



THE TENTH MEETING OF THE THIRD BOARD OF DIRECTORS OF DURHAM COLLEGE STUDENTS
INCORPORATED

JANUARY 23, 2020 at 6:30 p.m. (Dinner at 6:00 p.m.)
STUDENT CENTRE, ROOM 217, 2000 SIMCOE STREET, OSHAWA, ONTARIO
(call in available please contact Charles Wilson)

1. Call to Order
2. Designation of the Acting Secretary of the Board
3. Notification regarding a vacancy in the membership
4. Adoption of the Agenda

RESOLUTION 2019-10-01

That the Agenda for the Tenth Meeting of the Board of Directors of Durham College Students Incorporated be adopted.

5. Declaration of Conflict of Interest
6. Minutes of the previous meeting

RESOLUTION 2019-10-02

That the minutes of the seventh meeting of the Board of Directors held on December 2, 2019 be adopted.

7. Delegations/Presentations
M-K. Oliver
Durham College Budget Priorities

RESOLUTION 2019-10-03

That the Board proceeds to a closed session in accordance with section 4.2 (b) and 4.2 (g) of the Board Procedural Policy to discuss a matter a position, plan, procedure, criteria, or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the DCSI and personal matters about an identifiable individual regarding a matter of interest involving Durham College of Applied Arts and Technology, and that the non-voting members, Secretary of the Board, and the Vice President Student Affairs of Durham College of Applied Arts and Technology shall be allowed to be present during this session.

RESOLUTION 2019-10-04

That the Board now resumes an open session.

8. Motions

9. General Manager's Report

10. Consent Agenda

RESOLUTION 2019-10-11

That notwithstanding the usual practice, the following motions shall be deemed to be moved, seconded, read, and carried: 2019-10-05; 2019-10-06; 2019-10-07; 2019-10-08; 2019-10-09; 2019-10-10; 2019-10-13; and 2019-10-15.

11. Senior Manager Reports

R2019-10-1 Elections

C. Wilson

RESOLUTION 2019-10-05 (Consent Agenda)

That Mel Pigozzo and Melissa Pringle be appointed to be members of the Elections Compliance Oversight Committee for a term ending April 30, 2020.

RESOLUTION 2019-10-06 (Consent Agenda)

That ---, ---, and --- be appointed to be members of the Elections Committee and Elections Compliance Oversight Committee for a term ending April 30, 2020.

OR

RESOLUTION 2019-10-06 (Consent Agenda)

That the Standing Committee be authorised and empowered to appoint qualified persons to be members of the Elections Committee and Elections Compliance Oversight Committee for a term ending April 30, 2020.

RESOLUTION 2019-10-07 (Consent Agenda)

That Charles Wilson, Faris Lehn, Matthew Givans, and Pixie Kaur constitute the hiring committee for the Chief Returning Officer, with a quorum of two, as long as one member be either Charles Wilson or Faris Lehn, and one member be either Matthew Givans, and Pixie Kaur.

RESOLUTION 2019-10-08 (Consent Agenda)

That the Board of Directors does not object to the setting of the Elections date by the Elections Committee as outlined in Report R2019-10-1 in accordance with section 18 of the Elections Policy.

RESOLUTION 2019-10-09 (Consent Agenda)

That

(a) section 33 of the Elections Policy be amended to read:

“The spending limits for candidates shall be a maximum of \$0.02 per elector, as long as the spending limit as at least \$50.00 and at most \$200.00.”;

(b) section 76 of the Elections Policy be amended to read:

“The Elections Compliance Oversight Committee shall have a quorum of half of the appointed members when hearing an appeal.”

RESOLUTION 2019-10-10 (Consent Agenda)

That the Board of Directors set the method of election as online ballots in accordance with section 46(a) of the Elections Policy.

R2019-10-2
Fees Schedule
F. Lehn

RESOLUTION 2019-10-11

That the fee schedule for the 2020-2021 academic year be adopted.

R2019-10-3
Reserve Funds

RESOLUTION 2019-10-12

That:

- a) schedule E of the Financial Administration Policy be amended as set forth in report R2019-10-3;***
- b) the Board sets \$750,000 as the transfer to the Building Reserve Fund.***

Report of the Standing Committee

RESOLUTION 2019-10-13 (Consent Agenda)

That the Report of the Standing Committee be received.

MANAGEMENT COMMITTEE RECOMMENDATION

The Management Committee recommends to the Board of Directors the expenditure of the corporation’s fund under the circumstances, in the manner and for the purposes set out in the measure numbered 2019-10-14.

RESOLUTION 2019-10-14

That the Board approves the changes to the budget as follows:

- a) the amount of \$25,000 being transferred from Outreach Events to Events;***
- b) the amount of \$40,000 being transferred from Clubs to Events***
- c) the amount of \$40,000 being transferred from Societies to events.***

RESOLUTION 2019-10-15 (Consent Agenda)

That the recommendation of the Standing Committee regarding product selection at food services be referred to the Management Committee.

RESOLUTION 2019-10-16

That the Board concurs with the recommendation of the Standing Committee not to call a by-election for the vacant positions.

13. Closed Session

RESOLUTION 2019-10-17

That the Board proceeds to a closed session in accordance with section 4.2 (b) of the Board Procedural Policy to discuss a personal matters about an identifiable individual, and that the non-voting members, Secretary of the Board, shall be allowed to be present during this session at the discretion of the Executive Chairperson and Chief Elected Officer.

RESOLUTION 2019-10-18

That the Board now resumes an open session.

14. A Resolution to Confirm the Proceedings of the Board Meeting held on January 24, 2020

RESOLUTION 2019-10-19

That the Board of the Durham College Students Incorporated hereby enacts as follows:

1) That the actions of Board at the tenth meeting of the Board held on January 24, 2020 in respect to each report, recommendation, motion, resolution or other action passed and taken by the Board at its meeting, is hereby adopted, ratified and confirmed as if such proceedings and actions were expressly adopted and confirmed by Resolution; and

2) That the Executive Chairperson, the General Manager, the Financial Controller, the Managing Director, and the Secretary of the Board and all other the proper officers of the corporation are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and, except where otherwise provided, the proper officers are hereby authorized and directed to execute all necessary documents and to affix the Corporate Seal to all such documents if necessary.

15. Next Meeting

February 20, 2020 at 6:30 p.m.

16. Adjournment

RESOLUTION 2019-10-20

That the board do now adjourn to December 9, 2019 or to the call of the chair.



January 21, 2020

The Board of Directors
Durham College Students Inc.

Honourable Members;

I beg to inform the House of my unavoidable absence from the meeting of the Board on January 23, 2020. In accordance with the By-Laws and the Board Procedural Policy, I designate Faris Lehn as Acting Secretary of the Board for that meeting.

I further beg to inform the House that there are two vacancies in the membership by the resignations of Director Keeshon Bonterre and Director Quinn Walters

Regards,

A handwritten signature in black ink that reads 'Charles Wilson'.

Charles Wilson, B.A. (Hons)., M.P.A.
Secretary of the Board



**DURHAM COLLEGE STUDENTS INCORPORATED
BOARD OF DIRECTORS MEETING MINUTES
November 18, 2019**

The eighth meeting of the Third Board of Directors of the Durham College Students Incorporated met on November 18, 2019 at 6:00 p.m.

Second Board of Directors

Present:

Director Eduardo Akeson
Director Daniel Keating
Director Harmanjit Pixie Kaur (arrived 5:27 p.m.)
Director Mariam Asif
Director Johan Tobias
Director Matthew Givans (arrived 5:13 p.m., left 6:20)

(Non Voting)

Chairperson Natalie Bartley
General Manager Faris Lehn
Financial Controller, Josh Reece
Secretary of the Board Charles Wilson
Yvonne Armstrong, Board Observer
Dr. Rebecca Millburn, Principal Whitby Campus
Lucy Romao Vandepol, Student Development Manager

Regrets:

Director Jane Dimitriou- Currie
Director Keeshon Bonterre
Director Quinn Walters

CALL TO ORDER

The Chairperson called the meeting to order at 5:11 p.m. The Chairperson noted that this was the first meeting to be held at Durham College's Whitby Campus

WELCOME TO THE WHITBY CAMPUS

Dr. Rebecca Millburn, Principal Whitby Campus gave the directors a welcome to the Whitby Campus.

ADOPTION OF THE AGENDA

RESOLUTION 2019-09-01

Moved by: Director Eduardo Akeson

Seconded by: Director Mariam Asif

That the Agenda for the Ninth Meeting of the Board of Directors of Durham College Students Incorporated be adopted.

-CARRIED (2019-09-01)

DECLARATION OF CONFLICT OF INTEREST

None were declared.

MINUTES OF THE PREVIOUS MEETING

RESOLUTION 2019-09-02

Moved by: Director Eduardo Akeson

Seconded by: Director Mariam Asif

That the minutes of the eighth meeting of the Board of Directors held on November 18, 2019 be adopted.

-CARRIED (2019-09-02)

DELEGATIONS/PRESENTATIONS

RESOLUTION 2019-09-03

Moved by: Director Eduardo Akeson

Seconded by: Director Mariam Asif

That the Board now proceeds to a Committee of the Whole and notwithstanding the usual practice the Executive Chairperson shall be able to preside during the Committee of the Whole.

-CARRIED (2019-09-03)

RECOMMENDATION CW-2019-02-01

Moved by: Director Eduardo Akeson

That this Committee takes note of the Student Code of Conduct policy.

-REPORTED

RECOMMENDATION CW-2019-02-02

Moved by: Director Eduardo Akeson

That this Committee rises and reports.

-REPORTED

The Secretary of the Committee reported that the Board met in the Committee of the Whole, and the Committee took note the Student Code of Conduct policy

MOTIONS

RESOLUTION 2019-09-04

Moved by: Director Eduardo Akeson

Seconded by: Director Mariam Asif

That Pixie Kaur and Matthew Givans be appointed as directors to the Elections Committee and Elections Compliance Oversight Committee.

-CARRIED (2019-09-04)

GENERAL MANAGER'S REPORT

The General Manager presented the report of the General Manager.

SENIOR MANAGER REPORTS

Finance Update

The Financial Controller presented the finance update, it is included as appendix I.

CLOSED SESSION

RESOLUTION 2019-09-05

Moved by: Director Eduardo Akeson

Seconded by: Director Mariam Asif

That the Board now proceeds to a closed session in accordance with section 4.2 (b) of the Board Procedural Policy to discuss a personal matters about an identifiable individual.

-CARRIED (2019-09-05)

RESOLUTION 2019-09-06

Moved by: Director Eduardo Akeson

Seconded by: Director Mariam Asif

That the Board now resumes an open session.

-CARRIED (2019-09-06)

STATEMENTS OR QUESTIONS BY MEMBERS

Statements and questions by members were given.

The Secretary of the Board advised that the meeting had been in session more than three hours after the call to order was subject to automatic adjournment in accordance with rule of procedure 6.16, unless extended by a special resolution. No resolution was made, so the Secretary of the Board advised the Chair that the meeting was to be automatically adjourned. The meeting was adjourned at 8:00 p.m.



DURHAM COLLEGE STUDENTS INCORPORATED
BOARD REPORT

REPORT NUMBER R2019-10-1
DATE January 20, 2020
FROM Charles Wilson, Secretary of the Board
SUBJECT Elections
ACTION For approval

MOTION

RESOLUTION 2019-10-05

That Mel Pigozzo and Melissa Pringle be appointed to be members of the Elections Compliance Oversight Committee for a term ending April 30, 2020.

RESOLUTION 2019-10-06

That ---, ---, and --- be appointed to be members of the Elections Committee and Elections Compliance Oversight Committee for a term ending April 30, 2020.

RESOLUTION 2019-10-07

That Charles Wilson, Faris Lehn, Matthew Givans, and Pixie Kaur constitute the hiring committee for the Chief Returning Officer, with a quorum of two, as long as one member be either Charles Wilson or Faris Lehn, and one member be either Matthew Givans, and Pixie Kaur.

RESOLUTION 2019-10-08

That the Board of Directors does not object to the setting of the Elections date by the Elections Committee as outlined in Report R2019-10-1 in accordance with section 18 of the Elections Policy.

RESOLUTION 2019-10-09 (Consent Agenda)

That

(a) section 33 of the Elections Policy be amended to read:

“The spending limits for candidates shall be a maximum of \$0.02 per elector, as long as the spending limit as at least \$50.00 and at most \$200.00.”;

(b) section 76 of the Elections Policy be amended to read:

“The Elections Compliance Oversight Committee shall have a quorum of half of the appointed members when hearing an appeal.”

RESOLUTION 2019-10-10

That the Board of Directors set the method of election as online ballots in accordance with section 46(a) of the Elections Policy.

BACKGROUND

Elections Compliance Oversight Committee

The Board is mandated to select non student members of the College Community to serve on the Elections Compliance Oversight Committee. After a review of applications, the Secretary of the Board is recommending that Mel Pigozzo and Melissa Pringle be appointed to the Committee. Mel has held various roles with Elections Canada, and Melissa has organised various municipal and college elections. This committee functions as an appeals committee for discipline matters.

Elections Committee

The Board is mandated to select student members of the College Community to serve on the Elections Committee and Elections Compliance Oversight Committee. At the time of the writing of this report, the names of the recommended candidates were not available and they will be provided in the supplemental report.

CRO Hiring

The CRO is typically seen as a direct officer of the Board and only removable by the Board, for cause and on the recommendation of the Elections Committee. The Hiring Committee is usually those Elections Committee members who are also directors of the Corporation and the senior leadership of the staff. The resolution codifies the practice.

Elections Date

Under the current Elections Policy, the elections are set for the last week in February. However, this date is not feasible due to reading week, therefore the Elections Committee sets the elections date as March 10-12, 2020. The Board has the option of objecting to the setting of the dates, this resolution clarifies that the Board does not object to these dates.

Elections Policy Amendments

There were two errors discovered in the Elections Policy after passage:

(1) the total spending limit as set in the policy was incorrectly set as \$0.01/elector where revised policy should have been \$0.02/elector. This ensures that not every election bottom out.

(2) the Quorum for appeals of heard by the Elections Compliance Oversight Committee was incorrectly set at 5 members, which would be problematic should any member have to withdraw due to conflict of interest or there be vacancies on the committee.

Method of Elections

The Board must set the method of election for the election in accordance with section 46(a) of the Elections Policy. The online system which is used is called "Simply Voting" and is an industry standard. Should there be a desire for paper ballots, additional budget would be required.

FINANCIAL CONSIDERATIONS

The Elections will in all likelihood be on budget.

HUMAN RESOURCE CONSIDERATIONS

Elections are within the portfolio of the Secretary of the Board and all human resource allocation will be in accordance with the current Human Resource Plan.

EFFECTS ON BUSINESS PLANS, AND OPERATING AGREEMENT

Both the Business Plan and the Operating Agreement requires annual elections.

Submitted:

Charles Wilson
Secretary of the Board



DURHAM COLLEGE STUDENTS INCORPORATED

BOARD REPORT

REPORT NUMBER	R2019-10-2
DATE	January 21, 2020
FROM	Faris Lehn, General Manager Josh Reece, Financial Controller Charles Wilson, Operations Manager
SUBJECT	2020-2021 Fee Schedule
ACTION	For approval

MOTION

RESOLUTION 2019-10-11

That the fee schedule for the 2020-2021 academic year be adopted.

BACKGROUND

The Fee Schedule for DCSI must be sent to the Durham College Board of Governors for review and approval in January of each year in order to allow the fees to be set.

This fee schedule includes optional and mandatory fees. In November 2019, the Student Choice Initiative was found to that “the Minister acted beyond the scope of her legislative authority” (the Canadian Federation of Students and York Federation of Students) v. The Minister of Training, Colleges and Universities) when the Minister created the Binding Policy Directive. Since the decision has not been stayed by the Court of Appeals, the Binding Policy Directive should be viewed as “a blank piece of paper” and should be viewed as “unlawful, null and of no effect” (R. (on the Application of Miller et al) v. the Prime Minister). The Minister has appealed the decision, and given the uncertainty of the issues involved, there is a need to ensure that fees will be understood as mandatory and optional due to the changing issues involved. DCSI believes that all fees should be mandatory unless the decision is stayed or overturned by the Court of Appeals.

The vast majority of the fees are maintained with a 2.0% CPI Increase. Riot Radio fee is increased in order to move towards a more sustainable funding model. The Health and Dental Plan fees now includes the Health and Dental Plan Administration fees, less the student ambassador fee which has now been transferred to the events line. The Membership Health and Wellness Services fee has been increased to allow for expansion of the staff of Outreach Services in order to all for better coverage at Whitby and compensate for an increased workload.

Historic fee trends are as follows:

Fee type	2018-2019	2019-2020	2020-2021
Student Government Fees	\$ 97.17	\$ 99.64	\$ 94.53
Health Plan Fee	\$ 213.06	\$275.00	\$ 284.14
Student Centre fee	\$ 61.09	\$61.09	\$ 62.31
Riot Radio	\$ 11.10	\$11.43	\$ 13.43
Total Fees	\$382.42	\$447.16	\$454.41

FINANCIAL CONSIDERATIONS

The fees are the basis of the budget for future years.

HUMAN RESOURCE CONSIDERATIONS

None at this time.

EFFECTS ON BUSINESS PLANS, AND OPERATING AGREEMENT

None at this time.

Submitted:

Faris Lehn, General Manager

Josh Reece, Financial Controller

Charles Wilson, Operations Manager



STUDENTS INC.

DURHAM COLLEGE STUDENTS INC.

2020-2021 ANCILLARY FEE STRUCTURE

Summary of fees

Fee	2019-2020 fee	Increase percentage	2020- 2021 fee	Increase in dollars
Health and Wellness Support Services	\$45	7.00%	\$48.15	\$3.15
Academic Support Societies	\$12	2.00%	\$12.24	\$0.24
Clubs, Associations and Organization	\$12	2.00%	\$12.24	\$0.24
Events and Activities	\$10	17.00%	\$11.70	\$1.70
DCSI Membership Fee	\$10	2.00%	\$10.20	\$0.20
Health Plan	\$170	03.33%	\$175.67	\$5.67
Health Plan Administrative Fee	\$6.42	-100.00%	\$0.00	(\$6.42)
Dental Plan	\$105	03.33%	\$108.47	\$3.47
Dental Plan Administrative Fee	\$4.22	-100.00%	\$0.00	(\$4.22)
Student Centre Capital Investment	\$61.09	2.00%	\$62.31	\$1.22
Campus Radio Station	\$11.43	17.50%	\$13.43	\$2.00

NOTE: In November 2019, the Student Choice Initiative was found to that “the Minister acted beyond the scope of her legislative authority” (the Canadian Federation of Students and York Federation of Students) v. The Minister of Training, Colleges and Universities) when the Minister created the Binding Policy Directive. Since the decision has not been stayed by the Court of Appeals, the Binding Policy Directive should be viewed as “a blank piece of paper” and should be viewed as “unlawful, null and of no effect” (R. (on the Application of Miller et al) v. the Prime Minister). The Minister has appealed the decision, and given the uncertainty of the issues involved, there is a need to ensure that fees will be understood as mandatory and optional due to the changing issues involved. DCSI believes that all fees should be mandatory unless the decision is stayed or overturned by the Court of Appeals.

Health and Dental Plan fees

Fee	2019-2020 year	2020-2021
Health Plan	\$170	\$175.67
Health Plan Administrative Fee	\$6.42	\$0.00
Dental Plan	\$105	\$108.47
Dental Plan Administrative Fee	\$4.22	\$0.00

Notes:

- The health and dental plan fee should be charged at a compulsory basis (Draft Ministers Binding Directives, page 16), however as is currently the case students can opt out based on pre-existing coverage.
- Further, the College has articulated to DCSI that “A strong student health and dental plan that is well managed” is a “priorities for Durham College are that DCSI provide” (Letter from Meri Kim Oliver, July 17, 2019)

Riot Radio fee

Fee	2019-2020 year	2020-2021
Riot Radio	\$11.43	#13.43

Notes:

- Riot Radio does not fall within an essential category as defined in the ministers binding directives.
- Currently about 1/3 of the production time at Riot Radio is used for academic purposes in the Media, Art, and Design School.

Student Centre fee

Fee	2019-2020	2020-2021
Student Centre fee	\$61.09	\$62.31

Notes:

- Student Centre fee should be charged on a compulsory basis. The fee should be spent in accordance with a Capital Investment Plan established jointly by both the Durham College and the Durham College Students Inc.
- The operating the Student Centre this includes:
 - Cleaning, operation, and general repair;
 - Occupiers liability insurance for student centre space, including DCSI Offices; and
 - DCSI and DC operational staff to ensure that student space and the previous two points are carried out in accordance with generally accepted practices.

Student Association Fee fees

Fee	2019-2020 fee	2020-2021 fee
Health and Wellness Support Services	\$45	\$48.15
Academic Support Societies	\$12	\$12.24
Clubs, Associations and Organization	\$12	\$12.24
Events and Activities	\$10	\$11.70
DCSI Membership Fee	\$10	\$10.20

Notes:

- Membership Health and Wellness Support Services (Outreach Services)
 - Membership Health and Wellness Support Services (Outreach Services) is a membership health care support service to members of Durham College Students Inc.
 - The Operations Agreement mandates that Outreach Services is a health care service, and that any employee providing counselling service is a member of either the Ontario College of Psychotherapists and the Ontario College of Social Workers and Social Service Workers.
 - Further the Majority of the functions of Outreach Services fall within several essential service areas, as outlined below.

- Health and Counselling
 - Outreach services operates the Food Bank which provides food security to Durham College Students, and enables marginalized students to obtain healthy food choices. It should be highlighted that approximately 10% of the Student Population currently uses the foodbank in the course of the academic year.
 - Further, when additional assistance is discretionary funds can be accessed on a case by case basis to provide additional assistance in areas such as food security, housing, medical care, and other supports.
 - Outreach Services facilitates group leaning exercises and information campaigns to ensure a healthy life style, safe sexual education, and support of equity seeking groups.
 - Outreach services provide counselling services are available for full time DC students, and is often called in to support DC college staff on important matters

- When community resources are more appropriate for cases, Outreach Services issues referrals to partnership community agencies.
 - Outreach Services uses a harm reduction (reducing risk taking behaviour) – Staff makes every effort to meet the client “where they’re at” in terms of setting goals free from judgement or expectations.
 - Outreach Services produces educational campaign to promote sexual health targeted at key demographic areas.
 - Outreach Services provide safe sex information and distribution of condoms, lubricant etc.
 - Provide resources, information, referrals, and a safe to promote healthy self-esteem/empowerment to LGBTQ+ clients.
 - Outreach Services also provides Social Service Workers and Social Workers to facilitate student’s well-being and support them during times of crisis. In addition to providing for programming for significant events and topics through in-office displays to stimulate wellness while affirming ones self-worth and empowering individuals to see their potential as they journey on the path to self-actualization.
 - Campus Safety
 - Outreach Services provides an advocate student who are experiencing sexual violence, referrals to community resources, and connection with appropriate authorities.
 - Outreach Services actively campaign to inform student population about sexual violence issues including sexual and domestic violence, consent, and issues specific to equity seeking groups regarding sexual violence.
 - Academic Support
 - Outreach services provides for experiential learning for about 8 placement students in the course of the year.
- Academic Support Societies
 - By their very nature, Academic Support Societies are co-curricular peer to peer academic support to those within a given program.
 - Further, Academic Support Societies often provide a vital link to between students and alumni within in a given academic discipline (for example, students attending the agriculture symposium from the Horticulture Society, professional networking from the Fire and Life Saving Society, the alumni networking dinner from the Supply Chain Monument Society).
 - In accordance with the DCSI Societies, Clubs, and Indigenous Student Circles Policy, membership in an Academic Support Society is open to all students who wish to participate.
 - As with all co-circular activities, students who are active in campus activities have a higher retention rate and higher GPA than those who are not, this includes students who in need of remediation and students

who live off campus. (Wang and Shiveley, 2009, The impact of extracurricular activity on student academic performance.)

- Further, under the Policy, Clubs and Indigenous Student Circles cannot be funded for activities which are politically partisan or religious in nature.
 - The college has articulated that student organizations are critical for the college community and student success.
 - Due the direct link to academic success, Academic Support Societies should be viewed as an academic support service.
- Student Life Clubs, Associations, and Organizations
 - By their very nature, Student Life Clubs, Associations, and Organizations are recreational.
 - In accordance with the DCSI Societies, Clubs, and Indigenous Student Circles Policy, membership in a Club and Indigenous Student Circle is open to all students who wish to participate.
 - As with all co-curricular activities, students who are active in campus activities have a higher retention rate and higher GPA than those who are not, this includes students who in need of remediation and students who live off campus. (Wang and Shiveley, 2009, The impact of extracurricular activity on student academic performance.)
 - Further, in a special note for Indigenous Student Circles Arriagada (2015) found that graduation rate for Indigenous Students who live off campus is significantly higher if they are involved in a sport, art, or club, especially a sport, art, or club which allow them to link to their culture (*Participation in extracurricular Activities Among Off-reserve First Nations People*, Insights on Canadian Societies, Statistics Canada).
 - Further, under the Policy, Clubs and Indigenous Student Circles cannot be funded for activities which are politically partisan or religious in nature.
 - The fee is recreational since clubs by definitions are “an activity or pastime purely for pleasure” (Oxford Canadian Dictionary of Current English). Since the recreational aspect of recreational activities is not addressed in the Minister’s Binding Directive, but is mentioned as a category of fees which can be charged as a mandatory basis, then the provision should apply in accordance with the doctrine of *Mutatis Mutandis* to recreational activities.
 - Further, due the direct link to academic success, Student Life Clubs, Associations, and Organizations should be viewed as both recreational and academic support in nature.
 - Student Life Programming
 - Student Life Programming is essential for the wellness of the student population of the campus community. DCSI adapts its programming to the various campuses to ensure that it is both meaningful and appropriate.

- Durham College has articulated that it expects DCSI to provide “Student programming that is meaningful to students in Oshawa, Whitby and Pickering” (Letter from Meri Kim Oliver, July 17).
 - A portion of this funding also includes orientation social programming which is linked to student success and academic support.
 - Further, Student Life Programming is by definitions are “an activity or pastime purely for pleasure” (Oxford Canadian Dictionary of Current English). Since the recreational aspect of recreational activities is not addressed in the Minister’s Binding Directive, but is mentioned as a category of fees which can be charged as a mandatory basis, then the provision should apply in accordance with the doctrine of *Mutatis Mutandis* to recreational activities.
- DCSI Membership Fees
 - The DCSI Membership fee is fundamental for the organization to represent students according to the mandate of the organization.
 - Also, the DCSI Membership fee is critical to ensure that organization represents the students in a financially sustainable manner. This has been articulated by the college as a priority for DCSI, namely: “Strong representation of students by student leaders from a range of schools and interest groups across the college” and “Demonstrate fiscal responsibility in the use of student fees, and accountability in management of financial resources and records”.
 - Notwithstanding the foregoing, it is acknowledged that DCSI membership fees will likely not fit within the essential categories within Minister’s binding directive.



DURHAM COLLEGE STUDENTS INCORPORATED

BOARD REPORT

REPORT NUMBER R2019-10-3
DATE January 20, 2020
FROM Faris Lehn, General Manager
Joshua Reece, Financial Controller
Charles Wilson, Operations Manager
SUBJECT Reserve funds
ACTION For approval

MOTION

RESOLUTION 2019-10-12

That:

- a) schedule E of the Financial Administration Policy be amended as set forth in report R2019-10-3;***
- b) the Board sets \$750,000 as the transfer to the Building Reserve Fund.***

BACKGROUND

Under the current policy, there is two reserves funds: The Operations Reserve Fund and the Leasehold Reserve Fund. This Health Plan Reserve fund was segregated by the Financial Controller in 2018, but not added to the policy. The Financial Statements for the year April 30, 2019 gives the basics of the health plan as being funded as revenue over expenses in regard to the health plan fees and used “to support the Organization’s Initiatives that relate to the health and wellbeing of students” (page 7).

The Operations Reserve Fund is currently healthy in the among of \$500,000.00 and at this time there is no recommendation to add or subtract any funds from that fund.

The focus and the name of the Leasehold Improve fund is both confusing and restrictive. As a results Schedule E renames the fund the “Building Reserve Fund” and will provide for the greater use of the fee and reserve. At this time, it is recommended that the amount of \$750,000.00 be transferred to the Building Reserve Fund from previous years Revenue over Expenses, and that the use of the fund be determined by the General Manager

FINANCIAL CONSIDERATIONS

This is a change to the Financial Administration Policy. As such there are changes to use of the previous year's Revenue Over Expenses in order to allow for more restrictive use of those funds to fund the priorities as set forth in the Board.

HUMAN RESOURCE CONSIDERATIONS

There is none.

EFFECTS ON BUSINESS PLANS, AND OPERATING AGREEMENT

This will enhance the priorities of the Board regarding the businesses of the Corporation.

Submitted:

Faris Lehn, General Manager

Joshua Reece, Financial Controller

Charles Wilson, Operations Manager

SCHEDULE E

“RESERVE FUNDS”

1. TYPES OF RESERVE FUNDS.

- 1.1 The Corporation shall maintain three reserve funds: the operations reserve funds, the health plan reserve fund, and building reserve fund.

2. DEFINITIONS

- 2.1 The following definitions shall apply to the Schedule E:

“Operating Reserve Fund” - The Operating Reserve Fund is defined as the designated fund set aside by action of the Board. For the purposes described at section 2 below of this Schedule E.

“Target Minimum Operating Reserve Fund” - The Target Minimum Operating Reserve Fund is equal to [3] months of the average recurring total operating costs of the Corporation, budgeted for any given fiscal year.

“Building Reserve Fund” – The Building Fund is a dedicated fund of the Corporation funded by the student center fee collected from Members in order to contribute to the improvement of the student center at the North Oshawa main campus.

“Health Plan Reserve Fund” - The Health Plan Reserve Fund is defined as the fund set aside for the payment of health plan claims and health plan related expenses.

2. THE OPERATIONS RESERVE FUND

- 2.1 Purpose. The Corporation may, from time to time, build and maintain an adequate level of unrestricted net assets in an Operating Reserve Fund to support the organization’s Members in the event of unforeseen shortfalls such as, academic supports to assist with college strikes, and/or student scholarships to assist with undue hardships that may result due to unexpected circumstances.
- 2.2 Usage. The Operating Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as investment in infrastructure, or renovations to the Student Centre Building.
- 2.3 Funding the Operating Reserve Fund. The Corporation shall fund the Operating Reserve Fund to contribute an amount as set by resolution of the Board of Directors each month to the Operating Reserve Fund. This monthly amount shall be reviewed in May of each year by the Board, under the guidance of the Financial Controller, to ensure that the Operating Reserve Fund is adequately funded.
- 2.4 Replenishing the Operating Reserve Fund. If the Operating Reserve Fund falls under the Target Minimum Operating Reserve Fund, the Corporation shall endeavor to replenish the Operating Reserve Fund to the Target Minimum Operating Reserve Fund.

- 2.5 Revisions to Accommodate Changes. The Operating Reserve Fund serves a dynamic role for the Corporation and may be reviewed and adjusted by the Board in response to internal and external changes affecting the Corporation or its membership.
- 2.6 Review of Target Minimum Operating Reserve Fund. In addition to calculating the actual Operating Reserve Fund at the fiscal year-end, its Target Minimum Operating Reserve Fund shall be reviewed each year after approval of the annual budget.
- 2.7 Reports. The Operating Reserve Fund will be reported to the Board at the first Board meeting in May of each year and included in the regular financial reports.
- 2.8 Target Minimum Operating Reserve Fund Shortfall. If the Target Minimum Operating Reserve Fund falls below the 3-month threshold for 3 months, either consecutively or cumulatively during the fiscal year, the Financial Controller shall propose revising the Target Minimum Operating Reserve Fund amount to the Board at the Board meeting following the discovery of such an issue.
- 2.9 Forbidden Usage. Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap.

3. BUILDING FUND

- 3.1 Student Center Fee. The Corporation is currently collecting a fee from its Members for to pay towards the maintenance and capital infrastructure in the student center at the Oshawa campus.
- 3.2 Rent. The student center fee is used to pay the rent charged by the College for the Corporation's tenancy in the student center and may also be used for other costs and expenses associated with the operations of the student centre.
- 3.3 Expiration of Lease Payments. The student center fees collected from the Members shall be kept into the Building Reserve Fund should the Corporation is no longer obligated to pay rent under the Lease Agreement with the College.
- 3.4 The Board shall direct the amount of the Student Centre Fee being diverted to the Building Fund.
- 3.5 The Board may only use the Leasehold Improvements Reserve Fund to finance leasehold improvements.

4. HEALTH PLAN FUND

- 4.1 Health Plan Fee. The Corporation may collect a Health Plan Fee, a Dental Plan, a Health Plan Administration Fee, and a Dental Plan Administration Fee which shall be set by the Board on the recommendation of the General Manager after consultation with the Health Plan service provider.
- 4.2 The Health Plan fund shall be used to pay the claims of the Health Plan, Dental Plan, the administrative expenses of the health and dental plan, and shall maintain a reserve

which shall be set by the Board on the recommendation of the General Manager after consultation with the Health Plan Service provider.

- 4.3 The Board may create a long-term plan for the use of the Health Plan Fund to support the Organization's Initiatives that relate to the health and wellbeing of students

5. ACCOUNTING FOR RESERVES

- 5.1 Record-Keeping. The Reserve Funds shall be recorded in the Corporation's accounting system and financial statements in a manner determined by the Financial Controller.
- 5.2 Available Only in Cash. The Reserve Funds will only be available in cash or cash equivalents.

6. Segregation of Funds.

- 6.1 The Reserve Funds shall be kept into a separate bank accounts, isolated from all other funds and separated from all other monies of the Corporation. Investing. The Financial Controller may advise the Board and the Board may determine, from time to time, to invest the Reserve Funds in low-risk investment vehicles ((e.g. Guarantee Investment Certificate or Government Bonds).

7. AUTHORITY TO USE OPERATING RESERVES

- 7.1 No Funds from the Reserve Funds may be used unless specifically authorized by the Board, or allowed under this policy.

8. REPORTING AND MONITORING

- 8.1 The Financial Controller and the General Manager are responsible for ensuring that the Reserve Funds are maintained and used only as described in this Schedule E.
- 8.2 Upon approval of the use of Reserve Funds, the Financial Controller will maintain the relevant records and plan for replenishment.
- 8.3 The Financial Controller shall provide quarterly reports to the Board regarding the progress to restore the Reserve Funds.
- 8.4 The Financial Controller shall annually discuss the relevant risk factors associated with the Reserve Funds.

SCHEDULE E

“RESERVE FUNDS”

1. TYPES OF RESERVE FUNDS.

- 1.1 The Corporation shall maintain ~~two reserve~~ three reserve funds: the operations reserve funds, the health plan reserve fund, and ~~the leasehold improvements~~ building reserve fund.

2. ~~DEFINITIONS~~ DEFINITIONS

- 2.1 The following definitions shall apply to the Schedule E:

“Operating Reserve Fund” - The Operating Reserve Fund is defined as the designated fund set aside by action of the Board. For the purposes described at section 2 below of this Schedule E.

“Target Minimum Operating Reserve Fund” - The Target Minimum Operating Reserve Fund is equal to [3] months of the average recurring total operating costs of the Corporation, budgeted for any given fiscal year.

“~~Leasehold Improvements Building~~ Reserve Fund” – The ~~Leasehold Improvement Building~~ Fund is a dedicated fund of the Corporation funded by the student center fee collected from Members in order to contribute to the ~~leasehold~~ improvement of the student center at the North Oshawa main campus.

“Health Plan Reserve Fund” - The Health Plan Reserve Fund is defined as the fund set aside for the payment of health plan claims and health plan related expenses.

2. THE OPERATIONS RESERVE FUND

- 2.1 Purpose. The Corporation may, from time to time, build and maintain an adequate level of unrestricted net assets in an Operating Reserve Fund to support the organization’s Members in the event of unforeseen shortfalls such as, academic supports to assist with college strikes, and/or student scholarships to assist with undue hardships that may result due to unexpected circumstances.
- 2.2 Usage. The Operating Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as investment in infrastructure, or renovations to the Student Centre Building.
- 2.3 Funding the Operating Reserve Fund. The Corporation shall fund the Operating Reserve Fund to contribute an amount as set by resolution of the Board of ~~minimum amount of \$12,000.00 CAN each~~ Directors each month to the Operating Reserve Fund. This monthly amount shall be reviewed in May of each year by the Board, under the guidance of the Financial Controller, to ensure that the Operating Reserve Fund is adequately funded.
- 2.4 Replenishing the Operating Reserve Fund. If the Operating Reserve Fund falls under the Target Minimum Operating Reserve Fund, the Corporation shall endeavor to replenish the Operating Reserve Fund to the Target Minimum Operating Reserve Fund.

- 2.5 Revisions to Accommodate Changes. The Operating Reserve Fund serves a dynamic role for the Corporation and may be reviewed and adjusted by the Board in response to internal and external changes affecting the Corporation or its membership.
- 2.6 Review of Target Minimum Operating Reserve Fund. In addition to calculating the actual Operating Reserve Fund at the fiscal year-end, its Target Minimum Operating Reserve Fund shall be reviewed each year after approval of the annual budget.
- 2.7 Reports. The Operating Reserve Fund will be reported to the Board at the first Board meeting in May of each year and included in the regular financial reports.
- 2.8 Target Minimum Operating Reserve Fund Shortfall. If the Target Minimum Operating Reserve Fund falls below the 3-month threshold for 3 months, either consecutively or cumulatively during the fiscal year, the Financial Controller shall propose revising the Target Minimum Operating Reserve Fund amount to the Board at the Board meeting following the discovery of such an issue.
- 2.9 Forbidden Usage. Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap.

3. LEASEHOLD IMPROVEMENTS BUILDING FUND

- 3.1 Student Center Fee. The Corporation is currently collecting a fee from its Members for to pay towards the maintenance and capital infrastructure in the student center at the ~~North~~ Oshawa campus.
- 3.2 Rent. The student center fee is used to pay the rent charged by the College for the Corporation's tenancy in the student ~~center~~center and may also be used for other costs and expenses associated with the operations of the student centre.
- 3.3 Expiration of Lease Payments. The student center fees collected from the Members shall be kept into the Leasehold Improvements Building Reserve Fund ~~once should~~ the Corporation is no longer obligated to pay rent under the Lease Agreement with the College.
- 3.4 The Board shall direct the amount of the Student Centre Fee being diverted to the Building Fund.
- ~~3.4.3.5~~ The Board may only use the Leasehold Improvements Reserve Fund to finance leasehold improvements.

4. HEALTH PLAN FUND

- 4.1 Health Plan Fee. The Corporation may collect a Health Plan Fee, a Dental Plan, a Health Plan Administration Fee, and a Dental Plan Administration Fee which shall be set by the Board on the recommendation of the General Manager after consultation with the Health Plan service provider.
- 4.2 The Health Plan fund shall be used to pay the claims of the Health Plan, Dental Plan, the administrative expenses of the health and dental plan, and shall maintain a reserve which shall be set by the Board on the recommendation of the General Manager after consultation with the Health Plan Service provider.

4.3 The Board may create a long-term plan for the use of the Health Plan Fund to support the Organization's Initiatives that relate to the health and wellbeing of students

4.5. ACCOUNTING FOR RESERVES

4.15.1 Record-Keeping. The ~~Operating Reserve Fund and the Leasehold Improvements~~ Reserve Funds shall be recorded in the Corporation's accounting system and financial statements in a manner determined by the Financial Controller.

4.25.2 Available Only in Cash. The ~~Operating Reserve Fund and the Leasehold Improvements~~ Reserve Funds will only be available in cash or cash equivalents.

4.3 Segregation of Funds. The ~~Operating Reserve Fund and the Leasehold Improvements~~ Reserve Funds shall be kept into a separate bank accounts, isolated from all other funds and separated from all other monies of the ~~Corporation.~~

~~Investing Corporation. Investing.~~ The Financial Controller may advise the Board and the Board may determine, from time to time, to invest the ~~Operating Reserve Fund and the Leasehold Improvements~~ Reserve Funds in low-risk investment vehicles ((e.g. Guarantee Investment Certificate or Government Bonds).~~;~~

4.4

5.6. AUTHORITY TO USE OPERATING RESERVES

5.16.1 No Funds from the ~~Operating Reserve Fund and the Leasehold Improvements~~ Reserve Funds may be used unless specifically authorized by the Board, or allowed under this policy.

6.7. REPORTING AND MONITORING

6.47.1 The Financial Controller and the General Manager are responsible for ensuring that the ~~Operating Reserve Fund and the Leasehold Improvements~~ Reserve Funds are is maintained and used only as described in this Schedule E.

6.27.2 Upon approval of the use of ~~The Operating Reserve Fund and the Leasehold Improvements~~ Reserve Funds, the Financial Controller will maintain the relevant records and plan for replenishment.

6.37.3 The Financial Controller shall provide quarterly reports to the Board regarding the progress to restore the ~~Operating Reserve Fund and the Leasehold Improvements~~ Reserve Funds.

6.47.4 The Financial Controller shall annually discuss the relevant risk factors associated with the ~~Operating Reserve Fund and the Leasehold Improvements~~ Reserve Funds.

The Report of the Fifth Meeting of the Standing Committee held on November 4, 2019

Present: Matthew Givans
Eduardo Akeson (Acting Chair)
Faris Lehn
Charles Wilson
Matthew Joseph

Regrets: Jane Dimitriou-Currie
Natalie Bartley

The Committee met at 5:00 p.m.

By unanimous consensus, the agenda was adopted.

Declarations of Conflict of Interest

None was declared.

Informal Consideration of matters

Budget

RECOMMENDATION

Moved by: Eduardo Akenson

That the Standing Committee approves in principal and recommends to the board to final approval the addition of 105, 000 to events to be taken form the originally allocated \$25,000 from wellness and 80,000 from clubs and societies With such final numbers to be set by the General Manager after consultation with the Financial Controller and Management Committee.

-REPORTED

Vacancies

After the options for filling the vancances was reviewed by the Secretary to the Board, the Committee came to a consensus to leave the seats vacant

Student Conduct Policies Response

The committee reviewed and adopted the Student Conduct Policies Response from DCSI, it is attached as Appendix I

Space allocation in the second floor of the Student Centre

The committee reviewed concerns regarding space allocation in the Student Centre.

College budget

The Committee reviewed by issues brought to the Committees attention regarding the College Budget.

Motions

Moved by: Eduardo Akenson

That the Standing Committee recommends to the board any future food services that milkshakes be incorporated in the menu.

Amendment to Motion

Moved by: Matthew Givans

That the motion be amended to read “and alternative non dairy options” after the word “milkshakes”

-CARRIED

The original motion

-REPORTED

Rise and Report

By unanimous consent the committee rose and reported.

The Committee rose and reported at 5:38 p.m.