



University of Toronto Mississauga
Students' Union

LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

Policy Manual

Operational Policy Procedural Policy Issues Policy

As ratified by the Board of Directors at the
Board of Directors Meetings between:
May 2007 – September 2021

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University of Toronto at Mississauga Students' Union

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Operational Policy – Assistant to the Board of Directors
(Approved November 9th 2007)
(Amended October 23rd, 2020)

Responsibility

The Board of Directors Assistant is a staff person, on contract, of the Union directed by the Vice-President, Internal and the Executive Committee.

The Board of Directors Assistant shall:

- Be responsible for ensuring items considered by the Board of Directors are properly archived
- Be responsible for compiling all of the minutes and documents of the Board of Directors, Commissions and Committees.
- Be responsible for the minute-taking at the Board of Director meetings, and any other meetings as determined by the Vice-President Internal
- Be responsible, in conjunction with the Vice-President Internal for sending out agendas of the Board and minutes packages to the Board with due notice
- Shall report to the Vice-President Internal
- Any other responsibilities as determined by the Vice-President Internal and Executive Committee
- Be an *Ex-Officio*, non-voting member of the Board of Directors

Selection

The Board of Directors Assistant shall be selected no later than July 1 by the incoming Executive Committee. This will follow the hiring procedures set out in the hiring policies of the Union.

Proxies and Voting

The Board of Directors Assistant shall not be entitled to carry any proxies or vote.

Operational Policy – Associate to the Executive
(Approved November 9th 2007)
(Amended October 23rd, 2020)

Preamble

The Executive is entitled to select Associates to act as support staff and assist with carrying out the responsibilities and duties of an executive portfolio. This position will be compensated on an hourly basis.

Number of Associates

1. Each executive can be accorded up to two (2) associates during their term in office.

Responsibilities of each Associate

1. To report to their Executive member
2. To complete a minimum of 12-15 office hours per week and to report this via a biweekly report.
3. To work on duties and responsibilities delegated by the Executive member supervisor

Selection Process

The following is the process for the selection of Associates:

1. The position will be promoted for at least two (2) weeks during the summer hiring process.
2. Candidates meeting the requirements will be selected for an interview and a proper interview process will take place. After that, the executive will send their choice to the executive committee for ratification.
3. In the case where candidates do not fulfill all requirements that the executive is looking for, the Executive member may nominate a candidate for the position of their Associate
4. The final ratification process occurs at the Executive Committee

Compensation

Associates to the Executive will make an hourly wage of \$15.00/hour and is subject to change to be in compliance with the provincial wage.

OPERATIONAL POLICY - Budgeting Planning Framework
(Approved November 9th 2007)
(Amended October 23rd, 2020)

The process by which the students' union creates its budget each year is as follows:

Step 1 – Review of the Budgeting and Planning Framework

Decision Making Body: Board of Directors

Step 2 – Planning and Priority Setting Exercise

Decision Making Body: Committees, Commissions, and Executive

Step 3 – Commission and Executive Priorities Approved in Principle

Decision Making Body: Board of Directors

Step 4 – Budget Committee Examines Resources, Recommends Large Allocations

Decision Making Body: Budget Committee

Step 5 – Recommendations of Large Allocations Approved

Decision Making Body: Board of Directors

Step 6 – Consultation and Detailed Budgeting of Committees, and Commissions

Decision Making Body: Committees, and Commissions

Step 7 – Develop Detailed Recommendations and Allocations based on Step 6

Decision Making Body: Budget Committee

Step 8 – Final Budget and Year Plans Approved

Decision Making Body: Board of Directors

Preliminary Budget

The preliminary budget will be prepared by the outgoing Vice-President Internal in conjunction with the Executive Director for consideration at the Joint Board Meeting.

The incoming Vice-President Internal will serve as the primary incoming Executive in consultation for the preparation of the preliminary budget.

The preliminary budget will be presented for approval to the incoming Board of Directors no later than April 30 at the Joint Board Meeting.

Revised Budget

The Revised Budget will report an accurate estimate of the actual budgeted expenditures developed from the Union's Operating Budgeting Framework.

The Executive Committee members, in conjunction with the Vice-President Internal, must submit to the Budget Committee a report of actual and approved expenditures pertaining to their budget and portfolio, as well as any budget revisions and recommendations for the Union's Operating Budget.

The Budget Committee will review proposals, actual figures and revised amounts and recommend a Revised Budget for approval by the Union's Board of Directors.

A Revised Budget must be presented to the U.T.M.S.U. Board of Directors no later than February 15.

OPERATIONAL POLICY – Elections and Referenda Official Staff Hiring (Approved March 28th 2008)

Preamble

Election Officials are essential for carrying out the Election and Referenda process. The Chief Returning Officer and the Deputy Returning Officer are important for overseeing the election and referenda process and ensuring that the election and referenda are held in a transparent manner with free and fair elections

The Union shall hire a Chief Returning Officer to carry out the election process and other duties delegated. The Union must also hire no less than one (1) Deputy Returning Officer. The Union also has the right to hire Election and Referenda support staff (e.g. polling clerks) for the purposes of carrying out the election process.

Election Officials work under the supervision of the Elections and Referenda Committee.

Hiring Timeframe for Chief and Deputy Returning Officers

The hiring of the Chief and Deputy Returning Officers process begins prior to the beginning of the election nomination period. The following is a timeframe, on a month basis, that must be followed as part of the process:

Fall elections

- July/August: Job posting circulated for election officials
- August: Interview process and hiring of Chief Returning Officer

Spring elections

- November/December: Job posting circulated for election officials
- December/January: Interview process and hiring of Chief Returning Officer

The Elections and Referenda Committee shall select a Deputy Returning Officer (DRO) through a preferential hiring process or through a circulated job posting. The selection must be ratified at the Election and Referenda Committee meeting.

Hiring of Election Support Staff

The hiring of the election support staff is conducted by the Election and Referenda Committee. The Committee should inquire about the possibility of Union staff and circulate a job posting to fill the vacant staff positions.

Hiring Committee

The necessity for non-partisanship makes the hiring of election and referenda officials of the Union unique in character. The decision to hire election and referenda officials falls under the purview of the Elections and Referenda Committee.

The Elections and Referenda Committee select the election and referenda officials who must be ratified by the Board of Directors through the adoption of the Committee minutes.

The Elections and Referenda Committee selects the election and referenda officials who must be ratified by the Board of Directors through the adoption of the Committee minutes.

Election Official Responsibilities

All responsibilities are delegated by the Chair of the Election and Referenda Committee and the Election and Referenda Committee.

Responsibilities are also outlined in the Election Procedure Code governing the election process.

OPERATIONAL POLICY - Executive Committee

(Approved November 9th 2007)

(Amended October 23rd, 2020)

Meetings

Meetings of the Executive Committee will be facilitated and chaired by the President. The Executive Committee shall endeavour to meet, on a regular basis, every week at a regularly scheduled time. The Executive Committee must, at a minimum, convene every two weeks to carry out the business of the union.

Powers and Responsibilities

As enumerated in the Bylaws, the Executive Committee has the following powers and responsibilities:

- Authorise the reimbursement of the reasonable expenses incurred by Directors and officers of the Union in carrying out their duties, including attendance at meetings of the Board of Directors and the Executive Committee;
- Employ staff as deemed necessary and determine and review their terms of employment;
- In conjunction with the Vice-President Internal, expend funds of the Corporation in accordance with the budget as approved by the Board and establish procedures for the administration of the Union's funds;
- Prepare agendas for meetings of the Board and schedule meeting of the Board, pending Board approval;
- The Executive Committee shall carry out all decisions of the Board and shall have the powers and duties as are prescribed in the Bylaws or as delegated by the Board of Directors;
- Between meetings of the Board and its Committees, and Commissions the governance and management of the Union are vested in the members of the Executive Committee, subject to direction from, accountability to, review by, and approval of the Board;

In addition to those powers and responsibilities enumerated in the Bylaws, the Executive Committee will also be charged with:

- The responsibility for all legal items that may arise as a result of actions of the Board of Directors and the Executive Officers. The Executive Committee may retain legal counsel as it deems necessary to carry out the business of the Union. The Executive Committee has the right to settle or litigate any item, upon approval of the Board of Directors.

OPERATIONAL POLICY - Executive Member Responsibilities
(Approved November 9th 2007)
(Amended October 23rd, 2020)

Executive Responsibilities

In addition to the mandate in the Union's by-laws and policy, the Union Executive is responsible for representing and advocating on behalf of the Union's over 15,000 members at the Mississauga campus.

The Executive must attend all meetings of the Executive Committee, the Board of Directors and other meetings that fall under their portfolio.

Each Executive must file a written report for each Board of Directors meeting and is required to write a final report at the end of their term and present it at the Joint-Board Meeting. They must also carry out resolutions passed at the Board meeting and ensure that the expectations of the Board are met.

Each Executive is responsible for fulfilling a minimum of 40 hours per week. In the case where the minimum office hours are not fulfilled, the Board has the right to deduct an appropriate amount of salary paid for the hours of work not fulfilled.

Each Executive is responsible for fulfilling at minimum one (1) full-time course equivalent over their term and cannot take more than two and a half (2.5) full-time course equivalent during their term, with the exception of Members of the executive that are on an international student visa, who will be permitted to take three full-time course equivalent during their term.

Individual Executive Responsibilities

President

In addition to the mandate in the By-laws, the President is responsible for:

- Chairing the Executive Committee
- Chairing the UTM Campaigns and Advocacy Commission,
- Supervise the Services Commission and Student Life Commission
- Chairing the Board of Directors meetings, or appointing a chair
- Chairing the Policy and Procedures Committee
- Serving as the media liaison for the Union
- Overseeing the planning and implementation of Orientation in conjunction with the Vice-President, Campus Life
- Assisting in all organizational priorities of the Union as approved by the Board of Directors
- General management and Supervision of the operations of the Union and its subsidiaries.

Vice-President, Internal

In addition to the mandate in the By-laws, the Vice-President, Internal and Services is responsible for:

- Chairing the Budget Committee
- Chairing the Organizational Development and Services Committee
- Overseeing and prepare the Union's Budget following the Budgeting Framework
- Implementing and overseeing all Union services
- Overseeing audit preparations and present financial statements to the Board of Directors and to members at the Annual General Meeting
- Leading the Board of Directors Meetings planning and preparation, including but not limited to creating the agenda and compiling the meeting package.
- Assisting in the financial planning and implementation of the Union's Orientation
- Chairing the Services Commission

Vice-President, University Affairs

In addition to the mandate in the By-laws, the Vice-President, University Affairs is responsible for:

- Chairing the Academics Society Affairs Committee
- Coordinating meeting between campus students unions
- Coordinate Meetings with UTM Academic affairs, Campus Affairs and Campus Council members.
- Recommend Policy on Academics and University Governance to the Board
- Acting as the primary liaison with Governing Council and seeking a relationship with the student governors
- Acting as the primary contact and responsible for providing assistance and support to all recognized academic societies
- Promoting Academic Integrity initiatives
- Promoting Mental Health Initiatives, Services and Events
- Promoting Accessibility Initiatives, Services and Events
- Coordinate Academic Advocacy Week

Vice-President, External

In addition to the mandate in the By-laws, the Vice-President, External is responsible for:

- Supervise the Campaigns and Advocacy Commission
- Chair the WUSC Local Committee
- Coordinating and implement strategies for lobbying the municipal, provincial, and federal governments on issues of important to the membership, including but not limited to post-secondary education
- Promoting Services catered to Union members that are enrolled as part-time students at the University of Toronto.
- Advocate issues related to the Part Time members of the Union.
- Acting as primarily liaison for the Canadian Federation of Students

Vice-President, Equity

In addition to the mandate in the By-laws, the Vice-President Equity is responsible for:

- Supervising the Campaigns and Advocacy Committee
- Implementing and promoting anti-discrimination initiatives

- Leading equity related initiatives, including but not limited to anti-racism, supporting racialized communities.
- Leading the Union's initiative with respect to, but not limited to, International Women's Day, Black History Month, PRIDE, Xpression Against Oppression, International Day to End Racism, and Black History Month
- Promoting Environmental & Sustainable Initiatives and Coordinate Environment Week
- Chairing the Green Grant Committee
- Chairing the Bursaries Committee

Vice-President, Campus Life

In addition to the mandate in the By-laws, the Vice-President, Campus Life is responsible for:

- Chairing the UTM Clubs Committee
- Chairing the Orientation Committee
- Chairing Student Life Commission
- Maintaining and revising the clubs handbook and clubs directory
- Acting as the primary contact and responsible for providing assistance and support to all Union recognized clubs
- Overseeing the planning and implementation of Student Life events
- Overseeing the planning and implementation of Orientation in conjunction with the President

**OPERATIONAL POLICY – Funding of Administration Coordinated Events
(Approved November 9th 2007)**

Preamble

The Union, as a body representing students and sustaining itself almost wholly on student membership fees, should attempt at all times to plan events, services and advocacy work that directly benefit its members. The Union is encouraged to partner with other Students' Unions and organisations to facilitate such events, services and advocacy work on issues that relate directly to the membership. These events, services and advocacy work shall be funded through the Union's finances and where possible, expenses shall be shared between other student organisations. Due to the limited financial apparatus the Union must operate on, strict discretion shall be used when partnering with University administration to run events, services and advocacy work. The following points below shall serve as the official policy for the Union's financial contributions to events coordinated by the University administration or organisations affiliated with the University administration (including those student groups that contain University staff members in their management or executive).

Funding Guidelines

1. The Union shall encourage the University administration to seek other sources of funding before agreeing to fund the project.
2. The Union shall not fund any amount greater than 50% of the total cost of the event.
3. The Union shall enjoy full participation rights regarding the event including promotion, planning and attendance.
4. Any funding above 50% of the cost of the event tied to the University administration or its affiliates must first be approved by the Executive Committee and subsequently approved by the Union's Board of Directors before it is agreed upon by the project planners.

OPERATIONAL POLICY – Large Expenditures
(Approved November 9th 2007)

Preamble

The Union, as a body representing over 15,000 members, must, on occasion, purchase goods or services which constitute a large expense in order to facilitate its operations as an effective Students' Union. In order to encourage transparent and accountable purchases, all such expenditures shall be subject to the approval of the Executive Committee and Board of Directors.

Large Expenditures Policy

All capital and office expenditures exceeding the dollar amount of five hundred (\$500) must receive formal approval from the Union's Executive Committee and the Union's Board of Directors before any physical purchasing may occur.

Should violation of this policy occur, the Union's Board of Directors reserves the right to recall the expenditure until a formal decision by both the Union's Executive Committee and Board of Directors is reached.

OPERATIONAL POLICY – Orientation Coordinators
(Approved November 9th 2007)
(Amended October 23rd, 2020)

Preamble

Orientation is the first opportunity that our Students' Union has to make an impression on incoming and returning students. It marks the beginning of a new academic year and offers the ability to welcome members back to the university by offering them a showcase of campus life and increasing student spirit. The Orientation Coordinators of the Union have the responsibility of planning and hosting the Union's annual Orientation Week as well as carrying out the responsibilities stated in this policy.

The Union shall hire Orientation Coordinators to carry out Orientation as well as other delegated duties.

Orientation Coordinators work under the supervision of the Vice-President Campus Life, President and Vice-President Internal, respectively.

Hiring Timeframe

The hiring of the Orientation Coordinators process commences at the beginning of the winter session. The following is a timeframe, on a month basis, that must be followed as part of the process:

- January: Job posting circulated (no less than 20 days)
- February: Hiring Committee Struck
- April: Interview Process and ratification of coordinators

Hiring Committee

The Hiring Committee for the Orientation Coordinators must consist of outgoing and incoming executives. The Hiring Committee begins the selection of candidates and interview process only with the incoming executives elected.

The hiring committee composition is as follows:

- Outgoing and Incoming President, outgoing Vice-President Campus Life, outgoing and incoming Vice-President Internal.
- The outgoing orientation coordinators shall be part of the process, at the discretion of the Hiring Committee, with no voting privileges
- The Executive Director (non-voting)

The Hiring Committee makes the final decision in the selection of the Orientation Coordinators.

The Union's Orientation Coordinators shall take office at the earliest date possible.

Orientation Coordinators Responsibilities

Union Orientation planners should formulate a set of base principles and goals based on the previous year's experience and on their own concerns, which are consistent with tenets of the University of Toronto's core policies relating to equity, accessibility and diversity, and include a commitment to fiscal responsibility. The Union should position itself as an effective and independent student partner in Orientation activities as suggested in the *Stepping UP Academic Planning Framework*, and should work constructively with other University partners to ensure Orientation programming is being planned in the best interests of Union's constituents. The Union should work to ensure that the University of Toronto central administration plays a major role as an equal partner in providing campus-wide Orientation programming, as outlined in the Student Affairs *Report of the Task Force on Orientation and Transition, Final Report (2003)*. The Union should follow the basic tenets of the *Stepping UP Academic Planning Framework* pertaining to Orientation planning, cognizant that these principles are useful as a foundation for cooperative interactions between Union and the University of Toronto administration.

Responsibilities include:

- Organizing and planning Orientation Week
- Coordinating the UTM Carnival and Welcome Week
- Overseeing the financial aspects of orientation, including fundraising
- Filing bi-weekly reports to the Executive Committee and present motions for approval for all financial and administrative matters
- Filing a final report to the Board of Directors

Orientation coordinators must set up a timeline and project management to help implement the planning of Orientation.

Orientation Coordinators must report to the President and the Vice-President Campus Life and other members of the Executive Committee. They must also work with the Vice-President Internal in regards to the finances of Orientation.

OPERATIONAL POLICY – Postering Policy

(Approved November 9th 2007)

(Amended October 23rd, 2020)

The Internal Coordinator or the Executive Committee shall review and approve all posters. The Union's postering service (UTM's Post-It-Up) is not required to accept jobs that express opinions of a political nature that:

- (a) are contrary to the Union's mandate; or
- (b) are contrary to policies and current initiatives of UTMSU; or
- (c) have not been approved by the Union's Board of Directors; or
- (d) represent third parties, including individuals and socially identifiable groups; or
- (e) violate, or potentially violate, the human rights of others, UTMSU's equitable practices, and are disrespectful to an individuals' identities and experiences.

OPERATIONAL POLICY – Remuneration

(Approved March 28th 2008)

(Amended October 23rd, 2020)

Executive and Associate Remuneration

Members of the Executive shall receive an annual salary of \$31,600.00 per year. At the beginning of every fiscal year, the salary shall increase by the cost of inflation, using the CPI-Toronto, as defined by Statistics Canada.

Per Diem Policy

Members of U.T.M.S.U. who attend meetings or conferences on behalf of the union shall be entitled to receive a per diem to help offset their daily expenses.

At meetings or conferences at which majority of meals are provided, members are entitled to a per diem of \$15/day. At meetings or conferences at which the majority of meals are not provided, members are entitled to a per diem of \$30/day.

Honorarium Policy

Commissions and Committees in consultation with the Executive Committee may occasionally award honoraria to committed members of the union who fill defined roles.

Honoraria are to be used infrequently, and are intended not as payment for services rendered, but rather as a token of the appreciation of the Union.

Honoraria must be included, as a specific line item, during the budget planning and preparation and process (refer to Budgeting Framework Policy).

Payment of an honorarium may not take place before the intended recipient has served their entire term and has been evaluated on their participation by the UTM commission or committee in question. Individual honorarium payments must also be approved by the Board of Directors.

OPERATIONAL POLICY – Sister Student Unions
(Approved November 9th 2007)
(Amended October 23rd, 2020)

Preamble

A designate of the following College and Faculty student societies shall be an ex-officio non-voting member of the Union Board of Directors.

Representatives

1. Residence Council
2. University of Toronto at Mississauga Athletics Council
3. Student Governors on Governing Council
4. UTM Association of Graduate Students
5. Association of Part-Time Undergraduate Students'

**OPERATIONAL POLICY – Speaker of the Board of Directors
(Approved March 28th 2008)**

Responsibility

The Board of Directors will have a Speaker who will help to facilitate and conduct the meetings and business of the Board of Directors. In the absence of the Speaker, the President will assume the duties and responsibilities, or their designate. This person will be remunerated at the discretion of the Board of Directors.

The Speaker of the Board of Directors shall:

- Be the primary facilitator at meetings of the Union's Board of Director in accordance with the Union's by-laws, policy, and Robert's Rules of Order
- Be the final authority regarding the interpretation of procedure and questions of constitutionality during meetings of the Union's Board of Directors
- Be *ex-officio* non-voting member of the Board of Directors
- At the request of the President, facilitate meetings of the Executive Committee

Selection

The Speaker shall be selected no later than July 1 by the incoming Board of Directors. They will be selected by the Board of Directors on the recommendation of the Executive Committee. The Speaker shall serve until the Joint-Board Meeting, and there is no limit to the number of terms that a speaker can serve.

Proxies and Voting

The Speaker shall not be entitled to carry any proxies, and shall not have a vote.

OPERATIONAL POLICY - Staff Hiring Policies

(Approved July 20th 2007)

(Amended October 23rd, 2020)

Preamble

The Executive Committee reserves the right to employ/terminate staff, as it deems necessary. It also holds the responsibility to determine and review staff terms of employment as outlined in the most current Employment Agreements.

The Board of Directors has no authority over the matters of personnel and human resources, unless otherwise stated in a policy hiring, this includes but is not limited to Orientation Coordinators, Work Study Employees, and Election Officers.

The UTMSU believes in the principle of employment equity, and as such shall conduct its human resource practices without discrimination on the basis of race, religion, colour, gender, sexual orientation, physical disability, mental disability, ancestry, place of origin, age, marital status or family status.

Hiring Committees

Chair of Hiring Committees

The Vice-President Internal chairs all hiring committees. It is the responsibility of the Chair to:

- Post the job descriptions
- Oversee all steps of the hiring policy
- Research and create relevant interview questions for the position in consultation with the Committee
- Set deadlines for the hiring process
- Receive resumes and schedule interviews of selected applicants

In a case where the Vice-President Internal is unable to fulfill the duties as Chair, or waives the right to sit on the committee, the Executive Director shall chair the committee.

The Executive Committee must establish a hiring committee according to the following composition and guidelines:

Contract Staff

For a contractual staff or *non-unionized* hiring, the hiring committee must consist of the President, the Vice-President Internal, Vice president Equity, and two (2) members of the Board of Directors selected at a Board meeting.

Part-time Staff

For part-time staff hirings, the hiring committee must consist of the President, the Vice-President Internal, Vice-President Equity, and Executive Director (non-voting). One (1) additional Executive Committee member may sit on the committee, at the discretion of the Hiring Committee.

Responsibilities of the Committee

Members of the Committee must:

- Sign and adhere to a confidentiality agreement
- Respect the integrity of all candidates
- Comply with all Bylaws, Policies, agreements and all Municipal, Provincial and Federal Laws

Conflict of Interest in Hiring Committee

Definition

Conflict of interest is defined as the inability of hiring committee members to reach an impartial decision regarding an applicant due to extenuating personal factors that extend beyond interactions within the Association, or as otherwise defined in the Bylaws.

Withdrawal from the Hiring Committee

In the event of conflict of interest between applicants and members of the hiring committee, committee members may voluntarily withdraw themselves from the committee. In the event that an Executive Member forgoes their responsibilities to the Hiring Committee, the Executive Committee may appoint a replacement.

All job posting for both a unionized or contractual staff must be posted for a period no less than 14 days.

Any executive may choose to waive their right to sit on a hiring committee at the time of its establishment. To fill this vacancy, the executive committee must appoint an alternate executive representative; failing this option, the Board of Directors reserves the right to select a representative. In regards to a vacancy during a unionized hiring, an executive member must fill the vacancy.

For temporary or casual staff (such as Poll Clerks, U-Pass Clerks, etc.), the executive committee, at its discretion, designated the Vice President Internal and the Executive Director to have jurisdiction over the employment, evaluation and discharge of such staff.

The Vice President Internal and Executive Director are required to provide updates on the performance evaluation of such staff from time to time.

The Hiring Committee is responsible for making a recommendation of a qualified candidate for the position in question and communicate its decision to the executive committee for approval.

The Executive committee has the right to accept or decline the advice from the hiring committee, and select an alternate candidate.

OPERATIONAL POLICY – Blind Duck Staff Hiring Policies
(Approved – April 8th 2014 Board Meeting)
(Amended October 23rd, 2020)

Preamble

The Executive Committee reserves the right to employ/terminate staff, as it deems necessary. It also holds the responsibility to determine and review staff terms of employment as outlined in the most current Employment Agreements.

The Board of Directors has no authority over the matters of personnel and human resources, unless otherwise stated in a policy hiring, this includes but is not limited to Orientation Coordinators, Blind Duck employees and Election Officers.

Hiring Committees

The Executive Committee must establish a hiring committee according to the following composition and guidelines:

Blind Duck Contract Staff

For a contractual staff or *non-unionized* hiring, the hiring committee must consist of the President, the Vice-President Internal, Executive Director and Blind Duck Manager.

All job posting for contractual staff must be posted for a period no less than 14 days.

Any executive may choose to waive their right to sit on a hiring committee at the time of its establishment. To fill this vacancy, the executive committee must appoint an alternate executive representative; failing this option, the Board of Directors reserves the right to select a representative. In regards to a vacancy during a hiring, an executive member must fill the vacancy.

For Blind Duck temporary or casual staff the executive committee, at its discretion, designated the Vice President Internal and the Executive Director to have jurisdiction over the employment, evaluation and discharge of such staff. The Vice President Internal and Executive Director are required to provide updates on the performance evaluation of such staff from time to time.

Chair of Hiring Committees

The Vice-President Internal chairs all hiring committees. It is the responsibility of the Chair to:

- Post the job descriptions
- Receive resumes and schedule interviews of selected applicants

In a case where the Vice-President Internal is unable to fulfill the duties as Chair, or waives the right to sit on the committee, the Executive Director shall chair the committee.

The hiring Committee is responsible for making a recommendation of a qualified candidate for the position in question and communicating its decision to the executive committee for approval.

The executive committee has the right to accept or decline the advice from the hiring committee, and select an alternate candidate.

OPERATIONAL POLICY – Subsidiaries – The Blind Duck
(Approved April 30th 2008)
(Amended October 23rd, 2020)

A subsidiary is a company that is completely controlled by another company.

The Union owns subsidiary(s) such as the Blind Duck.

Responsibility

Subsidiaries of the Union are under the fiscal responsibility of the Board of Directors. The executive committee through its officers is responsible for oversight of Blind Duck Management and all union employees.

The President and Vice President Internal are directly responsible for all matters of personnel and human resources,

The Executive Director will regularly supervise staff employed by the Union on behalf of the executive committee as pertinent.

Conflict of Interest

Whereas the circumstance of a public officeholder, business executive, or the like, whose personal interests might benefit from his or her official actions or influence is defined as Conflict of interest.

Members of the executive committee and Board of Directors will not be permitted access to employment opportunities at the Blind Duck or any of the union's subsidiaries during their term of office.

**OPERATIONAL POLICY – Time Sensitive Spending
(Approved March 28th 2008)**

In time-sensitive situations the Executive Committee may approve spending without Board approval.

This spending may not exceed \$2500 per session.

Only the Executive Committee, at a committee meeting, may approve time sensitive spending

OPERATIONAL POLICY – Union Committees
(Approved November 9th 2007)
(Amended October 23rd, 2020)

Terms of Membership

There shall be two terms of membership for Director Committee members – the summer session and the fall/winter session. The Board must hold elections for Committee members at the April or May meeting and at the Board meeting after the fall elections results are ratified.

The Board of Directors will conduct its own elections according to procedures set out in Robert's Rules of Order.

Selection of Chair

Each Committee is responsible for selecting its own Committee Chair from the Executive members, unless a Chair is already specified.

Union Committees

Union Committees are responsible for performing their mandate and carrying out responsibilities delegated by the Union's Board of Directors. The Union's standing committees are:

- Budget Committee
- Elections and Referenda Committee
- Policy and Procedures Committee
- Executive Review Committee
- Clubs Committee
- Organizational Development and Services Committee
- Green Grants Committee
- Bursary Committee
- Campaigns Committee

Budget Committee

Mandate

In addition to the mandate in the Union's by-laws and policy, the Budget Committee is responsible for preparing and recommending the preliminary, operating and revised budgets for approval to the Board of Directors, on the advice and recommendation of the Vice-President Internal and the mandate developed by the Planning and Budget Framework. The Committee will have oversight of the planning and budget activities, including but not limited to the short-term and long-term financial planning of the Union.

Membership

Membership of the Budget committee may not include the Associate Vice-Presidents or Executives of the Union, with the exception of the President and Vice-President Internal. Members of the Committee are as follows:

- President
- Vice-President, Internal
- One (1) director from Division I
- Two (2) director from Division II
- One (1) director from Division III
- One (1) additional directors from either division I or II

Elections and Referenda Committee

Mandate

In addition to the mandate in the Union's by-laws and policy, the Elections and Referenda Committee will oversee the Union's elections and referenda in accordance to its own policy and procedures. The Committee will make recommendations to the Board of Directors on revisions to the Elections Procedure Code and the Charter for Referenda. It is also responsible for recommending to the Board of Directors election and referenda dates.

Membership

Members of the Committee are stated in the Union's by-laws.

Policy and Procedures Committee

Mandate

In addition to the mandate in the Union's by-laws and policy, the Policy and Procedures Committee will meet from time to time and convene to discuss policy of Union and present a recommendation to the Board of Directors.

Membership

Members of the Committee are as follows:

- President
- Vice – President, University Affairs
- One (1) executive selected by the Executive Committee
- One (1) Director from Division I
- Two (2) Directors from Division II
- One (1) Director from Division III

Executive Review Committee

Mandate

In addition to the mandate in the Union's by-laws and policy, the Executive Review Committee will meet from time to time or convene to hear complaints brought forward by the Board of Directors regarding the performance and/or behaviour of an Executive. When a complaint is brought forward, the Committee should investigate and make recommendations on the appropriate course of actions.

Membership

Membership of the Executive Review Committee is restricted to the Associate Vice-Presidents or Executives of the Union. Members of the Committee are as follows:

- One (1) Director from Division I
- Two (2) Directors from Division II
- One (1) Director from Division III
- Two (2) additional Directors from Division I or II

UTM Clubs Committee

Mandate

In addition to the mandate in the Union's by-laws and policy, the UTM Clubs Committee is responsible for the recognition of the Union clubs at UTM, reviewing funding and special projects requests, organize the UTM Clubs Awards Ceremony and assist in promoting the clubs to the campus and make recommendations in improving club services. The Committee is also responsible for revising the Union's clubs' policy and making recommendation to the policy and Procedure Committee.

Membership

The Membership of the UTM Clubs Committee is as follows:

- President
- Vice-President, Campus Life
- Vice-President, Internal
- One (1) Director from Division I
- Two (2) Directors from Division II
- One (1) Director from Division III
- One (1) additional Directors from Division I or II
- Clubs & Societies Coordinator (non-voting)
- Three (3) additional community members from Union recognized campus clubs (non-voting)

Community members are selected using the following method. At the beginning of the term, the Incoming Committee is responsible for advertising the three (3)

community membership available. The Committee makes a reasonable effort to contact campus clubs and conduct a callout for nominations. It reviews the applications submitted, selects Committee members and recommends them to the Board of Directors.

Organizational Development and Services

Mandate

In addition to the mandate in the Union's by-laws and policy, the Organization Development and Services Committee is responsible for the management, operations, and oversight of the services of the Union. The committee will recommend the services budget to the Budget Committee, operational policy for the services to the Policy and Procedures Committee, and oversee the short and long term planning of the Services of the Union.

Membership

The membership of the Organizational Development and Services:

- President
- Vice-President Internal
- One (1) additional executive selected by the Executive Committee
- One (1) Director from Division I
- Two (2) Directors from Division II
- One (1) Director from Division III
- One (1) Director from Division IV

Green Grants Committee

Mandate

In addition to the mandate in the Union's by-laws and policy, the Green Grants Committee will meet from time to time and convene to discuss proposals brought about by UTM members and recognized groups which aim to improve environmental awareness amongst the UTM community. The Green Grants Committee aims to promote UTMSU's sustainable policy. The committee will make recommendations to the Board of Directors on the appropriate allocation of funds for UTMSU endorsed projects.

Membership

Members of the Committee are as follows:

- President
- Vice President Internal
- Vice – President, University Affairs or designate from Executive Committee
- One (1) Director from Division I
- Two (2) Directors from Division II
- One (1) Director from Division III

Bursary Committee

Mandate

In addition to the mandate in the Union's by-laws and policy, the Bursary Committee will meet from time to time and convene to discuss proposals brought about by the UTM community for financial support based on academic merit or financial need. The Bursary Committee aims to promote UTMSU's mission to promote access to post-secondary education. The committee will make a recommendation to the Board of Directors on the appropriate allocation of funds for UTMSU endorsed grants.

Membership

Members of the Committee are as follows:

- President
- Vice –President, Equity
- Vice President Internal
- One (1) Director from Division I
- Two (2) Directors from Division II
- One (1) Director from Division III

Campaigns Committee

Mandate

In addition to the mandate in the Union's by-laws and policy, the Campaigns Committee will meet from time to time and draft, plan and support the implementation of the campaigns for the Union, and after present a recommendation to the Board of Directors. The committee shall establish the yearly campaigns the Union will follow, and the committee shall seek approval from the Board before such campaigns are implemented

Membership

Members of the Committee are as follows:

- President
- Vice – President, External
- One (1) executive selected by the Executive Committee
- One (1) Director from Division I
- Two (2) Directors from Division II
- One (1) Director from Division III
- One (1) Director from Division IV

OPERATIONAL POLICY – Union Clubs' Policy

(Approved November 9th 2007)

(Amended October 23rd, 2020)

Union Clubs' Policy

The Union must maintain a policy and mechanism for the recognition of campus organisations. All such organisations, wishing to use "The University of Toronto at Mississauga Students Union" or "UTMSU" in their names, and all groups wishing to avail themselves of Union services and to participate in Union sponsored events, must be first recognized by the Union.

Note: Campus clubs, groups, and campus organization are used interchangeably.

Recognition Guidelines

Recognized campus groups shall abide by all of the conditions and restrictions enumerated in the Union's Clubs Handbook.

Responsibility for the implementation of this policy is delegated to the Clubs Committee, Vice-President Campus Life or designate, and the Clubs & Societies Coordinator. In the case of denial or withdrawal of recognition, a statement of reasons will be provided. All administrative decisions to grant, deny, or withdraw recognition will be reported regularly to the Union's Board of Directors for ratification.

The Union recognizes Academic Societies as distinct functional clubs

Recognition of campus groups shall be assessed annually against the following constitutional criteria:

1. The objectives and activities of groups seeking recognition should be seen as attempting to contribute to the educational, recreational, social or cultural values of the University of Toronto at Mississauga community.
2. Recognized campus groups may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of – membership fees to cover the expenses of the organisation, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, a recognized campus group cannot:
 - i. have as a major activity a function that makes it an part of a commercial organisation.
 - ii. provide services and goods at a profit when that profit is used for purposes other than those of the organisation.
 - iii. pay salaries to some or all of its officers/executives
3. Recognized groups must be comprised of 100% Union members. Union recognized groups must have a minimum of 25 Union members.

4. Recognized groups may not engage on Hate Speech or any form of prejudice or discrimination. And they must always maintain an open and respectful relationship to all members of the Union
5. The Union requires a club's constitution to have a:
 - mandate
 - organisational structure
 - membership
 - financial and administrative procedures

The Union will provide constitution templates to groups.

6. The majority of leadership positions of a campus group must be filled by members of the Union. For any exceptions to this, no more than (2) members are able to be non-union members.
7. Student levy groups are not eligible for club recognition.
8. Clubs must maintain a bank account in the groups name and must notify the Union of their signing officers.
9. If a club acts in a manner that is inconsistent with their constitution, the Union will remove their recognition. The club can apply for recognition status at the start of the next academic year.
10. Union Club Recognition can be renewed between May 1 and September 30 of any given year and requires an updated membership list, a copy of the club's constitution (with or without any constitutional changes), and a completed Clubs Recognition form.
11. Club members are required to affirm their membership annually.
12. The Union will not recognize more than one club of the same name.
13. There shall be at least one (1) Clubs Services/Training Meeting hosted by the Union per academic session. At least one (1) training during the academic year must include an equity training. All Union recognized clubs are required to send at least two (2) representatives to this meeting.
14. Recognition will run from May 1st of every year until August 21st of the following calendar year.
15. All clubs must participate in an elections process to elect the incoming executive team.
16. Clubs may refer back to the UTMSU Club's Handbook on the UTMSU Website for any more information.

Funding Guidelines

The Union's Clubs Committee will assign funds to clubs in accordance with established guidelines outlined below. The Committee will make short-term and/or long-term grants to clubs and ad-hoc requests will be considered. The final meeting regarding funding allocations for campus clubs and organisations will occur no later than fourteen (14) days before the Union's October Board of Directors meeting each year.

The Clubs Committee, shall consider funding requests according to the following regulations:

- a. Any groups applying for funding must be a Union recognized club
- b. Groups receiving levies are ineligible for funding.
- c. Initiatives that receive funding shall be done in such a way that they are not aimed at generating profit, and that they maintain a limited amount of corporate involvement.
- d. Previously recognized groups with more than 15% of their allocated funding amount saved in reserves may have their funding reduced.
- e. Relevant criteria include, but are not limited to:
 - Number of Union members projected participation
 - Profile of the event
 - The existence and/or significance of other funding sources
 - Networking and Collaboration
 - Advertising Strategy

Each grant request shall include:

- a) a completed Union funding form.
- b) An itemized budget and expense statement. Union funding can not be used to cover more than 50% of the costs involved in a proposed project.
- c) A description of the event as well a sample promotional material, if available.
- d) Complete grant requests must be submitted to the VP Campus Life a minimum of one month prior to the event taking place.
- e) The Clubs Committee can request an independent evaluation of the budget or conduct an audit if it wishes.

Upon the approval of the Union Board of Directors for any grant, 60% of the grant will be forwarded to the group. Each individual or group which receives a grant must submit a final financial statement of account for the project funded, including receipts, pictures of the event if available and a brief description of the event within one month of the completion of the event. Upon receipt of this documentation, the group shall receive the final 40% of the grant. However, should the group fail to comply with any of the guidelines in this document; the second installment of the grant will be withheld.

The 60%/40% format for funding will cover expenses from September 1st to April 30th (Fall/Winter Academic Year). Funding for the Summer Months (May 1st to August 31st) will be assigned through the Summer Funding Process.

Groups/individuals receiving funds must provide a post event financial statement, including all revenues and expenses accompanied by receipts to the VP Campus Life, or designate, in order to receive balance of funding.

Union sponsorship recognition on all promotional and advertising materials regarding the event may be requested by the committee. Minimum fulfillment of the requirement, if requested, will be the following: the display of the Union logo and the words "Sponsored in part by the UTMSU, your Students' Union" and display a Union banner at the event. It is the responsibility of the recipient to get the banner from the Union.

Club events receiving funding have the right to be advertised in the Union Office and on the website. It is the responsibility of the group receiving funding to provide this information to the Vice-President Campus Life, or designate, no less than 2 weeks prior to the event.

Failure to comply with the above guidelines in full will result in a group being ineligible for funding for a term determined by the Clubs Committee.

Only Union recognized clubs shall be granted access to funds that are long-Term funding and short term funding.

The UTMSU Clubs Committees has the right to fund inter-collegiate and inter-students' union events.

Summer Funding

Clubs who wish to remain active during the summer months may apply for Summer Club Funding. The process for this will be similar to the process for Emergency Club funding that could be found in the Union Club Handbook.

The Clubs Committee, shall consider funding requests according to the following regulations:

- a. Any groups applying for funding must be a Union recognized club.
- b. Groups receiving levies are ineligible for funding.
- c. Initiatives that receive funding shall be done in such a way that they are not aimed at generating profit, and that they maintain a limited amount of corporate involvement.
- d. Relevant criteria include, but are not limited to:
 - Number of Union members projected participation
 - Profile of the event
 - The existence and/or significance of other funding sources
 - Networking and Collaboration
 - Advertising Strategy

Each grant request shall include:

- a) A completed Union funding form.
- b) An itemized budget and expense statement. Union funding can not be used to cover more than 50% of the costs involved in a proposed project.
- c) A description of the event as well a sample promotional material, if available.
- d) A complete grant request must be submitted to the VP Campus Life and the Clubs & Societies Coordinator a minimum of one month prior to the event taking place.

The Clubs Committee can request an independent evaluation of the budget or conduct an audit if it wishes

OPERATIONAL POLICY – University Committees

(Approved April 30th 2008)

(Amended October 23rd, 2020)

Preamble

The Executive is responsible for representing the Union on different University committees and boards. Representatives are responsible for reporting back to the UTM Commission, Board of Directors and committees they Chair, the Executive Committee and the Union's Board of Directors.

University Committees and Boards

Advisory Committee on the University of Toronto Library System

The Vice-President University Affairs or their designate will sit on the Library Advisory Board.

Council on Student Services (COSS):

The QSS Student Representative will sit on the Council on Student Services (COSS).

Committee to Allocate Student Activity Space (CASAS)

The Vice-President Campus life and a designate appointed by the Executive Committee will sit on the Committee to Allocate Student Activity Space.

Hart House Board of Stewards

The QSS Student Representative will sit on the Hart House Board of Stewards

Quality to Student Services (QSS):

The President, and five other members (including a Part time student representative and/or an elected Director of the Union), appointed by the executive committee, will represent the Union on the Quality to Student Services.

Greenhouse Gas Advisory Committee

The Vice-President University Affairs or their designate will sit on the Green House Gas Advisory Committee.

Status of Women Office

The Vice-President Equity or their designate will sit on the Status of Women Office Committee.

Student Center Advisory Committee

The President, Vice President Campus Life, Executive Director, Blind Duck Manager and Speaker of the UTMSU board of Directors will sit on the Student Center Advisory Committee.

UTM Food Services Committee

The President or their designate will sit on the UTM Food Committee.

Space Management Committee (SPMC):

The President and Vice-President Internal will sit on the UTM Space Management Committee.

OPERATIONAL POLICY - Vice-President Campus Life Hiring
(Approved November 9th 2007)
(Amended October 23rd, 2020)

Preamble

The Vice-President Campus Life is an executive committee member responsible for the student life, Orientation, Clubs Week, and other events that enhance the student experience. The Vice-President Campus Life is a non-voting member of the Board of Directors.

Hiring Timeframe

The hiring of the Vice-President Campus Life process begins at the beginning of the winter session. The following is a timeframe, on a month basis, that must be followed as part of the process:

- January/February: Job posting circulated (no less than 20 days)
- March: Hiring Committee Struck
- April: Interview Process and ratification of Vice-President Campus Life

The deadline for applications must be before the executive campaign period

Hiring Committee

The hiring committee for the Vice-President Campus Life must be struck with the election of the new executive committee.

The hiring committee composition is as follows:

- Outgoing and Incoming President and Vice-President Internal, the outgoing Vice-President Campus Life and the incoming VP Equity
- The Executive Director (non-voting)

The Committee selects two (2) candidates to send to the Board of Directors for approval.

OPERATIONAL POLICY – Harassment, Sexual Harassment and Discrimination

(Approved January 23rd 2009)

(Amended October 23rd, 2020)

**Union's Harassment, Sexual Harassment and Discrimination Policy
University of Toronto Mississauga Students Union (UTMSU)
Policy on Harassment, Sexual Harassment and Discrimination**

STATEMENT OF PRINCIPLE

The University of Toronto Mississauga Students Union (UTMSU) is committed to promoting equity and recognizes that equity can only flourish in an environment in which all members of the University, at all levels, and regardless of the nature of their work or area of study are free from harassment, sexual harassment and discrimination. Each Member of the University of Toronto Mississauga community including all students, student groups, clubs, societies and organizations as well as faculty and staff members share responsibility for respecting the dignity of, and giving fair treatment to all members of the university community. Moreover, each person is responsible for promoting and maintaining an equitable environment free from harassment, sexual harassment and discrimination.

Section 1 - DEFINITIONS

For the purpose of this Policy:

Sexual Harassment means:

- i) Non-Consensual sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature made by a person who knows or ought to have reasonably known that such attention is unwanted.
- ii) Implying or expressing a promise of reward for complying with a sexually oriented request.
- iii) Implying or expressing a threat or reprisal in the form of actual reprisal or in the denial of opportunity, for refusal to comply with a sexually oriented request.

Examples of harassment, sexual harassment and discrimination can include sexually oriented remarks, gestures, materials, cheers, announcements including internet, telephone, fax and e-mail messages or other behaviour which may reasonably be perceived to create a negative psychological or emotional environment at an event, work, and/or campaign.

Discrimination means:

Acts of discriminatory nature on the basis of race, colour, sex, gender identity, sexual orientation, pregnancy, family status, civil status, age, religion, language, ethnic or national origin, social condition and disability which results in the exclusion or preference of an individual or group within the university community.

Offensive or threatening comments or behaviour which creates a "poisoned environment" in the workplace, campus or event whether or not amounting to harassment, may violate the right to equitable treatment without discrimination.

Harassment means:

Any vexatious action or behaviour that is known or might reasonably be known to be unwelcome/non-consensual, offensive, intimidating, hostile or inappropriate is considered harassment.

Examples can include harassing behaviour such as gestures, remarks, jokes, taunts, cheers, innuendoes, and display of offensive materials, offensive graffiti, and threats, as well as verbal or physical assault.

Section 2 - SCOPE

- 1.1 This policy applies to all UTMSU Staff, Board of Directors, Executive Committee members, Orientation Leaders, Commissioners, Work-study personnel, volunteers or any other person who can be reasonably determined to be representing or acting on behalf of UTMSU.
- 1.2 When an employee, volunteer or representative of University of Toronto Mississauga Student Union has been determined to have harassed, sexually harassed or discriminated against another member of the University of Toronto Mississauga community the offender will be subject, but not limited, to disciplines and sanctions as are appropriate in the circumstances as outlined in the UTMSU Policy on Harassment, Sexual Harassment and Discrimination.
- 1.3 Where allegations of harassment, sexual harassment or discrimination are substantiated, the offender will be sanctioned in strict accordance with this policy, regardless of their status or position in UTMSU.
- 1.4 This policy encourages the reporting of all offences experienced by any individual as a result of their participation in a UTMSU event, campaign or work environment.
- 1.5 UTMSU commits to deal promptly and fairly with formal and informal complaints in a confidential and discreet manner. However, informal complaints will give UTMSU an indication on how to enhance the equity of programs and events. Informal complaints rarely result in sanctions due to the lack of documented evidence and written statements.
- 1.6 This policy does not preclude the reporting of sexual harassment complaints to the University of Toronto, The Ontario Human Rights Commission or if the matter is perceived to be of criminal nature to the police.
- 1.7 The Union shall provide further resources for survivors such as but not limited to the Sexual Violence Prevention and Support Centre and/or Campus Police.

Section 3 - OBJECTIVES

This policy shall have as its objectives:

- i) To prevent Harassment, Sexual Harassment and Discrimination through education and other proactive efforts to promote awareness about equity among members of the University of Toronto Mississauga community

- ii) To ensure procedures are in place to address complaints of Harassment, Sexual Harassment and Discrimination
- iii) To work as a community to foster an environment free of Harassment, Sexual Harassment and Discrimination.
- iv) To promote Consent Culture on Union spaces and on the UTM campus community

Section 4 - COMPLAINT PROCEDURE

Informal complaints can be made to UTMSU by:

- i) E-mailing complaints@utmsu.ca or to the VP Equity at vpequity@utmsu.ca or to the President at president@utmsu.ca
- ii) Speaking to members of the UTMSU Executive in person or over the telephone

Formal complaints can be made to UTMSU by:

- i) Submitting a written and signed complaint to the VP Equity or President

A closed committee chaired by the VP Equity including the President and one (1) board member will then review the complaint and evidence, rule on the complaint, and where appropriate impose sanctions.

Mediation between parties in dispute/conflict may be facilitated by the VP Equity, President or their delegate upon request.

Section 5 - SANCTIONS

In cases where an offence has been found to be committed by an employee, volunteer or representative of UTMSU, UTMSU may impose the following sanctions:

- I. Written letter of warning
- II. Mandatory anti-oppression and consent training; failure to comply will result in further sanctions Denial of access to some or all UTMSU related events for a period of up to one (1) year.
- III. Denial of access to some or all UTMSU work-study and on-campus job opportunities for a period of up to one (1) year.
- IV. Permanent denial of participation in the UTMSU Orientation Week
- V. Referral of the incident for possible investigation under the University of Toronto's Equity policies, with the consent of the survivor.
- VI. Possible referral to the University's Sexual Violence Prevention and Support Centre, or other administrative bodies of the University, for further actions, with and always the consent of the survivor.

Section 6 - APPEAL PROCEDURE

A employee, volunteer or representative of UTMSU who has been notified of the sanction has up to ten (10) days (from the mailing of the notice) to appeal the decision to the UTMSU

Executive Committee who will hear the appeal and will render a decision to uphold or dismiss the appeal, or possibly to vary the sanction imposed.

OPERATIONAL POLICY – Board of Director Meetings
(Approved November 11th 201)
(Amended October 23rd, 2020)

Preamble

The Board of Directors meets on a monthly basis to discuss Union business governing its daily advocacy and services. Decisions of the Board are final, unless rescinded, and oversee the services and advocacy activities of the Union.

There are basic rules of procedure regarding the conduct and business discussed at Board meetings. The following meeting requirements and protocol must be followed in regard to the submission of agenda items, meeting documents and other materials.

Meeting Package

The Union's Board of Director members must receive the meeting package no less than 3 days or 72 hours prior to the Board meeting. Packages must be delivered through electronic mail.

Every meeting package must include the following items, but are not limited to:

- An agenda of the meeting
- Executive reports
- The minutes of all Commission and Standing Committee meetings that have been called since the last Board Meeting
- Minutes from the previous Board meeting
- A list of all Board members

Resolutions

For any resolution to be placed on the agenda and discussed at a meeting of the Board of Directors, the resolution must be sent to the Speaker of the Board of Directors, the Assistant to the Board, President and Vice-President Internal at least one-hundred and twenty-two (122) hours or five (5) days prior to the Board meeting which the resolution is to be considered.

Emergency resolutions that do not meet the deadline and are of importance must be presented to the Board of Directors and adopted to the agenda by a unanimous vote.

Right to Speak

The following individuals are granted automatic speaking rights:

- a) All members of the Board of Directors
- b) Members holding a proxy
- c) The auditor or designate of the auditor of the Union
- d) Any other person granted speaking privileges by a majority vote of the Board

Proxies

Proxies do not count towards a Director's attendance nor are proxies an alternative to not attending Board of Directors meetings.

Each voting member of the Board of Directors has the right to appoint another person who is an elected member of the Union in the Constituency represented by the Director, by means of a proxy, to act as that member's nominee and attend and act at the meeting of the Board

in a manner, to the extent and with the power conferred by the proxy. Directors also have the right to proxy to Executive members in accordance to the proxy classification system.

The proxy must be in writing, signed in hard copy or emailed by the Director to the Assistant to the Board and/or Vice-President Internal

There is a proxy classification system, which is as follows:

| <u>Director Classification</u> | <u>Right to proxy to</u> |
|---|---|
| <ul style="list-style-type: none">• Division I , II , III, IV and V Directors | <ul style="list-style-type: none">• Any elected member of the Union provided they are members of the same constituency that the Director is elected from; or,• Any member of the Executive Committee |
| <ul style="list-style-type: none">• Executive Directors | <ul style="list-style-type: none">• Any elected member of the Union; or,• Any member of the Executive Committee |

Externalizations

Resolutions approved in the minutes of Commissions, Standing Committees or ad-hoc Committees, distributed to Directors may, upon request of any one member of the Board, be made an external resolution requiring the approval of the Board, except for the following items:

- Meetings of the Elections and Referenda Committee, except for motions allocating expenditures
- Meetings of the Elections Appeals Committee
- Resolutions of the Executive Committee relating to staff of the Union
- Resolutions regarding discretionary spending

**OPERATIONAL POLICY – Annual General Meeting Proxy
(Approved November 11th 2011)**

Proxy

Each voting member of the Union has the right to appoint any other member of the Union, by means of a proxy, to attend and act as that member's representative at the Annual General Meeting, to the extent and with the power conferred by the proxy.

The proxy must be in writing, signed in hard copy of an official proxy form.

A voting member may serve as proxy for no more than ten other members at an Annual General Meeting.

Proxy Verification

The privacy officers of the Union are responsible for upholding the privacy policy and proxy verification.

OPERATIONAL POLICY – Mobile Phone Allowance
(Approved November 11th 2011)
(Amended October 23rd, 2020)

Preamble

It is important and expected that Executives of the Union are available throughout their term. With technology enhancements, it has become clear that mobile phones are essential in order to remain accessible to members and the executive and staff of the Union. Executives, then, are essentially required to be in possession of a mobile device and utilise it for work purposes when out of the office. Subsequently, it is logical that the Union subsidise a portion of Executive mobile phone expenses on a monthly basis.

The Union will subsidise mobile device expenses for each Executive of the Union on a monthly basis up to a maximum of \$60 per month unless otherwise determined by the Board of Directors.

OPERATIONAL POLICY – Board of Directors Code of Ethics
(Approved November 11th 2011)
(Amended October 23rd, 2020)

Preamble

It is the Union's desire that members of the Board of Directors conduct themselves with integrity that is beyond reproach and in a manner that:

- avoids any conflicts of interest;
- protects confidential information, in accordance with the Personal Information Protection and Electronic Document Act;
- complies with all applicable governmental laws, regulations, and rules; and
- adheres to good disclosure practices, in accordance with all applicable legal and regulatory requirements.
- not engage and condemn any form of harassment, discrimination or unequitable practices

Conflicts of Interest

Conflicts of interest can occur when a board director jeopardises their position of trust by having a private interest in the outcome of a decision. The Union can suffer damage by the perception as well as the reality of the conflict itself. The boundaries defining what constitutes a conflict are not static but shift as the goals and mandates of the Union evolve. To avoid involvement in a conflict of interest, members of the Board of Directors shall not:

- engage in any business of transaction or have a financial or other personal interest that may improperly impact upon the performance of their official duties including:
 - (1) having a material or personal interest in any business organisation that has dealings with the Union; and
 - (2) having immediate relations who have a material interest in a business organisation that has dealings with the Union
- demand, accept or offer, or agree to accept from a person or company having dealings with the Union, a commission, reward, advantage or benefit of any kind, directly or indirectly; or
- engage in any business undertaking that interferes with the performance of their duties as board directors of the Union.

Directors shall disclose any business, commercial, financial or other interest where such interest might be construed as being in actual or potential conflict with their official duties. Directors who do not declare their interests and who are subsequently found to be in a conflict of interest situation will have breached this policy.

Confidentiality

In order to adhere to principles of integrity and privacy, to avoid breach of confidentiality, board directors of the Union shall not:

- disclose to any member of the public, either orally or in writing, any confidential information acquired by virtue of their position in the Union;
- use any confidential information acquired by virtue of their position at the Union for their personal or financial benefit or for that of their friends or relatives; nor

- permit any unauthorised person to inspect or have access to any confidential documents or other information.

Compliance with Laws

Board directors, in the course of their position with the Union, shall comply with all applicable government laws, rules and regulations, including and without limitation:

- Union Constitution, Bylaws, Policy, Elections Procedure Code and Charter for Referenda
- Canada Corporations Act;
- Personal Information Protection and Electronic Document Act;
- Collective Agreements and all employment related laws and policies.

Commitment to the Code of Ethics

Members of the Board of Directors shall be provided with an orientation to the Code of Ethics upon the commencement of their position. Directors of the Union shall be required to sign a declaration of commitment to the Union's Code of Ethics in order to be ratified.

OPERATIONAL POLICY – Sustainability
(Amended April 16th 2018)
(Amended October 23rd, 2020)

Preamble

U.T.M.S.U. has the opportunity to become a leader in the area of sustainability at the University of Toronto Mississauga by adopting an innovative, well-researched and achievable sustainability action plan. As of 2005, the University of Toronto's carbon emissions were 35% above Kyoto Protocol targets. It is necessary for the students' union to demonstrate its own sustainable practices and behaviour.

This code has been commissioned to reform the internal operations of the union, covering everything under its direct jurisdiction. It is divided into sections that allow the objectives to be clear, easily understandable and facilitated by the widest effort possible. Furthermore, many of these items represent cost savings for U.T.M.S.U., which will ultimately make our finances more sustainable. The Union's costs do not have to go up for its impact to go down.

1. Office Supplies & Equipment

Implementation:

The Union will:

- (1) Institute the following Paper Usage Policy:
 - a. Place "Good One Side" bins beside every photocopier and printer in the office to enable the reuse of partially consumed paper.
 - b. As much as possible, print all documents including external and administrative communications on both sides of the paper.
 - c. As much as possible, print all documents including external and administrative communications on paper with 100% post-consumer recycled content, Forest Stewardship Council (FSC) certification, or comparable alternative.
 - d. Where technology permits, set double-sided printing (duplexing) as the default for all computers, printers and photocopiers.
 - e. Seek expertise and implement further recommendations from the paper reduction project, ReSource, administered through the U of T Sustainability Office.
- (2) Establish preferred business relationships with socially responsible and environmentally sustainable companies, such as Greenshift or re-orient established business relationships
- (3) As much as possible, ensure that appliances are Energy Star rated and that energy consumption of all equipment is a factor in purchasing.
- (4) Purchase materials and equipment with an emphasis on long-term material and energy reduction. Even though UTM Facilities and Grounds is responsible for the building, the Union should demand – and sometimes purchase – its own materials such as:
 - a. High efficiency compact fluorescent light bulbs.

- b. Efficient desktop lamps for task lighting (especially at night) in members' offices.

2. Behaviour Modifications

Implementation

The Union will:

- (1) Share this code with all relevant persons currently at the union as well as UTMSU recognized Clubs. During their mandatory training, incoming staff and elected members should also be introduced to this policy.
- (2) Seek new ideas that could be amended into this policy by engaging with employees at the union.
- (3) Seek new ideas for the policy from Union members and its recognized Clubs and Academic Societies.
- (4) Seek new ideas from other Unions and member locals, the Canadian Federation of Students and other external groups and associations

3. Energy Consumption

Implementation

The Union will:

- (1) Require any and all future buildings inhabited by the Union or managed by the Union to meet LEED certification of some kind.
- (2) Initiate comprehensive energy-savings behaviour changes in the current building.
 - a. Engage the building manager and other Facilities & Grounds staff in discussions as to how to reduce energy consumption.
 - b. Program all computers to conserve energy.
 - c. Turn off computer monitors when remoting.
 - d. In the summer, not using the AC unless the temperature outside is over 25.
 - e. Turning off lights when not in use and using efficient task-lighting where possible.
 - f. Turning off or reconfiguring printers, photocopiers, and other appliances to more efficient power settings.
 - g. Identifying and reducing phantom loads¹, by unplugging appliances when possible (e.g. paper shredders).

4. Food & Drink

Implementation:

The Union will:

- (1) Supply vegetarian or vegan food options at Union meetings and events when food is provided at such events.
- (2) Lobby food services on campus to exercise the following:

¹ Phantom Loads: Electrical plugs which consume energy even when the appliance is not in use.

- a. Food practices ranked in the following order of preference:
 1. Local.
 2. Sustainable Agriculture.
 3. Fair Trade.
 - b. Minimal packaging.
 - c. Recycling and composting at their outlets
 - d. Minimize waste and food overconsumption
 - e. Utilize biodegradable products
 - f. Refrain from disposable plastics and other heavy pollutants
- (3) Create an environmentally-conscious “catering list” of food services and suppliers on campus and near campus that are leaders in sustainability. U.T.M.S.U. endorses these efforts and will give them preferred business when the Union makes purchases.
 - (4) Support businesses that have environmentally sustainable practices.
 - (5) Serve food with biodegradable containers and utensils as much as possible.

5. Transportation

Implementation

The Union will:

- (1) Use public, mass, and rapid transit as much as possible.
- (2) When rental cars are absolutely necessary, rent hybrids or fuel efficient cars.
- (3) Support active use of public transportation and heavily discounted or subsidized Metropasses/Tickets/U-Passes.

6. Water

Implementation

The Union will:

- (1) Not purchase bottled water. As a replacement for hauling bottled water to events, the union can provide biodegradable cups and tap water. In addition, the union will provide composting for the disposal of these cups. This is a cost-saving initiative.
- (2) Encourage other campus groups, coalition partners etc. to restrict the use of bottled water at events. When sponsoring events remind partners of this policy.
- (3) Post warning lists regarding organic waste that is not flushable, such as feminine hygiene products.

7. Waste

Implementation

The Union will:

- (1) Introduce a clear implementation plan to deal with waste and provide adequate training for current and future employees at the Union.
- (2) The Union will commit to an audit on Waste Management every 5 years at the very least

8. Office Cleaning and Space

Implementation

The Union will:

- (1) Introduce cost-effective and non-chemical cleaning products by coordinating with Facilities & Grounds
- (2) Purchase and care for indoor plants in the U.T.M.S.U. office to enhance the air quality of the building.

9. Outdoor Environment Site

Implementation

The Union will:

- (1) Adopt this policy for the food-for-all garden surrounding the outdoor space of the current building:
 - a. No pesticides can be used in or around the urban garden.
 - b. Local species and common Southern Ontario varieties of plants should be grown in the garden.
 - c. Work to grow seasonal plants throughout the year and if possible create small scale green houses.

10. Capital Projects

Implementation²

- (1) Automatic light sensors. The University of Toronto is a leader in the instalment of automatic light sensor technology (example, the Robarts retrofit) which greatly cuts down buildings' energy consumption. The Union could install its own sensors.
- (2) Vermicomposter / Electric Composter. Many student unions' have purchased these composters to facilitate their own organic waste programs. A composter could interact with the program on biodegradable cups. Composters are cheap but require monitoring and maintenance.

11. Policy Review

Implementation

The Campaigns and Advocacy Commission, Sustainability Coordinator(s) or concerned substitute will:

- (1) When necessary, compose a White Paper on what the union feels is an important aspect of the environmental movement on campus and share its institutional opinion with others.
- (2) Seek changes from other experts in the community by working with groups such as but not limited to the Sustainability Office, the UTMSU Equity Service Centre, UTERN, and the Sierra Youth Coalition.

² While the union may not be in a position to afford these capital projects at this time, it does retain a special interest in potentially commissioning these projects in the Student Center at some point.

12. Involvement on Campus

Implementation

The Union will:

- (1) Lobby all levels of administration within the university to implement sustainability initiatives and projects.
- (2) Work with Environmental Justice and Sustainability groups to participate in projects and initiatives that advance the objectives and principles of this policy.
- (3) Encourage environmental sustainability on campus by working with various student clubs, groups, societies, unions and other campus organisations.

13. Promotion of the “Sustainability Policy”

Objective

Disseminate this policy and its principles to groups actively trying to implement sustainable policies on campus.

Implementation

The Union will:

- (1) Share this code with other groups and receive similar documents created by them.
- (2) Create a guide for offices, meetings and events to be used internally.
- (3) Create a Sustainability Resource Guide for Clubs and Campus Groups.

**OPERATIONAL POLICY – Health and Safety
(Approved November 11th 2011)**

Preamble

Further to the Occupational Health & Safety Act R.S.O. 1990 as amended (OHSA), the University of Toronto Mississauga Students' Union (U.T.M.S.U.) recognizes the priority of safety, and herewith enacts this Health & Safety Policy.

In accordance with the OHSA and the U.T.M.S.U. Mission Statement, the Union is committed to the protection of the health and safety of its employees, members and public visitors within the Union space. The Union will ensure that business is conducted in a manner that is consistent with reasonable standards of health and safety, in order to prevent or reduce accidents, injuries, or illnesses.

In ensuring workplace health and safety, the Union is guided by the following principles:

- All staff members have the right to work in healthy and safe environments.
- All staff members have the responsibility to maintain such environments.
- Cooperation between management, the union, and all staff members is needed.
- The prevention of accidents is an integral part of a healthy and safe work environment.

The successful application and enforcement of this policy will be achieved by all parties exercising their responsibilities for health and safety as follows:

Acting through the Executive Director, management is responsible for:

- Ensuring adherence to the principles of this policy.
- Providing a safe and healthy working environment
- Ensuring establishment and maintenance of internal systems for effective health and safety program management, including adequate allocation of funds, resources and requesting appropriate maintenance from the University of Toronto.
- Ensuring that all reasonable measures are taken to assure compliance with all applicable health and safety legislation.
- Actively supporting the Health and Safety Representative in his/her duties.
- Ensuring all injured staff members are treated fairly.
- Ensure regular inspections are made and requisite actions taken to improve unsafe conditions.

The *Joint Health And Safety Committee* is an advisory group of worker and management representatives. It shall:

- Meet regularly to review health and safety concerns, review progress, and make recommendations.
- Undertake health and safety inspections of the workplace at least every three months.
- Investigate work refusals.
- Investigate workplace injuries.

All employees are responsible for:

- Using reasonable care so as to protect their own health and safety, and the health and safety of others affected by their actions; and take an active part in practicing safe and healthy work habits.
- Immediately reporting any accident, injury or unsafe conditions to the appropriate supervisor.

It is in the best interest of all parties to consider health and safety in every activity. Every worker must protect his or her own health and safety by working in compliance with the law and with safe practices and procedures established by the Union.

**OPERATIONAL POLICY – Pregnancy and Parental leave
(Approved April 8th 2014)**

Preamble

Eligible employees of the University of Toronto at Mississauga Students' Union ("UTMSU") are entitled to pregnancy leave and parental leave in accordance with the *Employment Standards Act, 2000*.

Pregnancy Leave

To be eligible for pregnancy leave, the employee must have commenced employment with the UTMSU at least thirteen (13) weeks before the expected due date. Employees may be required to provide UTMSU with a certificate from a legally qualified medical practitioner stating the expected due date.

If eligible, the employee will be entitled to pregnancy leave of up to seventeen (17) weeks which may begin:

(a) no earlier than the earlier of:

- (i) the day that is seventeen (17) weeks before the due date; and
- (ii) the day on which the employee gives birth;

(b) and no later than the earlier of:

- (i) the due date; and
- (ii) the day on which the employee gave birth, unless the pregnancy ends with a still-birth or miscarriage.

The pregnancy leave will end:

(a) *seventeen (17) weeks after the employee pregnancy leave began, if the employee is entitled to parental leave; or*

(b) on the later of:

- (i) seventeen (17) weeks after the employee pregnancy leave began; and
- (ii) six (6) weeks after the birth, still-birth or miscarriage.

Parental Leave

To be eligible for parental leave, the employee must be the parent, foster parent or adoptive parent of a child, and must have been employed by the UTMSU for at least thirteen (13) weeks before commencing the parental leave.

If eligible, the employee will be entitled to an unpaid parental leave of up to thirty-seven (37) weeks following the birth of the child or the coming of the child into the employee's custody, care and control for the first time.

The parental leave may begin no later than fifty-two (52) weeks after the day the child is born or comes into the employee's custody, care and control for the first time.

If you are also entitled to pregnancy leave, the employee will be entitled to parental leave of up to thirty-five (35) weeks which must begin immediately following completion of the employee's pregnancy leave, unless the child has not yet come into the employee's custody, care and control for the first time or the employee pregnancy ends with a still-birth or miscarriage.

Benefits & Top-Up Plan

All benefits normally paid by the UTMSU will continue during the employee pregnancy and/or parental leave. All applicable premiums or contributions for such benefits will continue to be deducted through payroll.

In addition to the employee benefits, the employee will be eligible to receive the following top up payments from the UTMSU during the employee pregnancy/parental leave:

- (a) ninety-five percent (95%) of the employee salary, during the first two (2) weeks of the employee pregnancy/parental leave (the waiting period for Employment Insurance benefits); and
- (b) the difference between the employee Employment Insurance benefits and ninety-five percent (95%) of the employee salary, for the seventeen (17) weeks following this period.

The employee will be eligible to receive such top up payments only if they employee applies for and receives Employment Insurance benefits during the employee pregnancy/parental leave.

Eligible employees will only qualify for top-up payments for the first nineteen (19) weeks of their pregnancy/parental leave. For example, if an employee commences a pregnancy leave, she will be eligible to receive top-up payments during the first nineteen (19) weeks of her pregnancy leave but will not receive an additional nineteen (19) weeks of top-up payments during her parental leave which must begin immediately following completion of her pregnancy leave.

Notice of Commencement of Leave

The employee is required to provide the UTMSU with written notice of his/her intention to begin pregnancy or parental leave at least two (2) weeks before the date the pregnancy leave or parental leave is to begin (the "**Commencement Date**"). The employee may change the date of the Commencement Date by providing the UTMSU with written notice at least two (2) weeks before the original Commencement Date or the new Commencement Date, whichever is earlier.

In the event that the employee must stop working and begin **pregnancy leave** before the Commencement Date as a result of a complication in the employee's pregnancy, or because birth, still-birth or miscarriage has occurred earlier than the due date, the notice provisions above do not apply. However, within two (2) weeks of stopping work, the employee must provide the UTMSU with written confirmation that they are taking pregnancy leave and the date on which the leave began. In the event the employee stops working because of a

complication caused by the pregnancy, UTMSU reserves the right to request a certificate from a legally qualified medical practitioner stating that the employee is unable to perform the duties of the respective employee position because of the complication. The certificate must also include a due date or the actual date of the birth, still-birth or miscarriage.

If the employee is required to stop working and begin **parental leave** before the Commencement Date because the child has come into the employee's custody, care and control for the first time earlier than expected, the employee's parental leave begins on the day the employee stops working. Within two (2) weeks after stopping work, the employee must provide the UTMSU with written confirmation that the employee is taking parental leave and the date on which the leave began.

Notice of Return from Leave

If the employee is taking pregnancy or parental leave, the employee must provide written notice to the UTMSU of the expected return date, or of any changes to the previously agreed upon return date, at least four (4) weeks before such date.

If the employee decided to resign from employment at or before the end of the employee pregnancy or parental leave, the employee must provide the UTMSU with at least four (4) weeks' written notice of resignation.

Reinstatement

Upon return from pregnancy or parental leave, the employee will be reinstated to the position most recently held with the UTMSU, if that position still exists, or to a comparable position, if it does not. Your compensation will be the greater of:

- (a) the hourly rate/salary you were earning prior to commencing the leave; or
- (b) the hourly rate/salary you would be earning had you worked through the leave.

OPERATIONAL POLICY - Accessible Customer Service: Providing Goods and Services to People with Disabilities

(APPROVED AUGUST 27, 2021)

Preamble

The UTMSU is committed to providing a barrier-free environment for our members, clients/customers, patients, students, employees, job applicants, suppliers, visitors, and other stakeholders who enter our premises, access our information, or use our transportation services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), Customer Service Standard, and the Integrated Accessibility Standards Regulation for Information and Communications, Employment, and Transportation, and eventually, for the Built Environment.

Scope

The UTMSU's commitment to being accessible to all includes the integration of accessibility legislation with our policies, procedures, programs, events, campaigns, and training. These accessibility policies apply to the entire UTM community, including members, board members, staff, volunteers, contractors, visitors, and guests.

The full definition of disability, as stated in the Ontario Human Rights Code, is:

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b) a condition of mental impairment or a developmental disability;
- c) a learning disability, or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental disorder; or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Accessible Customer Service

Communication

The UTMSU will strive to communicate with persons with disabilities in ways that take into account their disability.

Assistive devices

Persons with disabilities are permitted to use personal assistive devices to access goods and services offered by the UTMSU.

An assistive device is any device that is used, designed, made or adapted to assist a person in performing a particular task. Assistive devices enable persons with disabilities to do everyday tasks such as moving, communicating, reading or lifting.

Examples of assistive devices include, but are not limited to the following:

- Wheelchairs
- Canes
- Walkers
- Assistive listening devices (FM systems)
- Laptops with screen-reading software or communicating capabilities
- Smart phones (i.e. wireless handheld devices)
- Hearing aids
- Global positioning system (GPS) devices
- Digital audio players
- Teletypewriters (TTY)
- Portable oxygen tanks
- Personal digital assistants
- Communication devices, such as voice-output systems or pictures/symbols

Service Animals

Persons with disabilities are permitted to use service animals to access goods and services offered by the UTMSU.

A service animal is any guide dog or animal individually trained to assist a person with a disability. An animal is a service animal if it is readily apparent that the animal is used by a person for reasons relating to his or her disability or if the person has a letter from a physician verifying that the animal is required for reasons relating to his or her disability.

Service animals are permitted in all areas of the Students' Union premises to which students, staff, faculty and the public normally have access.

There are only a few exceptions where a service animal would be excluded by law, as in these examples.

- The Health Protection and Promotion Act(1990) does not allow animals in places where food is manufactured, prepared, processed, handled, served, displayed, stored, sold or offered for sale.

However, the Act does contain specific exemptions for service dogs only, allowing them to accompany their owners into areas where food is normally served, sold or offered for sale.

- Should municipal by-laws restrict certain breeds of animals or dogs from the municipality and these by-laws apply even if the animal is acting as a service animal.
- In unique situations where the presence of the animal presents a significant risk for another person (e.g. severe allergies), the university is required to meet the needs of both persons in these situations and must devise an accommodation plan that enables both persons to access services and goods accordingly.

Support Persons

Persons with disabilities are permitted to use support persons to access goods and services offered by the UTMSU. When a support person accompanies a person with a disability to a UTMSU event for which there is an admission fee, the support person will not be charged admission.

A support person is someone either hired or chosen to help a person with a disability. A support person can be a personal support worker, a volunteer, a family member or spouse or a friend of the person with the disability. The UTMSU believes that a support person, in some cases, does not necessarily need to have special training or qualifications.

Support persons may provide one or more types of assistance.

- Transportation
- Guiding a person with a vision loss
- Adaptive communication (e.g., Intervener for someone who is deaf/blind)
- Interpretation (e.g., ASL/English interpreter, LSQ/French interpreter)
- Note-taking, scribe or reading services (usually coordinated by disability or library services offices)
- Personal care assistance
- Support persons in the event of a seizure (e.g., protect from falls)
- Interpret and speak on behalf of someone with a speech disability

Notice of Service Disruptions

Planned Service Disruptions:

The University of Toronto Mississauga will provide notice in the event of a planned or unexpected disruption in the facilities or services usually used by people with disabilities. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

The UTMSU will coordinate with the University to distribute the information to our members.

Unplanned Service Disruptions:

In the event of an unplanned service disruption, the University of Toronto Mississauga will send a notification to the University community as soon as possible, in order for the details to be forwarded to self-registered persons with disabilities.

When unplanned service disruptions occur to UTMSU services or the Student Centre, notice will be provided in visible places, on UTMSU social media or by any other method that may be reasonable under the circumstances as soon as reasonably possible.

Training

The UTMSU will deliver training to all persons to whom this policy applies as required by the Accessibility Standards for Customer Service. The amount and format of training given will be tailored to suit each person's interactions with the customer and their involvement in the development of policies, procedures and practices pertaining to the provision of goods and services.

Training will include the following:

- The purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person

Feedback Process

The UTMSU is committed to providing high quality goods and services to all members. Feedback is welcomed as it may identify areas that require change and encourage continuous service improvements.

Feedback about the delivery of goods and services to persons with disabilities may be given by telephone, in person, in writing, in electronic format or through other methods.

Information about the feedback process will be readily available to the public and notice of the process will be posted on the UTMSU website and/or in other appropriate locations.

Accessible Formats and Communication Supports

The UTMSU shall, upon request, provide or arrange for the provision of accessible formats and communication supports for persons with disabilities.

This will be done in a timely manner and at a cost that is no more than the regular cost charged to other persons.

OPERATIONAL POLICY - PRIVACY POLICY

(APPROVED SEPTEMBER 29, 2021)

Scope and Overview

The University of Toronto Mississauga Students' Union ("UTMSU") is committed to protecting the privacy and security of your personal information. This Privacy Policy describes how UTMSU (collectively, "UTMSU," "we" or "us") collects and uses personal information about you during and after your engagement with UTMSU.

This Privacy Policy applies to the following individuals:

- Members of UTMSU's Board of Directors;
- UTMSU's Executive Committee members;
- UTMSU Orientation Leaders;
- UTMSU Commissioners;
- UTMSU current and former employees and staff;
- Contractors engaged by UTMSU (including people on contract, and people employed by an employment agency or other third party); and
- UTMSU volunteers.

This Privacy Policy describes the categories of personal information that we collect, how we use your personal information, how we secure your personal information, when we may disclose your personal information to third parties. This Privacy Policy also describes your rights regarding the personal information that we hold about you and how you can access, correct, and request erasure of your personal information.

We will only use your personal information in accordance with this Privacy Policy unless otherwise required by applicable law. We take steps to ensure that the personal information that we collect about you is adequate, relevant, not excessive, and used for limited purposes.

Collection of Personal Information

In this Privacy Policy, personal information means any information about an identifiable individual, as may be defined or limited by law. Personal information excludes anonymous or de-identified data that is not associated with a particular individual. Personal information also excludes business contact details and job title.

To carry out our activities and obligations, we may collect, store, and use the following categories of personal information, which we need to administer UTMSU's relationship with you, which may include but may not be limited to:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Information necessary to provide services or benefits including your date of birth, gender, marital and dependent status, beneficiary and emergency contact information, and insurance enrollment information.

- Information necessary to process payroll or other payments including government identification numbers such as social insurance or other national insurance numbers, driver's license number or other identification card number, bank account details, and payroll information.
- Employment records including start date, employment location, professional memberships, references, work history, education and training and proof of work eligibility, performance information, wage and benefit information, and compensation history.
- Contracts, policies and/or other agreements between you and UTMSU.
- Photographs.
- Records relating to accommodation requests.
- Information required for health & safety and/or infection control purposes, including but not limited to information regarding COVID-19 screenings, proof of COVID-19 vaccination and/or COVID-19 vaccination status, as well as records relating to COVID-19 vaccination declinations and requests for exemptions.
- Other personal information as UTMSU may be required to collect and store by law.

Personal Information Use

We only use your personal information where applicable law permits or requires it, for example, when necessary to administer our relationship with you, for health and safety and/or infection control purposes, or when the use is necessary to comply with a legal obligation that applies to UTMSU. We may use your personal information for the following legitimate business purposes:

- Employee administration (including payroll and benefits administration), processing employee work-related claims (for example, insurance and worker's compensation claims), conducting performance reviews and determining performance requirements, assessing qualifications for a particular job or task, gathering evidence for disciplinary action or termination.
- Business management and planning including internal administration, accounting and auditing.
- Complying with applicable law.
- Education, training and development requirements.
- Health administration services.
- Complying with health and safety obligations including maintaining a safe workplace where the risk of transmission of COVID 19 is minimized.

We will only use your personal information for the purposes we collected it for. If we need to use your personal information for an unrelated purpose, we will notify you and, if required by law, seek your consent. We may use your personal information for another purpose without your knowledge or consent where required by applicable law or regulation.

Data Sharing

We will only disclose your personal information to third parties where required by law or to our employees, contractors, designated agents, or third-party service providers who require it to assist us with administering our relationship with you, including third-party service providers who provide services to us or on our behalf. Third-party service providers include, but are not limited to, payroll processors and benefits administration providers.

We may also disclose your personal information for the following additional purposes where permitted or required by applicable law, which may include but may not be limited to the following circumstances:

- To comply with legal obligations or valid legal processes such as search warrants, subpoenas, court orders, or disclosure requests made by public health authorities.
- During emergency situations or where necessary to protect the health and safety of persons, including but not limited to you.
- Where the personal information is publicly available.
- If a business transfer or change in ownership occurs.
- For additional purposes with your consent where such consent is required by law.

We may use your personal information without your knowledge or consent where required or permitted by applicable law or regulation.

Data Security

We have implemented appropriate physical, technical, and organizational security measures designed to secure your personal information against accidental loss and unauthorized access, use, alteration, or disclosure. In addition, we limit personal information access to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.

Data Retention

Except as otherwise permitted or required by applicable law, we will only retain your personal information for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Under some circumstances we may anonymize your personal information so that it can no longer be associated with you. We reserve the right to use such anonymous and de-identified data for any legitimate business purpose without further notice to you or your consent. We reserve the right to retain or securely destroy your personal information in our sole discretion and in accordance with applicable laws and regulations once you no longer belong to one of the categories of individuals to which this Privacy Policy applies.

Rights of Access and Correction

It is important that the personal information we hold about you is accurate and current. Please keep UTMSU informed if your personal information changes. You can request access to and to correct the personal information that we hold about you. If you want to review, verify or correct your personal information, please contact the UTMSU Executive Director at executivedirector@utmsu.ca. Any such communication must be in writing. UTMSU may

request specific information from you to help us confirm your identity and to provide you with the personal information that we hold about you or make your requested changes. Applicable law may allow or require us to refuse to provide you with access to some or all of the personal information that we hold about you, or we may have destroyed, erased, or made your personal information anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal information, we will inform you of the reasons why, subject to any legal restrictions.

Online Collection and Use of Information

The UTMSU's website uses cookies. Our website may also contain links to other sites; however, UTMSU's Privacy Policy only applies to information collected by our website. UTMSU is not responsible for the privacy practices and policies of third parties.

Changes to This Privacy Policy

We reserve the right to update this Privacy Policy at any time. For further information about our Privacy Policy, please contact executivedirector@utmsu.ca.

OPERATIONAL POLICY - UNIVERSITY OF TORONTO MISSISSAUGA STUDENTS' UNION'S COVID-19 IMMUNIZATION POLICY

(APPROVED SEPTEMBER 5, 2021)

Purpose

Under Ontario's *Occupational Health and Safety Act* ("**OHSA**"), the University of Toronto Mississauga Students' Union ("**UTMSU**") is responsible for health and safety in the workplace, and is required to take every precaution reasonable in the circumstances for the protection of workers. Other workplace parties are also responsible for maintaining and contributing to a healthy and safe workplace.

UTMSU is committed to complying with its obligations under the OHSA and to creating a safe and healthy workplace environment. UTMSU is implementing this Policy in an effort to meet these objectives. This Policy outlines organizational expectations with regards to COVID-19 immunization of UTMSU's employees, staff, contractors, volunteers, students and other affected individuals, as described further below.

Background

UTMSU recognizes the importance of immunization of board members, executive members, employees, staff, contractors and volunteers in order to provide a safe working environment. This COVID-19 immunization Policy aims to protect the UTMSU's population including employees, staff, contractors, volunteers and students.

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It may be characterized by fever, cough, shortness of breath, and several other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age but is not limited to the elderly and is elevated in those with underlying medical conditions.

More information on COVID-19 and COVID-19 vaccination is provided in **Appendix "A"**.

Application of the Policy

Regardless of how often they are at UTMSU and how much time they spend there or in their respective workplace, this Policy applies to all of the individuals in the categories below (collectively, the "**Affected Individuals**"):

- Members of UTMSU's Board of Directors;
- UTMSU's Executive Committee members;
- UTMSU Orientation Leaders;
- UTMSU Commissioners;
- UTMSU employees and staff;
- Contractors engaged by UTMSU (including people on contract, and people employed by an employment agency or other third party); and
- UTMSU volunteers.

Policy

It is important to protect the health and well-being of all Affected Individuals where there is evidence of a risk with identified measures for management.

To facilitate this Policy all Affected Individuals will be required to provide **one of the following** by the deadlines set out in this Policy:

1. Proof of COVID-19 vaccine administration; or
2. Written proof of a medical reason, provided by either a physician or nurse practitioner that sets out that the person cannot be vaccinated against COVID-19 **and** the effective time period for the medical reason (i.e., permanent or time-limited); or
3. A written statement indicating that the Affected Individual declines to provide any and all of the information set out under option #1 and option #2, above.

Proof of vaccination for the first dose of a two-dose COVID-19 vaccination series approved by Health Canada must be provided to UTMSU by no later than September 13, 2021.

Proof of vaccination for the second dose of a two-dose COVID-19 vaccination series approved by Health Canada or of a single-dose vaccine approved by Health Canada must be provided to UTMSU by the earliest of (i) October 15, 2021 or (ii) by no later than two (2) months after the date of the first vaccination dose.

Written proof of a medical note setting out the reasons why an Affected Individual cannot be vaccinated and the effective time period for those reasons must be emailed to the UTMSU Executive Director] at executivedirector@utmsu.ca by no later than September 13, 2021.

If the Affected Individual opts to provide a written statement indicating that the Affected Individual declines to provide any and all of the information set out under option #1 and option #2, above, the written statement must be emailed to the UTMSU Executive Director at executivedirector@utmsu.ca by no later than September 13, 2021.

Affected Individuals who are hired or engaged by UTMSU after October 2021 are required to provide their declination, proof of vaccination or proof of a medical exemption within two (2) weeks of the beginning of their engagement with UTMSU.

Affected Individuals who elect not to provide proof of COVID-19 vaccination as per option #1 above, and instead choose to rely on either option #2 or option #3, above, will be required to work and/or perform tasks remotely, and will not be permitted to attend at UTMSU's office or to perform any tasks for which in-person attendance is required without written approval from UTMSU.

While UTMSU will endeavour to assist Affected Individuals in performing work remotely whenever feasible, there may be task(s) for which in-person attendance may be required. If it is not feasible or practical for any specific task(s) to be performed remotely, UTMSU reserves the right to place Affected Individuals who elect not to provide proof of COVID-19 vaccination per option #1 above on an unpaid leave of absence for the duration of these specific task(s), and assign another individual to perform the task(s) if desirable or applicable. Alternatively, access to the workplace may be possible following a negative COVID test and with other necessary precautions.

Proof of Vaccination

UTMSU will accept as valid proof of vaccination (i) a copy of the COVID-19 vaccine receipt for each dose received as issued by the Government of Ontario; or (ii) a vaccination receipt as provided at the time of vaccination (see sample on the right).

You can obtain a copy of the COVID-19 vaccine receipt for each dose received as issued by the Government of Ontario by logging in to <https://covid19.ontariohealth.ca/>.

Proof of vaccination should be emailed to the UTMSU Executive Director at this email address: executivedirector@utmsu.ca.

If you received a Health Canada-approved COVID-19 vaccine outside of Ontario and are unable to obtain a vaccination receipt in the appropriate format, please contact your local public health unit as soon as possible to record your information and receive proper documentation. Please also inform the UTMSU Executive Director at executivedirector@utmsu.ca as soon as you have done so.



Proof of a medical reason for not being vaccinated

Proof must be provided in writing by either a physician or a nurse practitioner, who must include their name, contact information and stamp (or college registration number) on the note. Proof should be emailed to UTMSU Executive Director at this email address: executivedirector@utmsu.ca.

In some instances, the medical reason for the person not being vaccinated may be time-limited (e.g., timing around a procedure or other medical treatment). Please have your physician/nurse practitioner specify whether the reason is permanent or time-limited. If time-limited, the note should indicate how long it is expected to last.

There are very few medical exemptions to COVID-19 vaccination. UTMSU reserves the right to make further inquiries of your physician or to have any medical documentation submitted reviewed by an independent physician in the event that the medical documentation provided is unclear, insufficient or unusual.

Compliance with the Ontario Human Rights Code

This Policy will be applied subject to and in compliance with the requirements of the Ontario *Human Rights Code*. If you believe that you require accommodation with respect to this Policy, please contact the UTMSU Executive Director at executivedirector@utmsu.ca and provide information regarding the ground(s) and reasons that, in your view, would warrant accommodation. Each accommodation request will be reviewed by UTMSU on a case-by-case basis.

Non-compliance with the Policy

In accordance with UTMSU's human resources policies and applicable legislation, directives, and policies, non-compliance with this Policy, which includes but is not limited to providing false or misleading information, will result in discipline, up to and including termination.

Confidentiality Statement

Personal information with respect to proof of vaccination or proof of a medical reason for not being vaccinated will be collected, stored, used and disclosed in accordance with applicable law.

Revisions

UTMSU will periodically review this Policy, and reserves the right to amend this Policy at any time, including as may be required by any applicable laws, regulations and orders or by any contractual or other requirements imposed on UTMSU by the University of Toronto.

PROCEDURAL POLICY

**PROCEDURAL POLICY – Submission and Adoption of Union Policy
(Amended October 23rd, 2020)**

Any commission, committee, or director may submit policy to the Policy and Procedures Committee.

The Policy and Procedures Committee will meet to consider proposed policy not more than four (4) weeks following its receipt.

The Policy and Procedures Committee will submit a recommendation of adoption or defeat of policy to the Board of Directors for final approval.

ISSUES POLICY

**ISSUES POLICY – Anti-Racism
(Approved October 23rd 2015)**

Preamble

Racism is a phenomenon based on the social, political, economic and historical construction of race and power that affects the lived experiences of all people including students. Historically, racism has manifested itself through more explicit forms of verbal, psychological and physical discrimination. While racialized people today still experience explicit incidents of Racism, more common forms of racial discrimination are in the systemic and structural architecture of government, civil service, the criminal justice systems and many public and private institutions—even those of higher learning.

Racialized communities face numerous disadvantages in the social, political and economic spheres that are the direct result of both explicit and institutional forms of racism. Some examples of racism as it is manifested today include, but are not limited to:

- i. Racial profiling by police and security services;
- ii. Academic curricular that exclude the histories and contributions of racialized peoples, including First Nations and immigrant communities;
- iii. Economic deprivation of racialized people, through discrimination in employment or relegation to part-time, precarious work with substandard pay and questionable labour and safety standards;
- iv. Restrictions on travel, or harassment when travelling based on race, ethnicity, country of origin and/or religious belief - whether real or perceived;
- v. Harassment and abuse-intentional or unintentional - on physical, verbal, emotional and psychological levels, from strangers, coworkers, superiors, colleagues, classmates or friends.

The University of Toronto Mississauga Students' Union (UTMSU) recognizes that oppression is rooted in historical, social, cultural, political and economical forms of systemic discrimination. This systemic discrimination is structural in nature and uniquely marginalizes racialized students and indigenous and/or Aboriginal students.

UTMSU affirms that racism is a system of advantage based on race; the ability to act on the belief that people of different races have different qualities and abilities, and that some races are inherently superior or inferior. Racism manifests in many ways, from dislike and avoidance of people based on their race to discrimination against them on an institutional level to acts of race-based violence. Racism is related to power, who has power, and who is given power by society; it exists beyond one-on-one interactions, hence its systemic and structural nature.

UTMSU acknowledges that racialized students disproportionately experience greater levels of poverty, lower incomes, and higher debt levels. In the student union's efforts to advocate for an affordable and accessible education, special attention will be placed on the unique socio-economic barriers that racialized students' experience.

Policy

The University of Toronto Mississauga Students' Union objects to any and all discrimination on the basis of race, ethnicity, place of origin, immigration status, linguistic ability, and

religious or spiritual belief—both real and perceived. All students have the right to study, work and socialize in an affirming environment that is free from harassment, violence and discrimination.

University of Toronto Mississauga Students Union Supports:

- i. Any committee/ coalition of the union with funding from the annual operating budget. The committee will be open to all students and mandated to conduct research and education on issues of racial oppression. The committee/ coalition will work to promote anti-racism awareness on campus through events, educational materials, general campaigns and outreach. The committee/ coalition will strive to implement the recommendations made by the Task Force on Campus Racism, organized by the Canadian Federation of Students Ontario and any other appropriate report;
- ii. Access to an affordable education free from explicit and systemic forms of racism
- iii. The work of all students, clubs and organizations that seek to eliminate racism both on and off campus;
- iv. All equity based institutional initiatives that seek to correct the historical injustices of the past and create a level playing field for racialized students;
- v. The inclusion of multiple cultural perspectives, histories and narratives in academic curricula and course material;
- vi. Equal opportunity programs that promote equitable employment and academic opportunities for students from racialized communities, including aboriginal and immigrant students;
- vii. The designation of campus spaces as official sanctuaries for undocumented migrants or the children of undocumented migrants to safely pursue employment and education without the harassment of immigration, security or police authorities;
- viii. Policies and protocols that address the manifestation of racism on campuses and society, and their acknowledgement of the intersections on the basis of gender, class, sexual identity, religion, or ability;
- ix. The full adoption of the province-wide Task Force on Campus Racism Task Force,

The University of Toronto Mississauga Students' Union Opposes:

- i. All explicit and systemic forms of racism in campus life and outside of the institution, including, but not limited to the criminal justice system, employment, healthcare, childcare, mental health services, financial assistance, and housing;
- ii. The formation of student groups that deny the historical and present day existence of Racism against people of colour, and promote white supremacist ideology;
- iii. Institutional racism in hiring and curricula; policy and governance, and the delivery of services;
- iv. Discrimination and harassment from police or other security and government services both on and off campus;
- v. Reductions or elimination of funding for critical area studies including but not limited to African Studies, South Asian Studies, East Asian Studies, Latin American Studies, Caribbean Studies, Aboriginal Studies and Middle Eastern Studies.
- vi. White supremacy

ISSUES POLICY – Bottled Water (Approved October 23rd 2015)

Preamble

Water, like education, is a public right, not a privilege. Like the invasion of commercial values into education, the treatment of water as a commodity that can be sold poses the risk of potentially denying access to this life-sustaining resource. It is a common responsibility of all people and governments to ensure that water is used sensibly to minimize negative environmental impacts and guarantee the free and universal access to clean drinking water into the future.

However, most city water in Canada is much more highly regulated and monitored for quality than bottled water. In addition, public water systems are the most responsible mechanism for ensuring that water is accessible. In addition, mass production of bottled water has negative environmental impacts due to the creation of landfills full of empty bottles and plastic leaching toxins endangering the surrounding environment and communities and posing hazardous risks.

Bottled water is one of the key products being promoted in the public school system and on college and university campuses across the country. Beverage exclusivity contracts on campuses are the marketing tool of choice for water bottling companies to guarantee access to the student and youth markets. Private beverage companies are engaged in aggressive marketing campaigns claiming that bottled water is the only safe source of drinking water available and creating a culture of dependence and reliance on private water sources that undermine public confidence in public water systems.

Buying bottled water sends a powerful message to our elected leaders that there is little need to maintain and improve Canada's water infrastructure.

General Description

The University of Toronto Mississauga Student's Union opposes the sale of water-which should be free and publicly accessible.

Policy

The University of Toronto Mississauga Students' Union Supports:

- i. Adequate funding and support for clean and accessible water systems nationwide;
- ii. Public ownership of natural water sources;
- iii. Adequate funding for clean and accessible public water systems;
- iv. Public drinking fountains in spaces and public buildings, including college and university campuses;
- v. Enforced government regulations to establish standards and guidelines for public water systems that set international standards;
- vi. Government initiatives to clean up polluted water sources;
- vii. Bottled water bans for all events held by municipal, provincial or federal governments or public institutions;

- viii. Container deposit laws and other effective ways of reducing the amount of bottles piling up in landfills and polluting the environment.

The University of Toronto Mississauga Students' Union Opposes:

- i. The use of bottled water where safe drinking water is available;
- ii. The privatization of natural water sources and water services;
- iii. Bulk water imports and exports;
- iv. Water theft by bottled water corporations of public water and public water sources;
- v. Any change to public policy that serves the private and commercial interests of bottled water companies instead of the public interest;
- vi. Government underfunding of public water systems and water testing programs;
- vii. The allocation, sale or lease of land or natural resources by any level of government to bottled water companies;
- viii. National or international trade agreements that limit or undermine Canada's ability to regulate and protect public water systems.

**ISSUES POLICY – International Students' Issues
(Approved November 11th 2011)**

Preamble

The participation of international students in Ontario colleges and universities:

- fosters the international exchange and development of knowledge;
- promotes cultural diversity and understanding within Ontario's colleges and universities, and the communities in which they are located;
- enriches the educational experience of international students and of Canadian students and academic staff; and
- facilitates international cooperation and development.

Federal and provincial governments, granting councils, universities and colleges, employers participating in co-operative educational programs, police authorities, and other organisations or persons involved in the education of international students should not discriminate against international students on any grounds including race, creed, colour, ancestry, citizenship, ethnic or national origin, political or religious affiliation, belief or practice, sex, sexual orientation, disability, marital status, family relationship and responsibility, personal or social lifestyle or behaviour, or age. Colleges and universities in particular should not discriminate in the admission of, or the provision of services to, international students.

Policy

The Union supports the:

- rights of international students, as laid out in the national policy of the Canadian Federation of Students;
- establishment and continuance of campus international student clubs, societies and organisations; and
- establishment and continuance of campus international student services and centres.

The Union opposes:

- any and all differential tuition, ancillary or administrative fees for international students
- quotas placed on international student enrolment;
- provincial health care charges for international students;
- the use of 900 series Social Insurance Numbers and other mechanisms that identify workers based on their citizenship status;
- the expulsion of international students from Canada because of unexpected financial difficulties or unanticipated cost increases; and
- discrimination against international students by federal and provincial governments, colleges, universities, granting councils, employers participating in co-operative education programs, police authorities, and other organisations or persons involved in the education of international students.

The Union supports the establishment of public policy that ensures that:

- there are no differential fees applied to international students;
- the Government of Ontario and the Government of Canada engage in formal co-operation to establish and implement policy and programs for international students at all post-secondary institutions;

- international students are eligible for access to sufficient student financial assistance and special emergency funds in order to ensure they are able to access and maintain studies at Canadian colleges and universities irrespective of their family income background;
- international student access to colleges and universities in Canada should be based on the merit of candidates, where the criteria and judgment of merit is determined by students and academic staff;
- the Governments of Ontario and Canada provide appropriate financial assistance to ensure that students admitted to public colleges and universities in Ontario from the forty poorest countries in the world (as determined by the United Nations) are not denied access to a college or university in Ontario for financial reasons;
- international students are free to work in Ontario during the period of their studies, on the same basis as domestic students;
- restrictions of the federal granting councils on the employment of international graduate students should be abolished;
- international students are able to obtain visas, at the time of their enrolment, lasting for the duration of their studies in Canada; and
- international students receive coverage under the Ontario Health Insurance Plan (OHIP) that is equivalent to that for domestic students.

The Union supports the establishment of institutional policies that ensure that:

- there are no differential fees applied to international students;
- international student access to colleges and universities in Canada should be based on the merit of candidates, where the criteria and judgment of merit is determined by students and academic staff;
- the purposes of recruiting international students are those outlined in the Preamble, not financial gain;
- the employment of specialised, trained staff and the provision of support services, commensurate with the number and diversity of students recruited, to meet the special needs of international students, and to comply with the legal duty to provide services free from discrimination;
- academic staff are provided with resources and professional development opportunities to facilitate teaching, supervision, evaluation methods, etc. that accommodate the special needs of international students; and
- all reasonable assistance is provided to international students in their interactions with municipal, police, immigration, and other authorities and take all reasonable measures to ensure that such authorities do not discriminate against international students.

ISSUES POLICY – Openness and Transparency in Post-Secondary Education
(Approved November 11th, 2011)

College and University Operations

Universities and colleges that receive public funds either from the Government of Ontario or the Government of Canada through direct grants, student loans, scholarship programs or other means of direct or indirect transfers have an obligation to use those funds in a responsible way. Universities and colleges must be accountable for their trusteeship of these public monies. Accountability demands openness and transparency. Universities and colleges must be open to public scrutiny, open in their accounts, open in their governance, policies and administration, open in their debates, and open in their decision-making processes. Openness and transparency must be the normal operating procedure for universities and colleges.

Decision-Making

The decision-making structure and the financial operations of universities and colleges, as well as all of their governing boards, constituent bodies and committees, should be open and transparent. Meetings of such bodies may only be closed temporarily to deal with personnel or individual student issues, or the negotiation of contracts. Student representatives involved in closed meetings or closed portions of meetings have a responsibility to maintain the confidentiality of these deliberations. The results of such closed deliberations should normally be reported in a public session as soon as possible.

Research

Openness and transparency is a fundamental principle of research at universities and colleges. This precludes contractual relationships with corporate or other research partnerships that seek to impose secrecy on the research funded through such relationships, except where contracts require a limited waiting time (no more than 60 days) prior to publication in order to secure patent protection. Research results must be open and publishable as quickly as possible. To ensure such openness and transparency, all research contracts should be reviewed by an independent committee such as the university or college's Research Ethics Board.

Notwithstanding the above policy, all contracts, protocols and investigator agreements for sponsored research or clinical trials should expressly provide that the investigators shall not be prevented by the sponsor, or anyone, from informing research participants, co-investigations, research ethics boards, regulatory agencies, and the scientific community of risks to participants that the investigators identify during the research study or clinical trials or after the completion of the study or trials.

Contractual / Business Relationships

The principle of openness and transparency must also apply to all contractual / business relationships that are entered into by the university or college. In cases where entering into the contractual relationship is likely to raise ethical concerns or controversy, details of the proposed contractual relationships should be made public prior to their finalization.

Students, Staff and Faculty Representation

Students, staff and faculty elected to institutional decision-making bodies are expected to report to their constituents and should not be prevented from doing so by any rules of secrecy that may be enacted by the decision-making body.

Government

The principle that openness and transparency is necessary for accountability also applies to government departments responsible for the direct or indirect funding of post-secondary education. These departments must also operate according to a policy of openness and transparency. This means that these departments should go beyond the minimum standard of openness and transparency set out in freedom of information legislation.

Privacy Legislation

Privacy legislation applies in whole or in part to postsecondary educational institutions. Governments, colleges and universities should not use either freedom of information or privacy legislation as a cloak of secrecy with which to shroud government and institutional policies. No restrictions should apply to legislation such that they impede on the ability of colleges, universities and government agencies to adhere to the fundamental principle of openness and transparency.

Student and Personnel Files

Information in individual student and personnel files must be labelled confidential and remain as such. Such confidential information should be available only on a 'need to know' basis. This means that such information should be available to all persons or committees charged with making personnel recommendations or decisions, and those making such recommendations or decisions should in turn be obligated to respect the confidentiality of individuals. All confidential information in turn is compellable should such recommendations or decisions become subject to disagreement and subsequently referred to a dispute resolution or a grievance / arbitration process.

ISSUES POLICY – Privatization of Universities and Colleges (Approved October 23rd 2015)

Preamble

Privatisation threatens access to post-secondary education and the integrity of colleges and universities as public institutions. Privatisation on campus can take the form of increased tuition fees, partnerships with the private sector for product sales and the provision of services, a cost-recovery approach to campus services, the transfer of institutional facilities and services to private ownership or management, and the opening of fully private post-secondary education institutions.

Privatisation is the result of a growing reliance by post-secondary programs and institutions on revenue from private, instead of public, sources. Higher tuition fees are the most common effect of privatisation and represent a significant barrier to access for low and middle-income students. In addition to high fees, an increasingly prevalent example of privatisation is the reliance of public-private partnerships for funding new buildings, departments, and facilities. Such funding regimes serve to starve certain programs within the post-secondary education system and exacerbate inequities between institutions and programs.

The encroaching privatisation of universities and colleges is also manifested in the increased outsourcing of institutional and student-run services, such as food services and administrative services, by large corporate chains. Such agreements frequently give the company exclusive rights to the campus that often can compete directly with, or prohibit the existence of, services and operations run by the campus student unions. Privatised services on campus prioritize profit by maintaining low wages, limiting consumer choice, avoiding ethical purchasing policies, and promoting consumption, all of which can undermine both quality and affordability.

In exchange for generous donations, corporations can receive direct or indirect influence over the governance and management of post-secondary institutions. Direct influence can come in the form of input into course content or research focus, ownership over research results and outcomes, and representation on departmental, faculty, and institutional governing bodies. As private fundraising increasingly becomes a permanent institutional objective, institutional governing boards have taken on appointees selected, over local community representatives, for their fundraising potential. Indirect influence is a by-product of a greater institutional reliance on private financing and can lead to informal and invisible control, as institutional priorities and policies are modified to fit the interests of corporate sponsors. Both forms of influence undermine the autonomy of institutional governing bodies and threaten to distort the mandate of public post-secondary institutions through the incorporation of business values into the policies and operations of public colleges and universities.

The establishment of fully private for-profit institutions threatens to undermine the entire public system of post-secondary education. The existence of a parallel and competing private education system siphons resources from the public system, offers sub-standard education, and endangers sovereign policy-making under international trade liberalization agreements.

Policy

The University of Mississauga Students' Union Supports:

- A fully-funded and administered public post-secondary system;
- Campus services and departments that are fully funded by the government;
- Institutional policies that restrict the influence and reliance on private sponsorship and donations;
- Departmental and institutional boards with a majority of members from the campus and immediate community;
- Full and completely academic freedom in regards to research results, outcomes, and content.

The Students' Union opposes:

- i. Any and all forms of privatised education;
- ii. The reduction of public funding to universities and colleges;
- iii. The trend toward the deregulation of tuition fees and other user fees for education;
- iv. Privatisation of existing public educational programs and institutions;
- v. The opening of accredited private post-secondary institutions;
- vi. The loss of public accountability caused by the replacement of public funds for research with private funds and/or the creation of public private partnerships;
- vii. The transfer of institutional facilities and services to private ownership and/or management;
- viii. The outsourcing of college and university services to private for-profit companies;
- ix. Corporate representation on governing bodies of post secondary institutions

ISSUES POLICY – Quality in Higher Education (Approved November 11th 2011)

Preamble

A quality learning experience for students is rooted in the maintenance of an accessible and publicly funded post-secondary education system within which individual institutions are governed autonomously, through local and intensely democratic structures. By establishing and maintaining the availability of the resources necessary to procure both the academic and physical infrastructure vital to the achievement of excellence, and by ensuring that such resources are allocated on the basis of peer review and democratic decision-making, students, faculty, and academic staff can best collaborate to meet the academic, educational and research mission of our public post-secondary institutions. The foundation of our public institutions is their universality. It is, therefore, not possible to obtain quality in post-secondary education at the expense of affordability, as both factors affect the learning experience. Universality also cannot be guaranteed in a system within which publicly funded research is encouraged to be commercially oriented and privately subsidised and owned. The quality of education must, therefore, be judged in light of:

1. accessibility and affordability;
2. the degree to which decision-making, with respect to all aspects of a university's operation, are conducted in transparent, accountable, representative, and democratic bodies; and
3. the extent to which public research performed through a public institution is conducted free from private, corporate and commercial interest and ownership.

Therefore, the achievement of educational quality is dependent upon the availability of adequate public resources.

Many attempts to measure quality in post-secondary education have been initiated by governments as part of an effort to introduce accountability and transparency in relation to public subsidies of colleges and universities. Such attempts often focus on evaluating the government's "return" on its investment and rely on very simple output indicators, including graduation and employment rates and post-graduation earnings. In some instances, as is the case with Ontario's Key Performance Indicators, governments have punitively tied public institutional funding to such output measurements.

Just as quality cannot be determined simply by quantifying outputs, so too can it not be determined by considering financial indicators, including tuition fees, endowment income, and research commercialisation, as positive indicators of institutional educational quality and "reputation". Such measures, which are often used in education "consumer guides", like the annual Maclean's rankings, ignore the fact that high tuition fees, corporate activity, and reliance on endowment revenue, like poor quality, are symptoms of insufficient government funding. In such a privatised environment, accessibility, diversity, and academic integrity inevitably suffer. Quality assessments that evaluate endowment levels and institutional "reputations" tend to exacerbate institutional inequalities by privileging older institutions and those situated in major urban and financial centres. The assessment of quality based on the evaluation of output measures, like those identified above, leads policy makers to disregard the importance of input factors such as professor-student ratios, academic contact time, faculty workload, lab aid technology resources and the actual process of learning that takes place in colleges and universities.

Policy

The Union supports a definition of educational quality, assessment tools, and funding initiatives that:

- emphasise universal accessibility and affordability;
- emphasise the importance of public funding;
- are determined by the needs of the specific learning environment;
- consider academic resource indicators that include, but are not limited to: class size; faculty-to-student ratios; number of full-time to part-time lecturers; faculty job security (e.g. tenure); level of faculty education; faculty workload; frequency of student contact with faculty and / or other advisors; the diversity of faculty; faculty publication rates and / or professional experience;
- consider institutional resource indicators that include, but are not limited to: the number of library holdings; the availability and breadth of student support services; information technology services; research infrastructure; institutional facilities; and physical plant;
- consider educational outcomes that emphasise accessibility and student success, including, but not limited to: diversity of enrolment; persistence, retention and graduation rates; educational satisfaction; and continued education;
- consider educational outcomes that emphasise graduate skill sets, including, but not limited to: critical thinking; problem solving; analytical reasoning; interpersonal understanding; written communication; technical knowledge; creativity, innovation and creative thinking; and applied skills;
- consider educational outcomes that emphasise social value, including, but not limited to: civic engagement; literacy; and workforce competitiveness;
- are based on consideration of specific institutional structures and levels of democratic involvement, facilities of peer review and levels of student consultation; and,
- consider, only as a final measure, educational outcomes that emphasise individual value, including, but not limited to: graduation rates; employment rates; post-graduation earnings; and job-satisfaction.

The Union supports government policy that:

- ensures adequate public funding for the promotion of high levels of quality throughout and within the system of public post-secondary education;
- allows public post-secondary education institutions to realise their potential for excellence without compromising access; and
- establishes public standards in educational quality, while remaining sensitive to differences between and among institutions.

The Union opposes definitions of educational quality, assessment tools, and funding initiatives that:

- equate increases in tuition fees with increases in quality;
- ignore the financial, physical and general accessibility of the programme and institution;
- effectively ignore the educational process;
- fail to look at public post-secondary education institutions as part of an interconnected public education system;
- fail to consider the correlation between academic resources and the organisation of those resources in constituting the overall learning environment;

fail to consider the correlation between academic freedom, meaningful pluralism, and democratic decision-making structures;

- do not incorporate both rigorous empirical exercises and qualitatively-oriented evaluation procedures;
- consider the "value" added of the educational experience in strictly financial and / or individual terms; and
- consider institutional quality in terms of financial resources, fundraising performance, "reputation," or other factors not directly related to the educational experience.

The Union opposes government policy that:

- ties public funding for public post-secondary education institutions, in any way, to output measurements;
- emphasises "competitiveness" amongst public institutions; and
- undermines the consistency of quality between and among public institutions.

ISSUES POLICY – Right to Education
(Approved December 5th 2008)

Preamble

Whereas through ongoing monitoring and research on the issues affecting Palestinian education under occupation, as well as building an active campaign network in Palestine and worldwide, the Right to Education Campaign seeks to raise international awareness about the obstruction and denial of education in Palestine and to bring pressure to bear on governments, decision-makers and ultimately the Israeli authorities to guarantee safe and free access of all Palestinians to their educational institutions.

Policy

The Union supports the Right to Education Campaign.

ISSUES POLICY – Womxn's Issues (Approved October 23rd 2015)

Preamble

Although women have achieved formal legal equality in Canada, gender-based discrimination occurs structurally, individually and institutionally, which directly impacts women's access to post-secondary education and their experience as students. Despite some advancement in the participation of women in postsecondary education, women remain underrepresented in many areas of study including science, engineering and business. The inequity and socio-economic barriers faced by women are evident in the disproportionately high rates of poverty among women; lower wages of women relative to men; the overrepresentation of women in temporary or part-time work; less access to employment insurance relative to men; the high rates of gender-based violence faced by women, particularly on university and college campuses; and the underrepresentation of women in all levels of government. The University of Toronto Mississauga Students' Union recognizes that women are entitled to equal access, freedoms, and initiatives that strive to empower women. The University of Toronto Mississauga Students' Union also recognizes that the promotion of women's rights is integral to a fully accessible post-secondary education system.

Policy

The University of Toronto Mississauga Students' Union Supports a Woman's Right To:

- i. Freedom of choice of lifestyle, employment, and education as full and equal participants in Canadian society;
- ii. Equitable access to post-secondary education;
- iii. Employment, and the right to equal opportunity of employment with equal pay for work of equal value;
- iv. Access to full, government subsidized, quality daycare, provided by adequately trained and paid child care workers, since equal access to education is limited by a lack thereof;
- v. Financial student assistance programs which meet the needs of fulltime students, part-time students, and single parents, the majority of whom are women, and which does not require dependence on their parents or spouse;
- vi. Concrete programs for re-entry of women into post-secondary education, to aid women in overcoming the barriers of interrupted studies and inadequate backgrounds;
- vii. Academic counseling which informs women of all educational and employment opportunities available, in order to actively combat the streaming of women into traditional fields;
- viii. Women's right to organize, since women's organizations within the student movement are necessary to actively raise the issues faced by women students, to provide a place for all women to develop organizational and political skills, and to provide a forum where all women can develop a sense of unity and co-operation;
- ix. Organizations that recognize, promote and fund a women's organization on campus to facilitate involvement in women's issues;
- x. An education through non-sexist instruction, textbooks and materials, recognizing that some literature and materials must be viewed relative to their historical or

- social context but that all instruction, contemporary textbooks and materials should be free of sexual stereotyping and discrimination;
- xi. An educational environment free of advertisements, entertainment programming and/or materials which promote violence against women, sexual stereotyping and/or discrimination;
 - xii. Government funded women's studies courses in post-secondary educational institutions;
 - xiii. A women's right to control their own bodies, including but not limited to:
freedom of expression of sexual orientation;
freedom of reproductive choice, including access to publicly-funded reproductive health services;
freedom from sexual assault and all other forms of violence; and
the right to an educational environment free of sexual harassment; xviii. Effective, legal, and academic grievance procedures recognized by students, faculty, and support staff; and xix. The celebration of International Women's Day on campus.

The University of Toronto Mississauga Students' Union Opposes:

- i. The exclusion, exploitation and marginalization of women, whether directly or indirectly within patriarchal societies;
- ii. Any government legislation, act or designation that directly or indirectly contravenes or limits women's reproductive rights;
- iii. Any governmental legislation, act or designation that implies or suggests, directly or indirectly, that women in Canada have achieved equality, equity, or fairness, and no longer need to advocate for the development of women's rights;
- iv. Sexism and discrimination against women, including structural, cultural, institutional and individual manifestations;
- v. Violence against women in all its forms, including but not limited to, physical, verbal, and economic violence, and violent representations of women in media;
- vi. Cuts to women's and gender studies courses and programs and academic programs that seek to, investigate, research, and address gender inequity;
- vii. Cuts to grants, scholarships or bursaries dedicated to the support of women students and faculty, and the investigation of gender and women's issues;
- viii. Cuts to government funding allocated for women's advocacy, support and research organizations;
- ix. Differential wages for women and the segregation, stereotyping and undervaluing of work traditionally performed by women and;
- x. Privatisation of public services including childcare, health care, education and social services.

**ISSUES POLICY – First Nations, Metis and Inuit Education
(Approved January 30th, 2017)**

Preamble

The University of Toronto Mississauga Students Union recognizes that First Nations, Inuit and Metis people are indigenous to the land that is currently occupied by Canada and have inherent rights and titles, and that students should have the right to self-identify their First Nations, Inuit and Metis ancestry, regardless of labels used by the federal government's Department of Indigenous and Northern Affairs. The University of Toronto Mississauga Students Union recognizes First Nations, Inuit and Metis people's inherent right to unlimited access to traditional and non-traditional education. Education at all levels is a First Nations, Inuit and Metis and Treaty right recognized in the Canadian Constitution Act of 1982.

The effects of the legacy of colonial oppression of First Nations, Inuit and Metis people and the subsequent access available to post-secondary education are exacerbated by regressive government policy, which has perverted the Treaty right to education to exclude post-secondary education and denied access to thousands of First Nations, Inuit and Metis students. Although education is a provincial jurisdiction defined by the Indian Act, regardless of whether schooling is pursued on or off reserve. At present, non-Status First Nations, Inuit and Metis students are not covered to them through the Department of Indigenous and Northern Affairs Post-Secondary Student Support Program (PSSSP) is not available. In addition, the funding provided by the federal government for Status First Nations through the PSSSP is inadequate to ensure access. Funding for the PSSSP is distributed by band councils under their own eligibility criteria. Funding for Indian and Northern Affairs' Post-Secondary Education Program, which includes the PSSSP, has been capped since 1996 and has failed to account for inflation and population growth. This funding shortfall, coupled with the increased demand for a post-secondary education and dramatic provincial tuition fee increases in Ontario, has progressively undermined the value of the federal government's contribution to the PSSSP and other support programs since the mid-1990.

These factors create substantial barriers to post-secondary education for Aboriginal learners and Canada continues to exist on occupied land. Therefore, it is important that all students gain a better understanding of the historical and contemporary issues that First Nations, Inuit and Metis people face on their land. As it stands, students are not required to complete a course on First Nations, Inuit and Metis studies, and most programs do not offer such courses.

Policy

The University of Toronto Mississauga Students' Union supports:

- Access to funding for First Nations, Inuit and Metis people that ensures the opportunity to participate in, and complete, a quality post-secondary education;
- Educational opportunities that reflect the lifestyle and needs of First Nations, Inuit and Metis communities;
- Full and fair funding for First Nations, Inuit and Metis access to post-secondary education and other support programs that increase annually to account for inflation and population growth;
- Recognition of First Nations, Inuit and Metis languages for post-secondary entrance requirements into relevant programs;
- Recognition of First Nations, Inuit and Metis languages as an option for post-secondary institution language course requirements;

- Promotion of understanding and respect for First Nations, Inuit and Metis cultures, knowledge, languages, spirituality, history, and technology in the Canadian post-secondary education system;
- The inclusion of indigenous spiritualities in religious observance policies at post-secondary institutions;
- The authority of local Band councils to administer federal funding for First Nations, Inuit and Metis post-secondary education and other student support programs;
- Campaigns initiated or supported by the National Aboriginal Caucus;
- The introduction of Indigenous Course Requirements for all students in all programs in all Ontario post-secondary education institutions; and
- The inclusion of First Nations, Inuit and Metis students, Faculty and staff in the reaction, development and any revision of Indigenous Course Requirements and indigenous content in curricula.

The University of Toronto Mississauga Students Union opposes:

- Any cap on government funding for First Nations, Inuit and Metis access to post-secondary education and other support programs;
- Government systems which grant access to post-secondary education for First Nations, Inuit and Metis students through loan-based mechanisms;
- Curricula that ignores the contribution made by Indigenous cultures to the history of the formation of North America or the ongoing contributions made by such cultures to the social fabric of modern North American societies; and
- Any change in municipal, provincial or federal policy that does not uphold the right of First Nations, Inuit and Metis people to self-governance and official recognition.

ISSUES POLICY – Divestment & Ethical Investment (Approved January 30th, 2017)

Preamble

Colleges and universities have a collective power often referred to as shareholder activism, wherein they can set social trends within corporations based on who they chose to invest or not invest in. This can be a powerful agent for change, and has the ability to shape the provincial and national agenda. This collective power is similar to the way in which students use their collective purchasing power through the Ethical Bulk Purchasing Network to set ethical and sustainable trends in production markets. In the past, divestment strategies have brought major victories. One example is when students successfully pressured their institutions to divest from South African Apartheid, which contributed to the fall of Apartheid in South Africa.

More recently, students' unions have been lobbying administration to divest from a number of unethical or morally ambiguous investments, including but not limited to, fossil fuels, and companies supporting the illegal occupation of Palestine and companies that benefit from the American for-profit prison industry. The University of Toronto Mississauga Students Union is in solidarity with all oppressed people, and opposes all forms of apartheid.

Divestment campaigns push Ontario colleges and universities to be mindful of what companies they put student's tuition fees towards. In funding corporations, colleges and universities are complicit in stealing and destroying indigenous land and communities, committing human rights violations and supporting exploitative labour practices.

Calls for divestment are often accompanied with a call for the creation of Ethical Investment Policies for the college or university in question. These policies can institutionalize the political values of a college or university. This dual approach – divestment and ethical investment – brings together multiple student groups and campaigns to create long-term change in regards to future investments by colleges and universities.

Policy

The University of Toronto Mississauga Students Union supports:

- Creation of Ethical Investment Policies on all college and university campuses in Ontario and across the country; and
- Divestment from unethical and/or morally ambiguous companies, organizations and corporations.

The University of Toronto Mississauga Students Union opposes:

- Investments in companies that contribute to climate change, human rights abuses and violations, the prison industry, imperialist efforts around the world and any other unethical or morally ambiguous investments.

ISSUES POLICY – ACCESS TO HOUSING **(Approved January 30th, 2017)**

Preamble

While the cost of college and university serves as the most significant barrier to accessing higher education, there are a myriad of economic barriers that shut out many communities from our institutions. Across the province, students have reported finding it nearly impossible to access safe, affordable and accessible housing, while the waiting list for affordable housing has reached record highs. This issue is made worse by the difficulty in finding affordable transit options and accessible quality food services.

The inability to access safe, affordable and accessible housing is an issue that disproportionately impacts marginalized communities, more specifically people living with disabilities, Inuit, First Nations, and Metis people, Racialized people, and queer and trans individuals, particularly youth; all of which are more likely to live below the poverty line. Recognizing that housing is a fundamental right and a social determinant of health, students have long called for the government to invest in affordable housing, citing it's economic and social benefits to our communities.

Policy

The University of Toronto Mississauga Students Union supports:

- The elimination of homelessness through increased public investment in affordable housing;
- Increased public investment in co-operative housing;
- Increased investment in affordable and co-operative housing made accessible to people living with disabilities;
- The use of inclusionary zoning policies, where it does not contribute to gentrification, to ensure affordable housing is built into new developments;
- A landlord licensing structure that requires private landlords to maintain states of good repair and respect tenants' rights; and
- Increased support for, and promotion of, programs that assist people to locate affordable housing opportunities, particularly programs that are by and for marginalized communities

The University of Toronto Mississauga Students Union Opposes:

- Creating affordable housing units in areas where there is not access to quality public transit, services and shopping areas; and
- The privatization of public affordable housing units; and
- The continuation of oppressive processes and systems that allow for the continued disproportionate homelessness of marginalized communities.

DISTANCE AND ONLINE EDUCATION

Preamble

Distance learning in Ontario has grown substantially in the last few decades, especially with the establishment and expansion of regional distance learning networks. This growth has occurred because of the understanding that students in northern and rural communities in Ontario often face additional challenges to accessing post-secondary education due to the costs associated with traveling great distances to a college or university, and the cost of relocation. In recent years, distance-learning networks have been created to service small and rural communities across the rest of Ontario. However, many remote communities and First Nations territories do not have the infrastructure to provide distance and online education.

With the technical advancements of the last decade, institutions have incorporated online features into teaching practices. Instructors use online teaching tools to organize course material and communicate with students, while some courses and programs are delivered through a combination of onsite and online instruction or may be taught entirely online.

Distance and online delivery of courses and programs are relatively new and while they can be seen as tools for providing greater access for students, any investment in post-secondary education needs to address the underlying barriers to access, which can include cost, distance, family and work responsibilities, and lack of accommodation for disabilities.

Policy

The University of Toronto Mississauga Students' Union supports:

- Learning environments that foster the social and intellectual interaction between students and teachers;
- Distance or online learning that is used in a way that enhances the learning experience and accommodates the unique needs of students;
- Building on the knowledge and expertise that college and university faculty have developed in distance or online learning throughout the province;
- Government investment in broadband internet access to underserved areas of the province, which is important for increasing access to post-secondary education;
- Reducing tuition fees for distance or online courses;
- Online interfaces that are fully accessible and user friendly;
- Student financial assistance programs that are equitably accessible to full- and part-time students, with the recognition that a significant number of part-time students enroll in online courses, often because they are balancing family life, employment or disability needs; and
- The creation and maintenance of proper infrastructure in northern and rural communities.

The University of Toronto Mississauga Students' Union opposes:

- Distance or online learning as a substitute for in-class, face-to-face education;

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- The application of distance or online learning as the solution to large class sizes;
 - The application of distance or online learning as the solution to the lack of space at institutions and shortfalls in deferred maintenance;
 - The application of distance or online learning as the solution to the underfunding of post-secondary education; and
 - The application of distance or online learning with the primary goal of cost-saving or revenue generation, and seeing it as a cheaper and convenient alternative to attending a college or university in person.
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| VALIDATION | | | |
|---------------------------|--|--|--------------------|
| Mitra Yakubi President | |  | September 29, 2021 |
| NAME AND POSITION | | SIGNATURE | DATE |