

*The Board of Directors of the Carleton University  
Students' Association both acknowledges and is  
reconciling with its location on the unceded and never  
surrendered territory of the Algonquin First Nation.*

## **MINUTES for the 19th Meeting of the CUSA Board of Directors**

**January 28th, 2024, at 12:00 pm EST  
Hybrid (Carl Gillis Boardroom - Nideyinàn/Online)**

**Attendance:** Chair Harris, Vice Chair Alary, Director Buri, Director Fraser, Director Nobossi, Director Pilatwe, Director Jajo-Yacoub, President Faris, Vice President Internal Breen, Director of Student Development Kilgour, Associate Vice President Executive Relations Rohacek.

1. Call to Order and Land Acknowledgement
  - Meeting called to order at 12:27 p.m.
2. Disclosure of Interest
3. Approval of the Agenda
  - 3.1. Motion to Approve the Agenda as Presented (B-219)
4. Approval of Past Minutes
  - 4.1. Motion to Approve the Regular Board Meeting Minutes from November 25th, 2023 (B-220)
5. In-Camera Session
  - 5.1. Motion to Move to In-Camera Session (B-221)
6. Presentations/Delegations
7. Directors Reports
8. Staff Reports
  - 8.1. Report from All Staff
  - 8.2. Report from the President
9. Committee Reports
  - 9.1. Report from the Agenda Subcommittee
  - 9.2. Report from the Human Resources Subcommittee
  - 9.3. Report from the Finance and Governance Subcommittee
10. Introduction of Bylaws/Policy
11. Reconsideration of ByLaws/Policy
12. Announcements and Correspondence
  - 12.1. E-Vote for Record: Motion to Temporarily Delegate Certain Board Responsibilities to the Chair, Vice-Chair and President (B-217)

- 12.2. E-Vote for Record: Motion to Call a Special February Council Meeting (B-218)
  - 12.3. Correspondence: Changes to Signing Authority
  
  - 13. New Business
    - 13.1. Motion to Approve the Human Resources Subcommittee of the Board Terms of Reference (D-06) (B-222)
    - 13.2. Motion to Approve the Summer Work Hours Policy (H-25) (B-223)
    - 13.3. Motion to Approve the Record Retention Policy (H-23) (B-224)
    - 13.4. Motion to Repeal Select Occupational Health and Safety Policies (B-225)
    - 13.5. Motion to Approve the Financial Reporting Policy (F-02) (B-226)
    - 13.6. Motion to Approve the Finance Approvals Policy (F-03) (B-227)
    - 13.7. Motion to Approve the CUSA Transparency and Ethical Standards Policy (G-06) (B-228)
    - 13.8. Motion to Direct the CUSA Businesses to Prioritise Profitability (B-229)
    - 13.9. Motion to Approve the Visitor Policy (H-23) (B-230)
  
  - 14. Notice of Motion
  - 15. Unfinished Business and Deferred/Tabled Items
  - 16. Other Business
  - 17. Question and Answer Period
  - 18. Adjournment
    - 18.1. Adjournment (B-2XX)
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Appendices:

Appendix A: Report from All Staff

Appendix B: Report from the President

Appendix C: E-Vote for Record: Motion to Temporarily Delegate Certain Board Responsibilities to the Chair, Vice-Chair and President (B-217)

Appendix D: E-Vote for Record: Motion to Call a Special February Council Meeting (B-218)

Appendix E: Proposed Human Resources Subcommittee of the Board Terms of Reference (D-06)

Appendix F: Proposed Summer Work Hours Policy (H-25)

Appendix G: Proposed Record Retention Policy (H-23)

Appendix H: Proposed Financial Reporting Policy (F-02)

Appendix I: Proposed Finance Approvals Policy (F-03)

Appendix J: Proposed CUSA Transparency and Ethical Standards Policy (G-06)

Appendix K: Proposed Visitor Policy (H-22)

**Item 3.1**

**Motion to Approve the Agenda as Presented (B-204)**

**BE IT RESOLVED** that the Agenda for the November 28th, 2023 Regular Board Meeting be approved as written.

Moved: Vice Chair Alary

Seconded: Director Fraser

*CARRIED* unanimously

**Item 4.1**

**Motion to Approve the Special Board Meeting Minutes from October 14th, 2023 (B-205)**

**BE IT RESOLVED** that the past minutes for the November 25th, 2023 Special Board Meeting be approved as written.

Moved: Chair Harris

Seconded: President Faris

*CARRIED*, Vice Chair Alary abstained.

## **Item 5.1**

### **Motion to Move to In-Camera Session (B-206)**

**BE IT RESOLVED** that pursuant to Section 6 of the CUSA Board Rules of Procedure, the Board moves in-camera.

Moved: Director Fraser

Seconded: Director Jajo-Yacoub

*CARRIED* unanimously

- Chair Harris had to leave the meeting to Vice Chair Alary took over duties of the Chair.

## **Item 8.1**

### **Report from All Staff**

*Oral presentation to be given at Board.*

[see Appendix A]

- No report from staff.

## **Item 8.2**

### **Report from the President**

*Presentation to be given at Board.*

[see Appendix B]

- President Faris explained that most of his duties have been focused on supporting the full-time staff and Executives with the staff vacancies.
- The advocacy roadmap has been released.
- Faris met with the Provost.
- CUSA held its first State of the Unions.
- The Reopening of the Wing
  - Food vender space.
  - Tabling space for outside companies.
  - Vending machines from Rexall and Carlos Bakery
  - Event space and lounge for students

- The USC is on track to open in its new space next month
  - Flowing Rights is underway
  - Transit policy was introduced
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- Vice Chair Alary asked on the lineup for Councillors. VPI Breen explained that all seats, with the exception of FASS, will be contested. Campaigning will begin Monday.



**Item 9.1**

**Report from the Agenda Subcommittee**

*Oral presentation to be given at Board.*

- No report.

## **Item 9.2**

### **Report from the Human Resources Subcommittee**

*Oral presentation to be given at Board.*

- Director Buri explained that the committee met twice since the past Board meeting. In the first meeting, the committee went over the Occupational Health and Safety Manual. In the next meeting, the committee conducted its regular policy review.

### **Item 9.3**

#### **Report from the Finance & Governance Subcommittee**

*Oral presentation to be given at Board.*

- Director Pilatwe explained that the committee reviewed three policies. The Director flagged that the Board is supposed to receive monthly updates from the Executive, which is not usually the case.

### **Item 12.1**

#### **E-Vote for Record: Motion to Temporarily Delegate Certain Board Responsibilities to the Chair, Vice-Chair and President (B-217)**

[see Appendix C]

Item 12.2

**E-Vote for Record: Motion to Call a Special February Council Meeting (B-218)**

[see *Appendix D*]

### Item 12.3

#### **Correspondence: Changes to Signing Authority**

On 25 January 2024 at 19:50 PM, the Chair, Vice Chair, and President/CEO approved the following motion in compliance with the Motion to Temporarily Delegate Certain Board Responsibilities to the Chair, Vice-Chair and President (B-217).

This agenda item shall constitute an official notice to the Board of Directors of a decision made in compliance with Motion B-217.

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#### **Motion to Appoint Vice President Internal Breen as Acting Vice President Finance**

**WHEREAS**, Vice-President Finance Joe-Ezigbo will be on a leave of absence until February 9, 2024;

**AND WHEREAS**, pursuant to section 13(1) of the Executive Policy, if the office of any Vice President becomes vacant, the members of the Executive Council shall appoint from among themselves or Councillors an Acting Vice President, subject to ratification or rejection by the CUSA Council;

**AND WHEREAS**, the Executive Council has appointed Vice President Internal Breen as Acting Vice President Finance;

**AND WHEREAS**, CUSA Council ratified the appointment of Vice President Internal Breen as Acting Vice President Finance until February 9, 2024.

**BE IT RESOLVED** that the CUSA Board of Directors, through authority delegated to the President/CEO, Chair, and Vice Chair, confirm the appointment of Vice President Internal Breen as Acting Vice President Finance until February 9, 2024.

**Moved:** President Faris

**Seconded:** Chair Harris

**Motion passed unanimously.**

**Item 13.1**

**Motion to Approve the Human Resources Subcommittee of the Board Terms of Reference (D-06) (B-222)**

**WHEREAS** the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

**AND WHEREAS** the Human Resources Subcommittee of the Board Terms of Reference (D-06) is to be reviewed no later than 1 May, 2024

**BE IT RESOLVED** that the CUSA Board of Directors approves the Human Resources Subcommittee of the Board Terms of Reference (D-06), attached as Appendix E, as written.

Moved: Director Buri

Second: Director Fraser

[see *Appendix E*]

*CARRIED* unanimously

**Item 13.2**

**Motion to Approve the Summer Work Hours Policy (H-25) (B-223)**

**WHEREAS** the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

**AND WHEREAS** the Summer Office Hours Policy (H-25) is to be reviewed no later than 1 May, 2024

**BE IT RESOLVED** that the CUSA Board of Directors modify the title of the Summer Office Hours Policy (H-25), to Summer Work Hours Policy (H-25)

**BE IT RESOLVED** that the CUSA Board of Directors approves the Summer Work Hours Policy (H-25), attached as Appendix F, as written

Moved: Director Buri

Second: Director Nobossi

[see *Appendix F*]

*CARRIED* unanimously

**Item 13.3**

**Motion to Approve the Record Retention Policy (H-23) (B-224)**

**WHEREAS** the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

**AND WHEREAS** the Record Retention Policy (H-23) is to be reviewed no later than 1 May, 2024

**BE IT RESOLVED** that the CUSA Board of Directors approves the Record Retention Policy (H-23), attached as Appendix G, as written.

Moved: Vice Chair Alary

Seconded: Director Fraser

[see *Appendix G*]

*CARRIED* unanimously



#### Item 13.4

##### **Motion to Repeal Select Occupational Health and Safety Policies (B-225)**

**WHEREAS** the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

**AND WHEREAS** the CUSA Board of Directors previously approved a series of policy changes during the 28 January 2024 in-camera session, in accordance with section 6 of the CUSA Board Rules of Procedure (D-01)

**AND WHEREAS** the approval of these policy changes implicates a number of existing, public-facing, out-of-date health and safety policies

**BE IT RESOLVED** that the CUSA Board of Directors repeals the following policies, which have been replaced with equivalent policies in line with the *Occupational Health and Safety Act* and its regulations:

- Health & Safety Guidelines (H-05)
- First Aid Policy (H-25)
- Hazard Reporting Policy and Procedures (H-26)
- Accessibility Policy – Customer Service Standard (H-30)

Moved: President Faris

Second: Director Buri

*CARRIED* unanimously

**Item 13.5**

**Motion to Approve the Financial Reporting Policy (F-02) (B-226)**

**WHEREAS** the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

**AND WHEREAS** the Financial Reporting Policy (F-02) is to be reviewed no later than 1 May, 2024

**BE IT RESOLVED** that the CUSA Board of Directors approves the Financial Reporting Policy (F-02), attached as Appendix H, as written.

Moved: Director Fraser

Seconded: Director Pilatwe

[see *Appendix H*]

*CARRIED* unanimously

**Item 13.6**

**Motion to Approve the Finance Approvals Policy (F-03) (B-227)**

**WHEREAS** the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

**AND WHEREAS** the Finance Approvals Policy (F-03) is to be reviewed no later than 1 May, 2024

**BE IT RESOLVED** that the CUSA Board of Directors approves the Finance Approvals Policy (F-03), attached as Appendix I, as written.

Moved: Vice Chair Alary

Seconded: Director Pilatwe

[see *Appendix I*]

- Director Fraser expressed interest in lowering the amount of unbudgeted spending allowed as outlined in clause four. Vice Chair Alary agreed that the current limit (\$10,000) is too high.
- The Board agreed to lower the limit to \$5,000.
- President Faris recommended removing the duty of Council to review overbudgeted Executive budget spending, opting to put it under the purview of the Board.

*CARRIED* unanimously

**Item 13.7**

**Motion to Approve the CUSA Transparency and Ethical Standards Policy (G-06) (B-228)**

**WHEREAS** the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

**AND WHEREAS** CUSA Council has completed its review and has made its recommendations

**AND WHEREAS** Council adopted a series of amendments to the CUSA Transparency and Ethical Standards Policy (G-06) and returned the policy to the Board of Directors.

**BE IT RESOLVED** that the CUSA Board of Directors approves the CUSA Transparency and Ethical Standards Policy (G-06), attached as Appendix J, as written along with the edits provided by Council in purple.

**BE IT FURTHER RESOLVED** that the CUSA Board of Directors returns the revised policy, with the remaining edit proposals highlighted in red, back to Council for full ratification.

Moved: Director Fraser

Seconded: Director Pilatwe

[see *Appendix J*]

- Director Fraser wants Council to revisit section 13 to add further clarification.

**CARRIED** unanimously

## **Item 13.8**

### **Motion to Direct the CUSA Businesses to Prioritize Profitability (B-229)**

**WHEREAS** the CUSA businesses have oscillated between profitable and non-profitable, often trying to provide expensive goods and services to students at inexpensive prices

**AND WHEREAS** the CUSA businesses are seeking direction on how to approach their operations

**BE IT RESOLVED** that staff direct the CUSA Businesses to prioritize profitability for the time being

Moved: Director Pilatwe

Seconded: Vice Chair Alary

- Director Buri asked for clarification as to the rationale behind this motion. Kilgour explained that many business managers have not received any direction for their operations.

**The Board went in-camera**

**The Board left in-camera**

- The Board agreed to remove the word profitable in exchange for “reduce unprofitability” to reflect CUSA’s status as a not-for-profit corporation.
- Concern was raised by the VPI regarding Ollie’s inconsistent hours of operations. Another clause was added to ensure that businesses continue to operate consistently.
- Motion moved by Director Fraser and seconded by Director Pilatwe. It was carried unanimously

*CARRIED* unanimously

**Item 13.9**

**Motion to Approve the Visitor Policy (H-22) (B-230)**

**WHEREAS** the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

**AND WHEREAS** the Visitor Policy (H-22) is to be reviewed no later than 1 May, 2024

**BE IT RESOLVED** that the CUSA Board of Directors approves the Visitor Policy (H-22), attached as Appendix K, as written.

Moved: President Faris

Seconded: Director Nobossi

[see *Appendix K*]

*CARRIED* unanimously

**Item 18.1**

**Adjournment (B-2XX)**

**BE IT RESOLVED** that the CUSA Board of Directors adjourns until the next regular board meeting.

Moved: Vice Chair Alary

Seconded: Director Fraser

**APPENDIX A:**

**Report from All Staff**

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## **APPENDIX B:**

### **Report from the President**

#### **Summary of recent activities and accomplishments**

##### **President:**

1. Supporting the executive team and full time staff.
2. Staffing updates
3. Labour relations
4. Advocacy Roadmap published.
5. Hiring for Director of Operations.
6. Connect with the Provost.
7. State of the Union.
8. The Wing is opening soon with a new look and business concept.
9. Elections training
10. Advocacy: Transit, Flowing Rights, International students immigration updates (met with Minister Fraser), CASA Conference, addressing sexual violence on campus, International students immigration changes

##### **AVPs:**

- i. **ER:** Exec committee support and Board assist, referendum planning,
- ii. **U&A:** Transit policy, Flowing rights,
- iii. **GA:** Transit advocacy, correspondence with different stakeholders, advocacy tracker

#### **List of current Activities in progress and upcoming activities**

1. Launching The Wing
2. Hiring Director of Operations
3. Executive composition
4. LTSP Next steps
5. Referendum planning

##### **VP Internal**

#### **Summary of recent activities and accomplishments**

1. Completion of winter club funding.
2. Greek Letter Organizations Policy.
3. General Election planning.
4. Finalised plan for club storage improvements.

5. Risk assessment advocacy

**AVP SG:** Clubs Instagram, Clubs oversight support, referendum

**List of current Activities in progress and upcoming activities**

1. Acting Vice President Finance.
2. Executive composition.
3. Supporting General Election and VP Elections.
4. Leading referendum efforts.
5. Procedure drafting for Clubs Oversight Commission.
6. Launch of Simply Voting.

**VP Community Engagement**

**Summary of recent activities and accomplishments**

1. Successfully launched the first iteration of the Exam Shuttle Service.
2. Dedicated Access Fund Committee Meeting.
3. External Affairs Committee meeting discussing various CUSA advocacy efforts.

**AVP EA:** The Wing relaunch, Exam bus shuttles, vendor contacts

**List of current Activities in progress and upcoming activities**

1. Inaugural PMC Award Ceremony.
2. Black History Month initiatives.
3. Ideation and execution of Valentine's day initiatives.

**VP Student Issues**

**Summary of recent activities and accomplishments**

1. Mosaic completed.
2. Study Snack Campaign.
3. Address to Greek Letter Organizations/ Charlatan Article.
4. Attended Hatch Changemaker Presentations.
5. Participated in Sexual Assault Awareness Week Committee meetings.
6. Planning for Pop the Stigma Campaign.

**AVP CS:** Study Snacks, Pop the stigma planning

### **List of current Activities in progress and upcoming activities**

1. Pop the Stigma running from January 22nd - 26th with The Wellness Centre.
2. Meetings with RISE for Black History Month Committee.
3. Planning Snatched for Black History Month.
4. Sexual Assault Awareness Week from January 22nd - 26th.
5. Participation at the Universities Wellness Fair on Jan. 24th.
6. Collaborating with The Wellness Desk in the MacOdrum Library.
7. Advocacy Planning for Trans Rights in collaboration with the GSRC.
8. Working with the National Eating Disorder Information Centre of Canada to increase awareness and resources.
9. CUSA Awards.

### **VP Student Life**

#### **Summary of recent activities and accomplishments**

1. Successfully expanded our annual clothing drive into a larger-scale thrift event, "Thrift & Flip," which garnered participation from over 500 students. The event received widespread interest and positive feedback. We also donated winter clothing to a local charity.
2. Collaborated with a renowned sustainable fashion designer to host the "Thrift & Flip Workshop." This event focused on teaching basic sewing skills and the art of upcycling thrifted clothes, aligning with our commitment to sustainable fashion.
3. Efficiently planned and executed Frost Week, incorporating four bi-weekly committee meetings with various campus stakeholders. This led to a series of successful events organized by different departments, including Eng Frosh, Sci Frosh, and CAB.
4. Enhanced campus engagement through regular tabling efforts for Chonk Nation, supported by the AVP SX. We also maintained high team morale through monthly meetings.
5. Frost Week events, including a Magic Show, a Winter Wonderland experience, and the Winterfest Concert featuring talented local artists from Ottawa.

**AVP SX:** Chonk nation support and engagement, Frost week planning, thrift event support

### **List of current Activities in progress and upcoming activities**

1. Beginning the initial planning stages for the CUSA Gala and other events for the winter term.

2. Launching a recruitment drive for Chonk Nation to increase our efforts for the upcoming winter referendums.
  3. Referendum planning
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**APPENDIX C:**

**E-Vote for Record: Motion to Temporarily Delegate Certain Board Responsibilities to the Chair, Vice-Chair and President (B-217)**

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**Motion to Temporarily Delegate Certain Board Responsibilities to the Chair, Vice-Chair and President (B-217)**

**WHEREAS** it is the responsibility of the Board of Directors to assign signing authority for the organization and the issuance of corporate credit cards.

**AND WHEREAS** the swift approval of properly assigned signing authority and corporate credit card is vital to the operational health of the organization.

**AND WHEREAS** multiple consecutive staff changes including the sudden departure of the newly hired Finance Manager and the leave of the Vice-President Finance and Treasurer have caused operational difficulties including the need to reassign signing authority and the issuance of corporate credit cards on multiple occasions.

**AND WHEREAS** the organization is mindful of the Board's time as a volunteer organization.

**THEREFORE, BE IT RESOLVED** that the Board of Directors Temporarily Delegate the authority to assign signing authority for the organization and the authority to approve issuance of corporate credit cards to the Chair, Vice-Chair and President together who will approve or refuse the assignment of signing authority and the issuance of corporate credit cards on behalf of the entire board by majority vote.

**BE IT FURTHER RESOLVED** that this delegated power expires on February 29th, 2024.

**BE IT FURTHER RESOLVED** that the Chair, Vice-Chair and President's approval or refusal of assignment of signing authority and the issuance of corporate credit cards be shared to the entire board in a report in each instance.

Moved: Vice Chair Alary

Seconded: Director Fraser

**Motion passes; Chair Harris abstained**

**APPENDIX D:**

**E-Vote for Record: Motion to Call a Special February Council Meeting (B-218)**

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**Motion to Call a Special February Council Meeting (B-218)**

**WHEREAS** Council needs more time to consider amendments to the CUSA Bylaws.

**AND WHEREAS** per section 6.6 of the Bylaw, "the Board will convene a Special Members' Meeting on written request of not less than fifteen percent (15%) of the Members."

**AND WHEREAS** the following voting members of Council have submitted written requests to the Vice President Internal for a special Council meeting:

- President Mohamed Faris Riazudden
- Councillor Jaden Desveaux
- Councillor Nkosi Mhlanga
- Councillor Keana Cavero
- Councillor Alison Kocsis
- Councillor Clara de Oliveira Borba

**BE IT RESOLVED** that the CUSA Board of Directors approve of a special Council meeting to be held on February 12th, 2024 at 6pm.

Moved: Chair Harris

Seconded: Director Fraser

APPENDIX E:

Proposed Human Resources Subcommittee of the Board Terms of Reference (D-06)

Human Resources Subcommittee of the Board Terms of Reference D-06

LONG TITLE	Human Resources Subcommittee of the Board Terms of Reference	DATE OF ENACTMENT	22 March 2022
		LAST AMENDED	28 January 2024 <del>March 2022</del>
REFERENCE No.	D-06	NEXT REVIEW	<del>31 May 2024</del> 1 January 2027
CATEGORY	Board	COMPETENT CHAMBER	CUSA Board
REVIEW COMMITTEE	CUSA Board or Designated Subcommittee	DELEGATES	Chair of the Board CUSA President

1) Objective

- a) ~~The Human Resources Subcommittee is r~~Responsible for ensuring the CUSA Board is meeting its obligations to review key ~~H~~human ~~R~~resources policies. The committee will also be responsible for approving and maintaining development and evaluation for the CUSA Board of Directors. The ~~sub~~committee will work closely with the ~~Director of Human Resources to ensure the Association is compliant with relevant legislation and regulations, and reflects industry best practices.~~

2) Membership

- a) ~~The~~Chair of the Board (~~Co-Chair/Facilitator~~), voting
- b) Two (2) CUSA Board directors, voting
- c) ~~The CUSA~~ President/CEO (~~Co-Chair/Facilitator~~), non-voting resource member
- d) ~~The CUSA Executive~~ Director of Operations, non-voting resource member
- e) ~~The CUSA~~ Director of Human Resources, non-voting resource member

3) Operations

- a) Quorum of the ~~subc~~ommittee shall be three (3) voting ~~sub~~committee members
- b) The ~~sub~~committee shall strive to meet at least once (1) between each CUSA Board meeting and then additionally on an “as needed” basis, with meetings called by any ~~sub~~committee member

- c) Notice of meetings shall be communicated to **sub**committee members and publicly posted by the President/CEO at least one (1) week in advance of the meeting
- d) Meetings may be canceled due to lack of agenda items with consent of all members
- e) Any **sub**committee member may request agenda items to the **Co-Chairs** at least four (4) days prior to the meeting.
- f) The ~~Chair of the Board President/CEO~~ shall circulate a meeting agenda, with all relevant supplemental documents and presentations to all **sub**committee members at least two (2) days before the meeting
- g) The ~~Associate Vice President, Executive Relations President/CEO~~ shall circulate minutes from the previous meeting for review no more than two (2) days following a meeting, for approval at the next ordinary meeting of the **sub**committee
- ~~h) The function of Co-Chairs should allow both Co-Chairs to serve both as facilitators of discussion at times and active contributors to discussion at other times. Clearly delineating when Co-Chairs are serving as facilitators or active contributors to discussion is encouraged.~~
- i) Consensus decision making should be the goal of the **sub**committee. If consensus cannot be reached, matters at committee will be decided by majority vote.
- j) The Director of Human Resources or delegate will prepare Human Resources materials for consideration and share relevant documents via Google Drive folder or email.
- k) The **Co-Chairs** will facilitate discussions concerning matters, records, and decisions of the committee
- l) Following **sub**committee decisions, the President/CEO or CUSA **Executive Director of Operations** will provide any relevant information to
  - i) CUSA full-time staff, labour unions, student staff, contract staff, or other applicable individuals or departments, including providing supplemental resources, as necessary, to support the individuals or departments in executing the matters decided by the committee if the authority was previously delegated by the CUSA Board
  - ii) The Agenda **Subc**ommittee of the Board if the authority was not previously delegated by the CUSA Board



- m) ~~In accordance with the Policy Management Policy,~~ Various entities and individuals have authority over various ~~H~~human ~~R~~resources policies and procedures
- i) The CUSA Board has sole authority for;
    - (1) Human Resources ~~Subc~~Committee Terms of Reference
    - (2) Executive Director Policy
  - ii) The Human Resources ~~Subc~~Committee has sole authority to recommend ~~human resources~~ policy ~~changes~~ to the CUSA Board via the Agenda ~~Subc~~Committee
  - iii) The ~~Executive~~ Director of Operations and remainder of the management team is responsible executing the following Policies and Procedures and referring matters of import to ~~the proper entity, be it the CUSA Board, the Agenda Committee, of~~ the Human Resources ~~Subc~~Committee;
    - (1) The CUSA Occupational Health and Safety Manual
    - (2) The CUSA Employee Handbook
    - (3) Hiring Policy & Procedure
    - ~~(4) Conference & Retreat Policy~~
    - (4) Conflict of Interest Policy
    - ~~(5) Discrimination, Harassment, and Violence Prevention Policy~~
    - ~~(6) Discrimination, Harassment, and Violence Reporting Procedure~~
    - ~~(7) Early & Safe Return to Work Policy~~
    - ~~(8) Health & Safety Policies~~
    - ~~(9) Hazard Reporting Policy & Procedure~~
    - ~~(10) Hybrid Work Policy~~
    - ~~(11) Accident or Injury Reporting Procedure~~
    - ~~(12) Accident Investigation Standards & Procedures~~
    - ~~(13) Employee Loan Program Policy~~
    - (5) Ministry of Labour Visit Policy
    - ~~(6) Workplace Inspections & Audit Policy~~
    - ~~(7) CUSA Mandatory Training Policy~~
    - ~~(8) Orientation of New Employees Policy~~
    - ~~(9) Safety Communications System Policy~~
    - ~~(10) Office Safety Policy~~
    - ~~(11) Emergency Response Plan Policy~~
    - ~~(12) Work Refusal Conditions & Process Policy~~
    - ~~(13) Bilateral Work Stoppage for Dangerous Circumstances Policy~~
    - ~~(14) Health & Safety Guidelines~~

~~(15) Preventative Maintenance Policy~~

~~(16) Process & Equipment Purchase and/or Modifications Policy~~

~~(17) Lock-Out/Tag-Out Policy~~

(6) Record Retention Policy

(7) GAP Analysis Process and Procedure

(8) Professional Development Policy

- n) The Committee shall review the CUSA Occupational Health and Safety Manual before the end of each calendar year to ensure compliance with provincial legislation and regulations.
- o) The Committee will review any other ~~H~~human ~~R~~resources ~~p~~Policies that may be created or reviewed before they are presented to the CUSA Board for approval
- p) A committee member must recuse themselves from a matter where they could possess a conflict of interest or be reasonably perceived to possess a conflict of interest.
- i) In the case where ~~a the Co-Chair~~ is recused on “conflict of interest” grounds, their responsibilities will be delegated to the ~~President/CEO~~ ~~other Co-Chair~~
  - ii) In the case where both ~~the Chair and the President/CEO Co-Chairs~~ are recused on “conflict of interest” grounds, and in case further members are also recused, the responsibilities of ~~e~~Chair will be delegated in the following order:
    - (1) CUSA Board Director 1
    - (2) CUSA Board Director 2
    - (3) ~~CUSA Executive~~ Director of Operations
  - iii) In the case a quorum cannot be reached due exclusively to recusals on the grounds of “conflict of interest”, the ~~sub~~committee may continue to meet and make determinations as if quorum were satisfied but will mark decisions with “Decision arrived at under special circumstances as outlined in the Human Resources ~~Subc~~Committee Terms of Reference”
  - iv) In a “below-quorum” setting, where ~~the remaining members of the committee are~~ only the resource members of the ~~subcommittee~~ remain, the CUSA ~~Executive~~ Director of Operations will refer the matter to the CUSA Board via the Agenda Committee with an explanation that no resolution could be reached at the Human Resources ~~Subc~~Committee due to the conflict of interest recusals.

#### 4) Other Duties

- a) The ~~Subc~~Committee will ensure the CUSA Board is apprised of any HR related issues presented to the Subcommittee.
- b) The ~~Subc~~Committee will review and approve CUSA Board ~~training and~~ development
- c) The ~~Subc~~Committee will maintain a CUSA Board evaluation process
- d) ~~The Committee will maintain the nominations committees to replace outgoing~~ ~~directors~~

APPENDIX F:

Proposed Summer Work Hours Policy (H-25)

Summer ~~Work-Office~~ Hours Policy

**H-25H-58**

LONG TITLE	Summer <del>Work-Office</del> Hours for CUSA Full-time Staff, Executives, and the <del>Associate Vice Presidents-Executive Adjacent Student Staff</del>	DATE OF ENACTMENT	21 April 2022
		LAST AMENDED	28 January 2024
REFERENCE No.	H-25H-58	NEXT REVIEW	<del>01 May 2024</del> 1 January 2027
CATEGORY	Human Resources	COMPETENT CHAMBER	CUSA Board

1) **Objective**

- a) To outline the authority of individuals and entities within CUSA for setting the summer ~~work-office~~ schedule and staff hours

2) **Definitions**

For the purposes of this policy unless the context demands a separate interpretation:

- a) **CUPE 1281 staff** - part-time student staff who are members of CUPE 1281
- b) **CUSA Board** - The CUSA Board of Directors
- c) **CUSA Executive** - The President and Vice Presidents of the Association, which include the President/CEO, Vice President Finance / Secretary-Treasurer, Vice President Student Issues, Vice President Student Life, Vice President Community Engagement, and the Vice President Internal
- d) ~~Associate Vice Presidents-Executive Adjacent Student Staff~~ - non-CUSA 1281 student staff who assist the executive as outlined in the Organizational Chart ~~and Hiring Policy & Procedure Class 3~~
- e) ~~Executive Director of Operations~~ - The top full-time, non-elected staff person of CUSA
- f) **Full-time Staff** - CUPE 3011 and Senior Management staff as outlined in the Organizational Chart and Hiring Policy & Procedure Class 2 and CUPE 3011.

- g) **President/CEO** - The President/CEO of CUSA, as elected by the student body and confirmed by CUSA Council to the Board. ~~Also usually delegated the responsibility by the CUSA Board to be the supervisor of the Executive Director~~
- h) **Summer** - For the purposes of this policy, Summer shall be interpreted to begin the Friday of or ~~preceding~~~~preceeding~~ Queen Victoria Day and end the Saturday of Labour Day Weekend.

### 3) **Policy Administration**

- a) The President/CEO has the authority to set a summer ~~work-office~~ hours schedule for their own position, for CUSA Executives, and for ~~the Associate Vice Presidents-Executive-Adjacent Student Staff~~.
  - i) The President should consider advice or guidance from the CUSA Board in setting summer ~~work-office~~ hours if advice is offered.
- b) The ~~Executive~~ Director of Operations has the authority to set a summer ~~work office~~ hours schedule for their own position, for CUSA Full-time Staff and for CUPE 1281 staff.
  - i) The ~~Executive~~ Director of Operations may delegate this authority to other staff members, as appropriate, such as the Haven's Managers, Rooster's Manager, ~~or the Ollie's Manager, and Director of Student Services~~.
  - ii) The ~~Executive~~ Director of Operations should consider guidance from the CUSA Board in setting summer ~~work-office~~ hours if advice or guidance is offered.

### 4) **Amending this Policy**

- a) The CUSA Board is responsible for the legal, financial, and reputational position of CUSA with stated areas of responsibility being office space, physical plant, human resources, and finance.
  - i) Pursuant to these responsibilities, the CUSA Board has the authority to delegate summer ~~work-office~~ hour settings responsible to any entity or to themselves set the summer ~~work-office~~ hours by amending this policy.

APPENDIX G:

Proposed Record Retention Policy (H-23)

Record Retention Policy

H-23H-56

LONG TITLE	Record Retention Policy	DATE OF ENACTMENT	12 April 2022
		LAST AMENDED	28 January 2024
REFERENCE No.	H-23H-56	NEXT REVIEW	<del>01 May 2024</del> 1 January 2027
CATEGORY	Human Resources	COMPETENT CHAMBER	CUSA Board

~~INTENT~~PURPOSE

The ~~purpose~~intent of Carleton University Students' Association's Human Resources Retention Policy is to outline record retention guidelines in accordance with legislative and regulatory requirements.

GUIDELINES

- 1 All ~~H~~human ~~R~~resources records shall be maintained and, at minimum, should be easily accessible in the event of an audit.
- 2 Where a document has reached its expiration date, the organization shall either:
  - a) Destroy, either by paper shredding or permanent deletion from electronic sources, or
  - b) Render the personal information non-identifying so that it can no longer be used to identify an individual.

PERSONAL INFORMATION

- 3 The Carleton University Students' Association commits to collecting and retaining personal information as listed below for the sole purpose of managing its business in accordance with the *Personal Information Protection and Electronic Documents Act (PIPEDA)*.
  - a) Name
  - b) Address
  - c) Telephone number
  - d) Date of birth
    - i) ~~Date of birth shall~~ only be kept if the employee is a student under the age of 18

- ii) ~~Date of birth information shall either to~~ be kept for 3 years after the 18<sup>th</sup> birthday or upon ~~after the~~ end of employment, ~~depending on whichever date comes first~~
- e) Social Insurance Number
- f) Payroll records
- g) Beneficiary information
- h) Start date of employment
- i) End date of employment
- j) Written agreement(s) to work excess hours
- k) Education history
- l) Records relating to legislated leaves
- m) Information contained on the wage statement
- n) Days and hours worked
- o) Hours worked in excess of a salaried employee's regular schedule
- p) Substituted day off for public holiday
- q) Records pertaining to vacation time and pay

## RECORD RETENTION

**4** In accordance with Ontario's *Employment Standards Act*, subsection 15(5), the employer shall retain or arrange for some other person to retain these records for at least three (3) years after the employee ceased to be employed by the employer.

**5** In accordance with Ontario's *Confined Spaces, O Reg. 632/05*, in the case of a workplace that is not a project; the employer shall retain every assessment, plan, coordination document, record of training, entry permit, record of inspection, and record of atmospheric tests for the longer of these two (2) periods:

- a) One (1) year after the document is created; or
- b) The period that is necessary to ensure that at least the two (2) most recent records of each kind that relate to a particular confined space are retained, subsection 21(1).

**6** In accordance with Ontario's *Confined Spaces, O Reg. 632/05*, in the case of a workplace that is a project, the employer or constructor shall retain every assessment, plan, coordination document, record of training, entry permit, record of inspection, and record of atmospheric tests for a period of one (1) year after the project is finished, subsection 21(2)(a).

**7** In accordance with Ontario's *Construction Projects, O Reg. 213/91*, subsection 19, an employer shall keep the following records for a period of at least one (1) year after the completion of a project:

- a) Any accident, explosion or fire involving a worker that causes injury requiring medical attention but does not disable the worker, subsection 10(1);
- b) Any record of training in a fall protection system, subsection 26.2.

**8** In accordance with Ontario's *Construction Projects, O Reg. 213/91*, subsection 352(12), records of medical examinations, tests, medical treatment and worker exposure to compressed air must be kept in a secure place by the project physician who has conducted the examinations and tests for a period of at least six (6) years.

~~9 In accordance with Ontario's *Health Care and Residential Facilities, O Reg. 67/93*, subsection 5(3), if an accident, explosion or fire at a facility causes injury that requires medical attention but does not disable a worker from performing his or her usual work, Carleton University Students' Association will produce a record containing the following and retain it for a period of at least one (1) year following its production:~~

- ~~• The nature and circumstances of the occurrence and the injury sustained;~~
- ~~• The time and place of the occurrence;~~
- ~~• The name and address of the injured worker; and~~
- ~~• The steps taken to prevent a recurrence.~~

**9** In accordance with Ontario's *Industrial Establishments, RRO 1990, Reg. 851*, subsection 5(3), where an accident, explosion or fire causes injury that requires medical attention but does not disable a worker from performing ~~his or her~~ their usual work, the record shall be kept for:

- a) A period of at least one (1) year; or
- b) ~~Such~~A longer period of time, if ~~as is~~ necessary to ensure that at least the two (2) most recent reports or records are kept, subsection 6(a) (b).

~~In accordance with Ontario's *Mines and Mining Plants, RRO 1990, Reg. 854*, where an accident, explosion, or fire causes injury that requires medical attention but does not disable a worker from performing his or her usual work, the record shall be kept by Carleton University Students' Association and include::~~

- ~~• The nature and circumstances of the occurrence and the injury sustained;~~
- ~~• The time and place of the occurrence; and~~
- ~~• The name and address of the injured person.~~

~~In accordance with Ontario's *X-Ray Safety, RRO 1990, Reg. 861*, where a worker is working with X-rays and is issued with a personal dosimeter, an employer shall retain the records from this personal dosimeter for a period of at least three (3) years, subsection 12(5).~~

## PAYROLL RECORDS

**13** Canada Revenue Agency requires the retention of all employee records pertaining to taxation and payroll for at least six (6) years from the end of the last taxation year. These records can be kept in paper or electronic format. They may include:

- a) CPP contributions, as per the *Canada Pension Plan*, subsection 24(2);



- b) EI premiums, as per the *Employment Insurance Act*, subsection 87(3);
- c) Taxes withheld, as per the *Income Tax Act*, subsection 230(4)(b);
- d) The hours worked by each employee;
- e) Form TD1, Personal Tax Credits Return;
- f) Form TP1015.3, Source Deductions Return (Quebec only);
- g) Canada Revenue Agency letters of authority which allow organizations to reduce the tax deductions for certain employees for a specific year;
- h) All information slips and returns filed.

APPENDIX H:

Proposed Financial Reporting Policy (F-02)

**Financial Reporting Policy** **F-02**

LONG TITLE	Financial Reporting Policy	DATE OF ENACTMENT	01 April 2022
		LAST AMENDED	28 January 2024
REFERENCE No.	F-02	NEXT REVIEW	<del>01 May 2024</del> 1 January 2027
CATEGORY	Finance	COMPETENT CHAMBER	CUSA Board

**1) Objective**

- a) This policy outlines financial reporting within CUSA, including what types of reporting is required, when it is required, and the level of detail required.

**2) CUSA Council**

- a) Council shall receive the following financial reports
  - i) Audited Financial Statements
    - (1) Audited financials shall be reported to CUSA Council after they have been approved by the CUSA Board.

**3) CUSA Board**

- a) The CUSA Board shall receive the following financial reports
  - i) Audited Financial Statements
    - (1) Audited financials shall be completed ~~on~~ by CUSA auditors within 90 calendar days after the financial year end of the Association;
    - (2) Audited financials shall be ~~submitted~~ ~~reported~~ to the CUSA Board for their approval following their completion;
    - (3) Audited statements will be reported ~~on~~ by the CUSA auditors; and
    - (4) The level of detail required shall be determined by CUSA's auditors
  - ii) Quarterly Financial Reports

- (1) Quarterly reports shall be submitted by the VP Finance, or designate, to the CUSA Board no later than;
  - (a) The third Monday of August for Q1 (May - July);
  - (b) The third Monday of November for Q2 (Aug - Oct);
  - (c) The third Monday of February for Q3 (Nov - Jan); and
  - (d) The third Monday of May for Q4 (Feb - Apr).
- (2) Quarterly reports shall be delivered in the format specified by the CUSA Board
- (3) Quarterly reports shall contain the following information for that period.
  - (a) Summary of student fees, and transfers out.
  - (b) Summary of all CUSA business units.
  - (c) Summary of all CUSA departments.
  - (d) ~~Report shall highlight~~ Any student fee, transfer out, business unit, or department that has underperformed, or exceeded budget expectations by the lesser of \$30,000 or 5%.
  - (e) ~~Quarterly reports shall include~~ A statement of cash flows.
  - (f) ~~Quarterly reports shall include~~ A narrative report discussing highlighted budget discrepancies, and any other information that should be noted.
  - (g) ~~Quarterly reports shall include~~ A list of government remittances.
  - (h) ~~Quarterly reports shall include~~ A breakdown of executive spending, broken down by executive.

#### 4) Board Finance and Governance Subcommittee

- a) The Finance and Governance Subcommittee of the CUSA Board shall receive the following financial reports.
  - i) All CUSA Board financial reports prior to their Board presentation.
  - ii) Monthly executive summary
    - (1) The Board finance committee shall receive and review the monthly executive summary.

APPENDIX I:

Proposed Finance Approvals Policy (F-03)

Finance Approvals Policy

F-03

LONG TITLE	Finance Approvals Policy	DATE OF ENACTMENT	31 March 2022
		LAST AMENDED	<del>21 November 2022</del> 28 January 2024
REFERENCE No.	F-03	NEXT REVIEW	<del>01 May 2024</del> 1 January 2027
CATEGORY	Finance	COMPETENT CHAMBER	CUSA Board

1) Objective

- a) This policy outlines financial approval mechanisms, and ~~establishes attempts to place~~ appropriate spending limits on CUSA Executives and management.

2) Budget

- a) CUSA Operating and Capital budgets require approval by CUSA Council and the CUSA Board.

3) Audit

- a) At each Annual General Meeting (AGM)/Annual Members Meeting (AMM), Vice President Finance or the ~~A~~ auditors shall present prior year's audited financial statements.
- b) At each ~~AGM/AMM Annual General Meeting (AGM)/Annual Members Meeting (AMM)~~, CUSA Council shall appoint Auditors to hold office until the ~~end~~ close of the next AGM/AMM.
  - i) Every five years, a Request for Proposal (RFP) may be sent to audit firms qualified to provide the type of audit that meets the needs of the Corporation.
  - ii) The ~~Director of Operations, or designate, Executive Director~~ is responsible for making recommendations to the CUSA Board when selecting the firm to be awarded the audit contract. Acceptance of the audit contract will be evidenced by a signed audit engagement letter.

- iii) CUSA Board will propose a selected auditor to CUSA Council, in consideration of recommendations made to the Board.
- iv) A report will be prepared by the CUSA Board for CUSA Council outlining summarizing the RFP process and all the factors involved in selecting the Auditors.

#### 4) Spending Outside of the Approved Operating Budget

- a) Spending outside of the approved operating budget is subjected to the following approval processes:
  - i) Executive spending outside of the approved executive operating budget.
    - (1) Any unbudgeted spending, or spending that exceeds budget amounts by more than \$4,999 requires the approval of CUSA Council.
  - ii) All spending outside of the approved corporate operating budget.
    - (1) Any unbudgeted spending, or spending that exceeds budget amounts by more than \$1,999 but less than \$9,999 can be approved, in consensus, by the President, VP Finance / Secretary-Treasurer, and Director of Operations, or designate.
    - (2) Any unbudgeted spending, or spending that exceeds budget amounts by more than \$9,999 requires the approval of the CUSA Board.
    - ~~(3) Any unbudgeted spending, or spending that exceeds budget amounts by more than \$1,999 must be approved by the President, VPF, and Executive Director, or such limits as deemed appropriate.~~

#### 5) Spending of the Approved Capital Budget

- a) Spending within the approved capital budget:
  - i) All spending of \$50,000 or more requires CUSA Board approval
- b) Spending outside of the approved capital budget.
  - i) All spending above ~~outside of~~ total amounts allocated within the approved ~~total~~ capital budget requires CUSA Board approval.

APPENDIX J:

Proposed CUSA Transparency and Ethical Standards Policy (G-06)

**CUSA Transparency and Ethical Standards Policy** **G-06**

LONG TITLE	A Policy Respecting Accountability, Ethical Standards and Transparency for Policymaking and General Operations.	DATE OF ENACTMENT	28 March 2022
		LAST AMENDED	<del>14 October 2023</del> 28 January 2024
REFERENCE No.	G-06	NEXT REVIEW	<del>28 March 2025</del> February 2026
CATEGORY	Governance	COMPETENT CHAMBER	Bicameral

**MANDATE**

The Carleton University Students' Association acknowledges its responsibility to provide and uphold good government with respect to matters within its mandate as defined by the Constitution, Bylaws, and Policies of the Association.

Transparency, openness, and ethical practice/behaviour are the standards of the Association that are designed to enhance and maintain public trust. These goals are achieved through the Association by adopting new measures that promote and increase the Association's ability to operate in a transparent and ethical manner.

This policy shall be reviewed every two years by Council and the Board.

**INTERPRETATION**

1. This Policy may be called the *Transparency and Ethical Standards Policy*.
2. In this Policy, the following definitions shall apply:
  - a. The Carleton University Students' Association is to be therefore defined and recognized in this act as the 'Association'.
  - b. Carleton University is to be therefore defined and recognized in this act as the 'institution'.

- c. The term 'Member' is to be recognized and defined as any individual/organization as described in s 3.0.
  - d. 'Council' is to be defined as the elected body of members that serves the association in a collective body and votes on policies, referendums, bylaws, and other matters defined within this act and the Bylaws of the association.
  - e. The 'Board' is to be defined as the eight (8) general directors, the President/Chief Executive Officer, and the Vice President Finance/Secretary Treasurer.
  - ~~f. The 'Constitution' is to be referred to as the preliminary legal document that guides the operation and lawful function of the Council, the executive, its members, and the association therein referred to as the Carleton University Students' Association.~~
  - g. The 'Executive' ~~shall be defined as an elected body of individuals that oversee the operation of Council, its members, and the association, and~~ shall include the President/Chief Executive Officer, Vice President Finance/Secretary-Treasurer, Vice President Internal, Vice President Student Life, Vice President Student Issues, Vice President Community Engagement.
  - h. 'Accountability' shall be defined as the principle that the association will be answerable to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.
  - i. 'Transparency' shall be defined as the principle that the association actively encourages and fosters stakeholder participation and openness in its decision-making processes. Additionally, transparency means that the association's decision-making process is open and clear to the public
  - j. 'Ethical Standards' shall be defined as the principle that all members of the association will act in accordance with the principles of transparency, honesty, integrity, responsibility, and fairness.
3. This Statement of Policy and Procedure applies to the Carleton University Students' Association, the Executive Team, the Council, the Board of Directors, Committees, affiliated members, students-at-large participating in business of the Association, students-at-large participating in the official business of the Association, and hired staff.
4. The purpose of this policy is to serve as a framework for the delivery of the association's policies, activities, services, and deliberations either in a written or verbal form in accordance with the principles of the association and this policy herein. This policy has been developed to comply with the most recent and approved version of the following documents as it relates to the Association and its activities:

- a. *Not-for-Profit Corporations Act*, 2010, S.O. 2010, c. 15
- b. *Canada Not-for-Profit Corporations Act* (S.C. 2009, c. 23)
- ~~c. *The Constitution of the Carleton University Students' Association*~~
- d. The Policies and Bylaws of the Association
- e. The *Ontario Human Rights Code*

## PROCEDURES

5. All members are to be held accountable for their ability to uphold the values of transparent, ethical practice within the association. The following provisions hereby define what constitutes as transparent and ethical:
  - a. All documented matters are to outline its intentions and purpose of the document at the beginning of said document in full detail.
  - b. Member behaviour in chambers of Council or acting on any such business in the representation of the Association or institution are to act in practice and procedure as the ~~constitution,~~ policies, and bylaws define as legal behaviour within the Association.
  - c. Members who involve themselves in election-related activities either in direct or indirect form are to abide by the election policies and practices. Members in no capacity shall conspire, cheat, abridge, or attempt to change Association legislation in favour of an election outcome for themselves or any other member of the association.
  - d. All members are expected to act in accordance with the *Ontario Human Rights Code*.
  - e. Policies, bylaws, or any other documentation that is to be interpreted as legal documentation of the Association is to be constructed in a manner so that it is not to abridge, disregard, obstruct, or contradict any current, or repealed, legislation. Council and committee may see it fit to review enacted legislation that abridges, disregards, obstructs, or contradicts current legislation partially or entirely and reform if new, ~~or amended,~~ legislation does not uphold the values of the Association.
  - f. Members are to vote or abstain from voting in a free and uncoerced manner. Legislation which is passed by Council in a coerced manner either in part or full is to be withdrawn from enactment and subject to an independent disciplinary review by a committee that the legislation relates to.
  - g. Any legislation withdrawn under the provisions presented in subsection (e) and deemed unlawfully enacted by the committee is to be withdrawn in all parts from Council deliberation.



- h. Subject to subsection (f), any legislation deemed unlawfully enacted may be resubmitted to the Council for vote to be debated and voted upon again and only may it be enacted if said legislation is passed in an uncoerced manner.
  - i. Legislation may be sent to a committee for independent review through a motion passed by Council outlining how such legislation was coerced and to which committee the legislation should be sent.
- i. Legislation drafted to Council for deliberation to seek a vote for enactment may not in any way, shape or form contain elements or phrasing which may in any part undermine the ~~principles~~**integrity** of the Association, **as defined in section 2 (h, i, j).**~~or its members.~~

### Public Participation and Information Sharing

- 6. As part of this policy, CUSA will enact the following and distribute roles accordingly:
  - a. Create and maintain a “CUSA governance” webpage and/or tab, ~~whichever of the two options are easier and can be implemented in the fastest and most reasonable time~~ on the official CUSA website;
  - b. Create and maintain a webpage and/or tab for financial statements, ~~whichever of the two options are easier and can be implemented in the fastest and most reasonable time~~ on the official CUSA website; **and implemented in the fastest and most reasonable time on the official CUSA website**
  - c. Ensure that CUSA’s **constitution**, Bylaws and policies are posted on the “CUSA governance” webpage and/or tab ~~whichever of the two options are easier and can be implemented in the fastest and most reasonable time~~ on the official CUSA website.
  - ~~d. All documents mentioned in the CUSA Information Transparency Policy will also be made available as a physical copy from either CUSA staff or the appropriate CUSA Executive.~~

### Financial Matters

- 7. The VP Finance will ensure that all Annual CUSA Budgets, Annual Audited Financial Statements, and any Supplemental Documentation that have occurred ~~since May 2022 in the last seven (7) years~~ are made available online ~~on the “Financial statements” webpage and/or tab whichever of the two options are easier and can be implemented in the fastest and most reasonable time~~ on the official CUSA website, ~~including a breakdown of CUSA Fees and Levies paid by CUSA members.~~

8. The VP Finance will ensure that a breakdown of CUSA fees and ancillary fees paid by undergraduate students, including their amount and purpose, are made available online on the official CUSA website.

### **Council and Board Transparency**

9. The VP Internal will ensure that all CUSA Council and CUSA Board meeting minutes ~~that have occurred in the last five (5) years since May 2022~~ are made available online on the "CUSA Governance" webpage and/or tab ~~whichever of the two options are easier and can be implemented in the fastest and most reasonable time~~ on the official CUSA website.
10. The VP Internal will ensure that all public CUSA Council and CUSA Board meetings only excluding any parts which are *in camera* are live-streamed, recorded, and made accessible to the public **within 5 business days**.
11. The VP Internal will ensure that the meeting minutes for all CUSA Committees (Standing and *ad hoc*) for every academic year are amalgamated into a single document, per committee, and be made available online ~~to~~ the public. ~~"CUSA Governance" webpage and/or tab~~.
12. The VP Internal will ensure that the Agendas, including meeting dates, times, and locations, for each CUSA Council and CUSA Board meeting, be made available ~~to~~ the public ~~"CUSA Governance" webpage and/or tab~~ no later than forty-eight (48) hours prior to the meeting time. Should the agenda be duly amended in any way after their **initial** posting, the minutes shall reflect all **amendmentschanges**.

### **Contravention**

13. Any complaint and/or concern related to this policy is subject to review by the Board and Council.

## APPENDIX K:

### Proposed Visitor Policy (H-22)

## Visitor Policy

**H-2255**

LONG TITLE	Policy for Tracking Visitors to CUSA Main Office	DATE OF ENACTMENT	01 April 2022
		LAST AMENDED	28 January 2024
REFERENCE No.	H-2255	NEXT REVIEW	<del>01 May 2024</del> 1 January 2026
CATEGORY	Human Resources	COMPETENT CHAMBER	CUSA Board

### PURPOSE

The purpose of this document is to outline the responsibilities of visitors. This policy applies to all persons with scheduled appointments for a business function, and to all CUSA employees.

### ~~SCOPE~~

~~This policy applies to all persons with scheduled appointments for a business function, and to all CUSA employees~~

### DEFINITIONS

“**v**Visitors” are persons temporarily entering the workplace and may be admitted to areas generally off limits to the public. A visitor usually is on business but is not under contract.

### RESPONSIBILITIES

**1** All visitors must:

- ~~a) Sign in upon arrival at our reception desk;~~
- ~~b) Sign out when leaving;~~
- c) Always be escorted by their designated CUSA host;
- d) Remain in designated areas;
- e) Immediately report any illness or injury suffered while visiting the CUSA to their host;
- and,
- f) Wear personal protective equipment, where applicable.

2 Visitors are responsible for notifying their designated CUSA host, should they require special assistance in the event of an emergency evacuation.

3 All CUSA employees are responsible for the enforcement of this policy.

## PROCEDURES

4 Upon entry, all visitors must read the Visitor Health & Safety Responsibilities document.

5 ~~If~~Should a visitor reports any illness or injury, ~~then~~ the visitor and their designated CUSA host ~~will complete the~~ shall be responsible for completing an Illness/Injury Reporting Form and submit it to ~~the~~ CUSA Human Resources.

6 ~~If~~ In the event that a visitor refuses to follow any CUSA policy as directed by their designated host, then the designated host shall:

1. Ask visitor to leave; and
2. Report the incident to their supervisor.

## COMMUNICATION

7 This policy shall be explained ~~as needed on an as-needed basis~~ to workers during onboarding, ~~through~~ occupational health & safety training, or task-specific training.

## EVALUATION

8 This policy ~~will~~shall be reviewed~~evaluated~~ by the CUSA Board of Directors on an annual basis. ~~through the Continuous Improvement Plan~~