved in the Town & Gown Association, bring forward student concerns, and identify opportunities for integration in the community.

Synopsis:

Housing Sub-Committee: Working on a bi-annual follow up housing survey. Phil Marfisi (Laurier) and Antonio will also be giving a presentation on student housing at a forum on housing.

Return to Campus Sub-Committee: Gathered info about Waterloo and Laurier move in and Orientation for traffic concerns, etc. Also coming up with strategies to communicate with students about by-laws, garbage, etc.

2.2 Provincial-level

Ontario Undergraduate Student Alliance (OUSA)

Responsibilities: Represent UW students to the provincial government through an alliance of like-minded undergraduate student associations. For more information on OUSA visit:

www.ousa.ca.

Synopsis: Myself, the other execs, and Antonio had the opportunity to attend Best Practice Sharing Day which brings together student leaders from all member schools to learn about the different ways student unions are operated and to swap ideas. Antonio and I went to the Think Tank Day for the Sexual Violence Paper that we are authoring. We brainstormed with the two other student authors and with the OUSA staff about what the paper should include. Antonio and I continue to work on the paper and are excited to share the completed version to General Assembly in November.

Ontario Undergraduate Student Alliance (OUSA) Steering Committee

Responsibilities: Represent UW undergraduate students to OUSA.

Synopsis: At Best Practice Sharing Day I also attended a Steering Committee meeting. We continue to develop lobby priorities and plans for the year ahead. We also passed a new policy dictating that all policy recommendations made in policy papers must be directed at the provincial government.

Ontario Universities Taking Action Conference: Chris Lolas and I had the opportunity to attend a conference about sexual violence prevention at Ontario universities. It was a great chance to learn and network. We will continue to try to use the information we learned there to prevent sexual violence in Waterloo.

2.3 Federal-level

U15 Federal Advocacy Group

Responsibilities: Informal group of U15 schools from across Canada who work together to lobby on Federal priorities.

Synopsis: We are currently working on deciding our priorities for the year. Currently we are planning to lobby on issues relating to undergrad research, indigenous students access and financial aid.

3.0 Meetings with Decision-makers

3.1 University-level:

Feridun Hamdullahpur and Diana Parry: Discussed Feds involvement with HeforShe, sexual violence on campus and gender equity issues. Women's Centre, Glow and Chris Lolas also attended.

Bruce Campbell: Our most recent meetings have mainly revolved around planning and organizing STC as well as updates on Office 365. The new email system has been launched with incoming students and they have yet to receive any feedback, positive or negative.

Ryan King: Continue to work together to try to solve some of the student housing issues. We are working to plan educational events related to tenant rights.

Rob Esselment: Discussed recent and upcoming lobby meetings.

Ray Darling: Changing name and gender on campus, one stop shop in Needles hall, enrolment and other projects we are each working on.

Mat Thijssen: Met with Community Access Bikeshare to discuss having a bike share program on campus. We are currently exploring all options.

Mario Coniglio: Sacha Forstner met with him on my behalf, discussed course evaluations and public syllabi.

Mahejabeen Ebrahim: Met with her and other members on the Feds and UWaterloo community to plan Social Justice and Compassion event.

3.2 Municipal/Regional-level:

City Council: Gave a presentation to City Council on student housing concerns and obtained unanimous agreement from councillors to send a letter to the Minister of Housing on behalf of Waterloo students.

Mayor Dave Jaworsky: Met with the mayor to discuss municipal and regional priorities for the year.

3.3 Provincial-level:

MPP Lorne Coe: MPP Coe visited Waterloo campus and Sacha and I had the chance to meet with him and talk about current issues facing students like housing, tuition costs, work integrated learning, and sexual violence.

MPP Peggy Sattler: Antonio Brieva and I visited MPP Sattler's office in London to discuss our shared interest in preventing sexual violence on university campuses.

3.4 Federal-level:

Hon. Minister Bardish Chagger: Antonio and I met with Minister Chagger to discuss federal priorities for the year.

3.5 Other:

5.0 Upcoming Activities

- OUSA Visit Day, Sept 21. Come to info sessions from 1-2 and 3-4 in SLC 2134/35
- OUSA Training Day: Sept 26.
- Social Justice and Compassion Sept 29. Equity Office is bringing in a speaker to talk about sexual violence on campus, I am helping to organize and will give opening remarks.

University of Waterloo Library Space Revitalization: Phase I FEDs Council Consultation

July 2016

Project Overview

The Library is a popular destination for research and study – more than 17,000 people enter our doors each day. The Library therefore is seeking to maximize library user spaces within its existing footprint while it is also committed to improving and optimizing library spaces with a focus on four areas: user space, particularly focused on students and co-curricular support; service points; staff space; and collection space.

In sync with other campus collaborative efforts to improve student spaces, improved library spaces will enable and further both the campus strategic plan and the Library's Strategic Directions. The University of Waterloo Library is embarking on a significant space revitalization initiative. The overall plan is to have a series of renovations over the coming years as funds become available through fundraising and other funding opportunities.

The first phase of this revitalization initiative focuses the renovations to the 3rd and 5th floors of Dana Porter Library and to deal with the most pressing issues in Davis Library, as funds allow. This phase is in the planning stage at this time¹. The project has a significant focus on staff spaces and seeks to respond to campus needs for appropriate research, study and learning/working spaces that are user-focused, integrated and accessible. The project will also identify and plan for opportunities to repurpose existing space in order to make the most efficient use of library floor space, with a focus to maximizing campus community space where possible.

For Consultation

User Vision

The 21st Century Library provides a space where the campus community feels welcomed and encouraged to satisfy intellectual curiosity, meet with peers to collaborate, and contribute to scholarship and research excellence. To align with campus strategic goals, we will design inspiring spaces for scholars by incorporating the resources and expertise they need to participate fully in the academic experience. We will develop spaces to accommodate the varied needs of students, staff, and faculty to be successful in their academic pursuits.

¹ The [project charter](#) articulates the planning process and its governance structure as well as stakeholders and critical partners.

Principles

The design of space and furnishings will uphold the following principles:

- Accessible
- Durable
- Ergonomic
- Flexible use
- Functional
- Inclusive
- Personal safety
- Sustainable
- Wellness

Relevant Working Assumptions

- Spaces will be ergonomic allowing students to study, learn, work and socialize
Obstacles to future renovations will be avoided
- Intentional alignment with other campus services during and beyond the University's traditional business hours
- Strive for optimal use of natural light
- Library spaces are inclusive and interdisciplinary
- Ensure appropriate level of power sources and access to wi-fi
- Create a unique, welcoming, inspiring space
- Design elements include appropriate technology and tools
- Flexibility of spaces allow for easy modification for future needs
- Development of spaces to enable the spectrum of study styles: individual to larger group
- Curate the collection to ensure appropriate retention of material to enable Waterloo's graduate students, faculty members and researchers access to information required for their research

TERMS OF REFERENCE – TEACHING AWARDS COMMITTEE

Established by the Academic Affairs Commission

Purpose and Guiding Principles

The Academic Affairs Commission shall, annually in September, establish a Teaching Awards Committee, whose members shall serve until the last day of April the following year. The purpose of the Teaching Awards Committee shall be to consider all nominees for the Feds Excellence in Undergraduate Teaching Award, and to select the ultimate recipient of the Award.

The Committee's work shall be guided by the following principles:

- A belief in exceptional and innovative teaching that creates opportunities for experiential learning;
- A commitment to a selection process that is fair and unbiased;
- Respect for the privacy of the nominees and their sponsors.

Membership

The Committee shall consist of:

- The Associate Commissioner, Feds Teaching Awards, who will Chair the Committee;
- Three (3) members of Students' Council, appointed by Council;
- Two (2) members of the student population at-large appointed by the Vice President, Education;
- The Academic Affairs Commissioner, who shall be a non-voting resource member.

A majority of the voting seats on the committee shall not be held by students from any one Faculty.

Members of the committee will hold office from September to March each year.

Powers and Duties

The Committee shall:

- Determine the cut-off date for Award nominations;
- Determine the metrics for nominee evaluation according to the evaluation process set by the Academic Affairs Commissioner and Vice President, Education;
- Meet regularly, especially in the winter, to organize the evaluation schedule for each nominee;
- Select the final recipient of the Feds Excellence in Undergraduate Teaching Award from the shortlist, by no later than February 28th and following the Winter cut-off date.

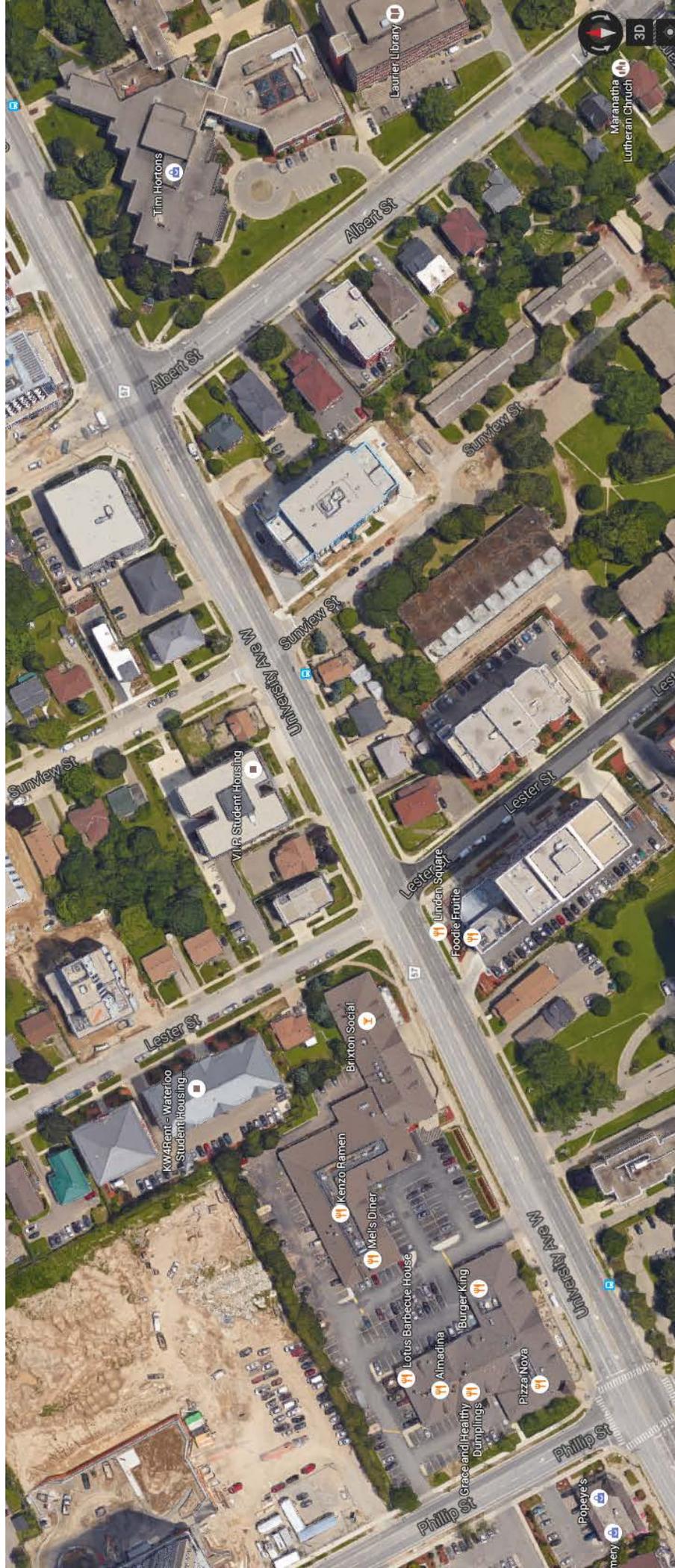
Committee Members must:

- Attend all meetings of the Committee;
- Participate in the vetting process to ensure that every nominee is evaluated by the Chair and one committee member;
- Participate honestly and fairly in debate at meetings;
- Keep all meeting materials and decision confidential.

All decisions of the Committee must be reported to the Academic Affairs Commissioner by the Chair within five days.

The Vice President, Education shall have the authority to veto any decision of the Committee, if necessary.

All meetings of the Committee shall be held in confidential session. Following the selection of the Feds Excellence in Teaching Award Recipient, all nominations from the year shall be destroyed.



VERSION: September 8, 2016

The policies found on the website of the Secretariat & Office of General Counsel (SOGC) are compulsory rules for the University community. The authoritative copies of the policies are held by the SOGC and bear the seal of the University. The online version accessible through the website of the SOGC is available for information purposes only. In case of discrepancy between the online version and the authoritative copy held by the SOGC, the authoritative copy shall prevail. Please contact the Equity Office for assistance if necessary.

Established: October 25, 2016 (for implementing January 1, 2017)

Revised: N/A

Mandatory Review Date: October 25, 2018

Supersedes:

N/A

Class:

G

Responsible/Originating Department:

Equity Office

Executive Contact:

Vice-President Academic and Provost,
University Secretary & General Counsel

Related Policies and Agreements:

Policy 18 – Staff Employment

Policy 33 – Ethical Behaviour (*being revised*)

Policy 34 – Health, Safety and Environment

Policy 36 – Dispute Resolution for University Support Staff (appeals process)

Policy 71 – Student Discipline

Policy 72 – Student Appeals (appeals process)

The Sexual Violence Response Protocol and Procedures

Collective Agreement between the University and CUPE Local 793 (appeals process)

Memorandum of Agreement between the University and the Faculty Association of the University of Waterloo (appeals process)

~~Workplace Violence Investigation Procedure (*being drafted*)~~

Capitalized terms used in this policy have the meaning assigned to them in Appendix A.

1. Introduction

The University is committed to fostering a safe, welcoming and inclusive environment for all community members. In that respect, members of the [University Community](#) play an important role in promoting a safe and respectful environment where the impact of Sexual Violence is understood and actions aimed at prevention and supporting individuals affected by Sexual Violence are taken.

The University provides education and support to members of the University Community to raise awareness about Sexual Violence and assist individuals who have been affected by it. The University also facilitates administrative processes for members of the University Community to address their complaints of Sexual Violence.

2. Scope

This policy and the related procedures apply to all members of the University Community, including those who are in the University's learning environment, the University's work environment or both. The learning and work environment encompasses any setting where University learning, work or other activities take place, including (but not limited to) University Property and activities under the auspices of the University (such as off-campus University sponsored events and activities). In the event that a member of the University Community is affected by Sexual Violence in a situation that occurs outside of the University's learning or working environment, the support intended to be provided under this Policy will nevertheless be available.

Persons who are not members of the University Community (including visitors, contractors and others) but who are nevertheless affected by Sexual Violence occurring on University Property or at an activity under the auspices of the University are encouraged to confer with the Sexual Violence Response Coordinator (SVRC). The SVRC will assist any of these individuals by connecting them with available community support resources.

Sexual Harassment is part of the continuum of Sexual Violence and is of great concern to the University and members of the University Community. Sexual Harassment is included in the definition of Sexual Violence appearing in Appendix A to this Policy, it is addressed with other types of harassment, under Policy 33, Ethical Behaviour.

It is a breach of this Policy to engage in any act of reprisal against a Complainant, a Respondent, any witness, or anyone else pursuing a right or remedy or participating in a proceeding pursuant to this Policy and/or the Sexual Violence Response Protocol and Procedures. The pursuit of criminal, civil or other legal actions or remedies remains available to all members of the University Community despite any action taken pursuant to this Policy.

3. Legal Framework

In addition to the abovementioned "Related Policies and Agreements", this policy will be construed in accordance with applicable law, in particular:

- *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, c. M.19
- *Criminal Code* R.S.C., 1985, c. C-46
- *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1
- *Employment Standards Act, 2000*, S.O. 2000, c. 41;
- *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31;
- *Human Rights Code*, R.S.O. 1990, c. H.19;
- *The University of Waterloo Act 1972*, S.O., 1972, c. 200.

- *Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment), 2016, S.O. 2016 C.2*

If any of these legal provisions are modified, abrogated, superseded, or added to, this policy will be interpreted in accordance with the new legal framework.

4. Purpose

This Policy establishes the University's commitment to the awareness and prevention of Sexual Violence and to a process for addressing complaints of Sexual Violence. It outlines the roles and responsibilities of the University and members of the University Community. It also details supports and resources available for those affected by Sexual Violence and includes options for disclosing, seeking interim measures, reporting and pursuing complaints related to Sexual Violence.

5. Principles and Commitments

The following principles and commitments guide the implementation of this policy:

- 5.1 Sexual Violence will not be tolerated; individuals who are found in violation of the law or breach of this or related policies will be held accountable.
- 5.2 Reprisal or threat of reprisal against anyone who pursues their rights under this Policy, or who participates in proceedings under this Policy, is not permissible. Any reprisal or threat of reprisal shall be grounds for a Report under this Policy.
- 5.3 The University encourages individuals who have been affected by Sexual Violence to seek support. [link to supports]. The University is committed to providing interim measures to support the needs of individuals affected by Sexual Violence (see Section 7.2.4.) and has developed a set of protocols and procedures for providing support through the **Sexual Violence Response Protocol and Procedures** [link].
- 5.4 The University understands that Sexual Violence can have a serious impact on an individual's physical and psychological wellbeing. Individuals who Disclose or Report Sexual Violence will be treated with compassion, dignity and respect. The University recognizes the individual's right to not request or participate in an investigation [being conducted by the University](#).
- 5.5 Individual experiences of Sexual Violence are affected by factors including, but not limited to, age, ancestry, racialization, ethnicity, religion, sexual orientation, socio-economic status, ability, gender identity and gender expression. The individual's identity is a key consideration when interim measures are offered. Further, the University's initiatives aimed at raising awareness and addressing Sexual Violence will be designed with the diversity of the University Community in mind.
- 5.6 In the interpretation and application of this Policy the University will uphold the principles of natural justice. The principles of natural justice include the right to a fair hearing (where all parties are given the opportunity to present their case and to respond to the evidence against them) and the right to a fair process (where a decision is reached in a

manner that is untainted by bias and where reasons for the decision, the evidence relied upon and the results are given in writing). The University is committed to ensuring that investigations are conducted by those with ~~specialized~~ training in Sexual Violence. The University recognizes that it is in the best interests of the University Community to investigate a complaint in a timely manner.

- 5.7 The University recognizes the importance of confidentiality to persons involved in a matter related to Sexual Violence. The University will keep information Reported or Disclosed confidential, [taking reasonable steps to ensure that the information reported to the Minister pursuant to MTCU Act, subsection \(7\) does not disclose personal information within the meaning of Section 2.\(1\) of the *Freedom of Information and Protection of Privacy Act.*](#), subject to the limits outlined in Sections 6.4 and 6.5.
- 5.8 The University shall maintain and report anonymized statistics regarding Disclosures and Reports of Sexual Violence on campus, in accordance with legislative requirements.
- 5.9 The University aims to raise awareness about Sexual Violence and implement prevention strategies. University employees providing resources and support services will have training on responding to Sexual Violence.

6. Overview of Procedures

- 6.1 Individuals who Disclose or Report an incident of Sexual Violence that falls within the scope of this Policy should consult the **Sexual Violence webpages** [link] for information about resources and supports. Students or employees who want to Disclose or Report an incident of Sexual Violence should consult the University's **Sexual Violence Response Protocol and Procedures** [link]. Parties to a Report such as [Complainants](#), [Respondents](#) as well as witnesses are encouraged to seek the support of the [SVRC](#).
- 6.2 Parties to proceedings resulting from a Disclosure or a Report pursuant to this Policy may appeal decisions in accordance with appropriate appeal procedures, as identified in the University's **Sexual Violence Response Protocol and Procedures**.
- 6.3 If any party to a proceeding resulting from a Disclosure or Report is not an employee or student of the University, the matter will be referred to Waterloo Regional Police Service (WRPS)/local police. Consistent with the provisions of this Policy, the University may refer other Sexual Violence matters to WRPS/local police (see Section B.2.I., **Sexual Violence Response Protocol and Procedures**).
- 6.4 The University will endeavour to maintain all information received or generated in relation to the Disclosure or Reporting of Sexual Violence confidential, and will limit Disclosure of information about individuals to those University employees who have a need to know the information to carry out their responsibilities and to assist the University in fulfilling its legal obligations and commitments under this and other policies. Under the following circumstances however, the University may not be able to guarantee complete confidentiality:
- i. Where an individual is at risk of self-harm;
 - ii. Where an individual is at risk of harming an identified individual;

- iii. Where members of the University Community or the broader community may be at risk of harm;
- iv. Where the release of confidential information is required by law, including but not limited to, an incident involving a minor, obligations related to the Occupational Health and Safety Act, human rights legislation, and where the University may be required to take steps to address actual or possible civil law, criminal law or disciplinary aspects to an incident of Sexual Violence; and/or
- v. Pursuant to contractual obligations with WRPS or other local police (see Section B.2.I., Sexual Violence Response Protocol and Procedures).

6.5 Notwithstanding any other provision of this Policy and in particular 6.4, when an incident of Sexual Violence has been Reported, or Disclosed with sufficient identifying information, the University may initiate an investigation and take other action, if deemed necessary and reasonable by the University in order to protect the University Community. If a Complainant requests that the University not act on a Report, the University must consider its legal obligation to provide equitable learning, working and living environments that are safe and free from Sexual Violence for all members of the University Community and uphold the interests of the University.

A Disclosure or Report to a “person with supervisory authority” can lead to an investigation by the University. Persons with supervisory authorities should consult with the SVRC when they are assisting someone who Discloses or Reports an incident of Sexual Violence.

The University will conduct a Sexual Violence Risk Assessment:

- where an incident of Sexual Violence has been Reported;
- where an incident of Sexual Violence has been Disclosed to the SVRC, and the SVRC as a result of a preliminary assessment of the circumstances underlying the Disclosure, is of the view that a Sexual Violence Risk Assessment is necessary and reasonable for the purposes of protecting the University Community; and/or
- where the University may be required to steps to address actual or possible legal action.

Where a Sexual Violence Risk Assessment is required pursuant to this clause 6.5, the SVRC shall refer the matter to an expert Sexual Violence Risk Assessment panel. In all situations where it is determined that a Sexual Violence Risk Assessment or further investigation is necessary, the University will make the safety and anonymity of those involved a priority, and will provide the Complainant with timely updates during the investigation, and information concerning the outcome of the investigation.

7. Roles and Responsibilities

7.1 All members of the University Community have a responsibility to uphold this policy.

All members of the University Community member are encouraged to:

7.1.1 Support the University’s awareness and prevention efforts.

- 7.1.2 Promote respectful behaviour in the learning, teaching, working and living environments.
- 7.1.3 Speak-out about Sexual Violence and its underlying causes.

7.2 The following are a list of additional responsibilities with respect to addressing incidents of Sexual Violence:

7.2.1 The President, Vice-President Academic and Provost and their direct reports, shall maintain and communicate their commitment to address the issue of Sexual Violence. University officials shall ensure that the resources necessary to support the implementation of this Policy are offered.

7.2.2 The University shall perform Risk Assessments in accordance with Section 6.5, giving primary consideration to the concerns of all individuals affected by Sexual Violence and considering secondarily the obligations of the University.

7.2.3 The Equity Office shall:

7.2.3.1 Work in collaboration with the University Secretary & General Counsel and the Vice-President Academic and Provost, to assist with the interpretation and application of this Policy;

7.2.3.2 In collaboration with partners in the University Community, coordinate Policy-related communication and education, including proactive and sustained prevention-focussed education on Sexual Violence as well as training on responding to incidents of Sexual Violence. Education and training content will be customized to address individual roles and responsibilities including in particular, the roles of those involved in responding to and addressing Sexual Violence.

7.2.4 The University shall provide a resource person to support students and employees who are affected by Sexual Violence. This will be a key resource to coordinate the provision of support and referral to students or employees who Disclose or Report Sexual Violence and will be separate from the investigative function.

7.2.5 The University shall provide a resource to investigate complaints of Sexual Violence.

7.2.6 Those with supervisory responsibilities including directors of support units, associate deans graduate and undergraduate shall take necessary action including but not limited to:

7.2.6.1 Providing interim measures (e.g., the separation of parties, for students, faculty and staff) where necessary;

7.2.6.2 Assisting with the resolution of complaints and addressing appeals of decisions regarding Sexual Violence as set out in the Sexual Violence Response Protocol and Procedures; and

7.2.6.3 Determining necessary action, subject to any rights the Respondent may have pursuant to a collective agreement or contract.

- 7.2.7 All individuals involved in the provision of interim measures shall act in good faith.
- 7.2.8 UW Police shall provide assistance with matters such as safety planning and communications about incidents.

8. Policy Review

This policy will be reviewed [after two years and then regularly](#) every three years thereafter, always in consultation with University Community members.

DRAFT

Appendix A

Definitions

“Complainant” (*mentioned in the Protocol*) refers to the person who is making a complaint.

“Disclose/Disclosure” means share information pertaining to an incident of Sexual Violence for the purpose of learning about and/or receiving support and resources.

“MTCU Act” means the *Ministry of Training, Colleges and Universities Act*, R.S.O. 1990, c. M.19

“Report” means to inform about an incident of Sexual Violence to learn about the University’s complaint procedures and/or to seek redress using them and/or or pursue rights to criminal, civil or legal action.

“Risk Assessment” means the identification of risks and the evaluation of the quantitative or qualitative nature of Risks related to a specific situation and recognized as a threat, performed by means of tools developed by the University pursuant to Policy 11, University Risk Management. Risk Assessment *can be a multi-party process* and includes assessing risks to health and safety. Health and safety risks may include situations where:

- a. An individual may be at risk of self-harm;
- b. An individual may be at risk of harming another person; and
- c. There is reason to believe members of the larger community may be at risk of harm.

“Sexual Harassment” means (a) engaging in a course of vexatious comment or conduct against an individual because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the individual or and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

“Sexual Violence” means any sexual act or act targeting a person’s sexuality, gender identity, gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, Sexual Harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

“SVRC” means Sexual Violence Response Coordinator, a member of the University Community employed as a resource person whose role includes assisting with the provision of support and facilitating interim measures.

“Respondent” refers to the person against whom a complaint has been filed.

“University” means the University of Waterloo.

“University Community” means in aggregate all individuals employed by the University, and all students registered as such at the University.

“University Property” means all real property or interests in real property owned or leased by University and under the operational control of the University.

DRAFT

VERSION: September 8, 2016

A Introduction

The purpose of this Response Protocol and Procedures (“the Response Protocol”) is to support the implementation of the University’s¹ Policy 42 Prevention and Response to Sexual Violence. In the event there is a discrepancy between the Response Protocol and the Policy, the Policy will apply.

The scope of application of the Response Protocol is defined in the Policy.

Where a Report of Sexual Violence is made and either the Complainant or the Respondent is not a member of the University Community, the case will be referred to the Waterloo Region Police Services (WRPS) or local police. In addition the University ~~will~~ may make its own determination about further investigation or any action on its part.

The Equity Office will ensure training and education sessions are provided to **raise awareness about Sexual Violence**, to support the implementation of the Policy and the Response Protocol and will assist members of the University Community in the interpretation and implementation the Policy and the Response Protocol.

The following sections outline: the various options available for University Community members for Disclosing or Reporting incidents of Sexual Violence; University procedures for responding to Disclosures and Reports; University procedures for investigation and appeal; information about seeking assistance and interim measures and data collection and record keeping.

B Procedures for Disclosing or Reporting an incident of Sexual Violence

A member of the **University Community** including any student or employee who has experienced Sexual Violence is encouraged to contact the SVRC directly. The SVRC is trained to understand and support individuals affected by Sexual Violence.

The SVRC is a central resource person for **members of the University Community including Complainants, Respondents, witnesses and front-line service providers**. The SVRC will assist by providing guidance on where to find support, options that are available and information on next steps, including safety planning, and navigating University procedures. The SVRC will inform the individual who is affected by Sexual Violence about the level of confidentiality that can be expected before Disclosure takes place. **The SVRC will advise individuals providing assistance to maintain confidentiality in accordance with the Policy.**

¹ Capitalized terms used but not otherwise defined in the Response Protocol shall have the meanings assigned to those terms in the Policy.

The University will conduct a Sexual Violence Risk Assessment when an incident has been Reported and also in cases where, as a result of a preliminary assessment of the circumstances underlying the Disclosure when the SVRC is of the view that a Sexual Violence Risk Assessment is necessary and reasonable.

Where a Sexual Violence Risk Assessment is required pursuant to Section 6.5 of the Policy, the SVRC shall refer the matter to an expert Sexual Violence Risk Assessment panel. In all situations where it is determined that a Sexual Violence Risk Assessment or further investigation is necessary, the University will make the safety and anonymity of those involved a priority, and will provide the Complainant with timely updates during the investigation, and information about the outcome. The University recognizes that the Complainant may refuse to participate in an investigation.

UW Police are contractually obligated to inform WRPS or local police of a Disclosure or Report of Sexual Violence that is brought to their attention, in the following circumstances (see Policy Section 6.4.v.):

- a. There is a public safety concern;
- b. There is reason to believe that there is an investigation underway or charge by WRPS/local police; or,
- c. Where there is evidence that the complaint is in bad faith.

A Disclosure or Report to a “person with supervisory authority” may lead to an investigation by the University. Persons with supervisory authority should consult with the SVRC when they are assisting someone who Discloses or Reports an incident of Sexual Violence. University employees have duty to report a Disclosure or Report of Sexual Violence to Family and Children Services, if a minor (under 18 years of age) is involved.

1. Disclosure of an incident of Sexual Violence

A member of the University Community who is affected by Sexual Violence is strongly encouraged to seek support, including medical attention as needed. The following are resources available in the Waterloo region.

On-campus Support

Counselling Services: 519-888-4567 Extension 32655 (for students and employees, available 24 hours/day and 7 days a week)

Health Services: 519-888-4096 (for students, available during business hours)

Sexual Violence Response Coordinator: **TBD**

Off-campus Support

Waterloo Region Sexual Assault and Domestic Violence Treatment Centre, St Mary’s

Hospital: 519-749-6994 (available 24 hours/day, 7 days a week)

Sexual Assault Support Centre of Waterloo Region: 519-741-8633 (crisis line is available 24 hours/day, 7 days a week)

2. Reporting an incident of Sexual Violence

In case of an emergency, individuals should call 911 directly. For non-emergencies individuals can call 519-653 7700. Individuals can Report an incident to both WRPS or local police and UW Police.

The SVRC can assist a member of the University Community who is affected by Sexual Violence to file a Report to UW Police or to Report through the University's administrative process.

I. Criminal Reporting Option

The SVRC can assist a member of the University Community to Report an incident of Sexual Violence to UW Police. UW Police will liaise with WRPS/local police who will conduct the criminal investigation. Individuals may also choose to Report to WRPS/local police directly.

II .Non-criminal, On-Campus Reporting Options

Instead of, or in addition to Reporting to UW Police, a University employee who has ~~experienced~~ **been affected** Sexual Violence may Report the incident to their supervisor, or the individual whom their supervisor reports (where the Respondent is the employee's supervisor). For the purposes of the Protocol, the person to whom the Report is made is referred to as the "Supervisor". The Supervisor will inform the Complainant about confidentiality before a complaint is filed.

Instead of, or in addition to Reporting to UW Police, a University student who has ~~experienced~~ **been affected** Sexual Violence may Report the incident to the Associate Dean of their Faculty or the Dean of their Faculty (where the Respondent is the Associate Dean of the Faculty). For the purposes of the Protocol, the person to whom the Report is made is referred to as the "Recipient". The Recipient will inform the individual about confidentiality before a complaint is filed.

Instead of, or in addition to contacting UW Police, any University Community member who has experienced Sexual Violence and wishes to file a complaint of Sexual Harassment may do so pursuant to Policy 33 and the related procedures.

In each of the situations referred to in Section B.2.II., ~~jurisdiction will need to be assessed.~~ ~~Where necessary~~ the Report will be forwarded to the investigator (see Section 6.5, Policy). **In all of the above scenarios the investigator will assess the matter to determine whether an investigation will be conducted by considering whether or not:**

- The University has jurisdiction;
- The conduct complained of appears to meet the definition of Sexual Violence (excepting Sexual Harassment); and
- There is a dispute of facts.

The investigator has been ~~speciall~~y trained on conducting Sexual Violence investigations and therefore understands matters such as consent and how trauma affects individuals coming

forward, and can render findings about whether an incident/misconduct occurred or not on a 'balance of probabilities.'

C Confidentiality

Confidentiality is important to preserve the integrity of the University's processes contemplated under the Policy and the Response Protocol including the investigation process. Therefore, parties to a Report, their support persons and any witnesses will be advised about the importance of and the limits to confidentiality (See Policy Sections 5.7, 6.4 and 6.5). Any allegation of a breach of confidentiality and its impact pending a final decision, can be assessed and considered in the handling of the Report.

D Access to Assistance

University Community members are encouraged to seek assistance and support throughout the Disclosure or Reporting Procedures. Assistance may be sought from the following individuals:

- Employees can seek the assistance of a representative of their association or union (Faculty Association at the University of Waterloo/University of Waterloo Staff Association/CUPE Local 793).
- Students can seek the assistance of an executive member of their student association (Federation of Students/Graduate Student Association)
- Members of the University Community can bring a family member/friend.

Communication between an individual and the person providing them assistance is not a breach of confidentiality. To protect the integrity of the investigation process, the investigator will make the final determination about the involvement of a person who provides assistance to individuals, on case by case basis.

E Interim Measures

A University Community member can speak about their experience to the SVRC to request a support and, interim measure, even if the member who Discloses Sexual Violence does not want to Report pursuant to one of the options provided in B.2.II. mentioned above. The SVRC is knowledgeable about Sexual Violence and its impact, will play a role in facilitating the request for an interim measure/s.

The University may establish interim measures as needed to address the needs of students ~~and employees~~ affected by an incident of Sexual Violence including (without limitation) their safety needs (See *Disclosure and Reporting Pathways chart*). In the case of employees who have not filed a Report, but where a safety risk has been determined, the University may establish an interim measure as needed. Interim measures may include, but are not limited to:

- Discontinuing contact between the Complainant and Respondent by altering work, study or on-campus residence arrangements;
- No contact orders; and
- Extensions on academic or work assignments.

If relocation is necessary, normally it is the Respondent who is relocated when a Report of Sexual Violence is made to the University. Interim measures may be implemented during the investigation of a Report and pending final decision. Interim measures are temporary, do not constitute discipline and cannot be construed as such.

F Decisions and Appeals

Decisions about Policy violations and appeals will be dealt with as expeditiously as possible according to the policies or related procedures articulated in the reporting pathway, (see *Disclosure and Reporting Pathways chart*).

Any party to a Report of Sexual Violence can challenge the participation of the Supervisor or Recipient on the ground that the individual has a potential conflict of interest in the matter or there is a reasonable apprehension of bias. The conflict of interest and the basis for it shall be promptly raised in writing with the Director of Equity. The Director of Equity will forward the correspondence to the person to whom the Supervisor or Recipient reports, for a decision.

Investigating a Report of Sexual Violence normally includes interviewing the Complainant, the Respondent and any witnesses. Where investigations are conducted, a report will be provided to the Supervisor or Recipient, the Equity Office and a copy will also be provided to the appropriate senior manager (Vice-President Academic and Provost/Vice-President /University Secretary & General Counsel or designate). The Supervisor or Recipient will determine necessary action **in a timely manner**, subject to any rights the Respondent may have pursuant to a collective agreement or contract. The Supervisor or Recipient will convene with Human Resources and other appropriate University resources (including the Equity Office) before taking action as well as determining any necessary actions pertaining to any systemic issues. The results of the investigation will be communicated to the Complainant and the Respondent, in writing.

A Policy or criminal law violation can constitute the basis for discipline up to and including termination or expulsion/suspension from the University, subject to applicable agreements or procedures. **In cases where the Policy is found to have been breached, determining consequences is guided by the notion of progressive discipline. Discipline will vary and depends on relevant factors including the severity of the conduct, one or more of the following penalties may be imposed:**

- A reprimand;
- Suspension;
- Eviction from residence;
- Restricted or prohibited access to University campuses and services.

Other disciplinary action may be taken as appropriate.

Appeals of discipline arising from a Policy breach may be undertaken by students pursuant to Policy 71, by faculty pursuant to the Memorandum of Agreement with faculty, by staff pursuant to Policy 36 and by CUPE members pursuant to the CUPE collective agreement.

G Data Collection, Reporting and Retention of Records

The Equity Office will maintain anonymized statistics on Disclosures and Reports of incidents of Sexual Violence on campus and in accordance with legislative requirements, taking reasonable steps to ensure that the information reported to the Minister pursuant to the MTCU Act, subsection (7) does not disclose personal information within the meaning of Section 2.(1) of the *Freedom of Information and Protection of Privacy Act*.

Records of a Report of Sexual Violence where the Policy was found to be violated will be retained as required, subject to the provisions of an applicable employee agreement or the CUPE collective agreement but no longer than 5 years from the date the complaint file was closed, unless there is further process undertaken pursuant to the Policy. In cases where disciplinary action is taken pursuant to related policies against students, faculty or staff the associated records will be maintained according to Records Classification and Retention Schedules HR43, HR45 or ST85 respectively.

H Review

This Protocol will be updated as needed and in consultation with the Provost's Advisory Committee on Equity. The Vice-President Academic and Provost and the University Secretary & General Counsel share oversight responsibilities.