



THE TENTH MEETING OF THE FOURTH BOARD OF DIRECTORS OF DURHAM COLLEGE  
STUDENTS INCORPORATED  
FEBRUARY 18, 2021 at 6:00 p.m.  
Video conference

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1. Call to Order

2. Adoption of the Agenda

***RESOLUTION 2020-10-01***

***That the Agenda of the Tenth Meeting of the Board of Directors be adopted.***

3. Declaration of Conflict of Interest

4. Adoption of the Minutes of the previous meeting

***RESOLUTION 2020-10-02***

***That the Minutes of the Ninth Meeting of the Board of Directors held on January 27, 2021 be adopted and resolution 2020-09-CS01 be made public.***

5. Report of the General Manager and other Executive Officers

-General Manager's Report

-Chairpersons

6. Other Report

**R2020-1001 Bursary**

C. Wilson and F. Lehn

**RESOLUTION 2020-10-03**

***That the Board of Directors, of Durham College Students Inc. directs and authorizes:***

***a) the Management Committee to spend two-hundred and fifty thousand dollars (\$250,000) out of the Health Plan reserves, and previous years carryover of income over expenses of the corporation to establish a bursary for students of Durham College of Applied Arts and Technology who are experiencing financial need during the 2020-2021 academic year;***

***b) that the bursary shall be awarded based on self-declared financial need with a special focus on ensuring access for low-income students, Black students, international and racialized students, Indigenous students, and those from traditionally marginalized communities; and***

***c) directs the management committee to work with the proper officers of Durham College of Applied Arts and Technology in determining the regulations regarding the qualifications and other administrative matters regarding the bursary.***

**R2020-1002 - Elections Committee Report – Order re COVID**

C. Wilson

7. Standing Committee Report

**RESOLUTION 2020-10-04**

***That the Report of the Standing Committee be received.***

8. Annual General Meeting Minutes

**RESOLUTION 2020-10-05**

***That the Board receives the minutes of the Second Annual General Meeting held February 2, 2021.***

9. Statements or Questions by Members

10. Agendum

11. Next Meeting

Standing Committee	March 18, 2021
Board of Directors	March 25, 2021

12. Adjournment

**RESOLUTION 2020-10-06**

***That this meeting do now adjourn to March 25, 2021 or to the call of the Chair.***



**DURHAM COLLEGE STUDENTS INCORPORATED**  
**BOARD OF DIRECTORS MEETING MINUTES**  
*January 28, 2021*

*The Ninth Meeting of the Fourth Board of Directors of the Durham College Students Incorporated met on January 28, 2021 at 6:00 p.m. via videoconference.*

**Fourth Board of Directors**

Present:

Director Andrew Nunez-Alvarez

Director Alex Harvey

Director Eduardo Akeson

Director Christine Kozminski

Director Kristen McKinnon (left 6:20 p.m.)

Director Aleecia Lugossy (arrived 6:18 p.m.)

Director Taneisha Jordon (arrived 6:20 p.m.)

(non-voting)

Jenna Peace, Executive Chairperson and Chief Elected Officer

Faris Lehn, General Manager

Charles Wilson, Operations Manager and Secretary of the Board of Directors

**CALL TO ORDER**

The meeting was called to order at 6:04 p.m.

**VACANCY IN THE MEMBERSHIP**

The Secretary of the Board informed the Board that there was a vacancy in the Membership due to the resignation of Michelle Conn as Director for Class C of the Membership effective January 3, 2021.

**ADOPTION OF THE AGENDA**

***RESOLUTION 2020-09-01***

***Moved by: Director Eduardo Akeson***

***Seconded by: Director Kristen McKinnon***

***That the Agenda of the Ninth Meeting of the Board of Directors be adopted.***

***-CARRIED (2020-09-01)***

**DECLARATION OF CONFLICT OF INTEREST**

None were declared

**ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING**

***RESOLUTION 2020-09-02***

***Moved by: Director Eduardo Akeson***

***Seconded by: Director Kristen McKinnon***

***That the Minutes of the Eighth Meeting of the Board of Directors held on December 17 , 2020 be adopted.***

***-CARRIED (2020-09-02)***

## **MOTIONS**

### **RESOLUTION 2020-09-03**

**Moved by: Director Eduardo Akeson**

**Seconded by: Director Andrew Nunez-Alvarez**

***That notwithstanding the Board Procedural Policy, and any special order, or usual practice:***

- 1) *the appointment of Michelle Conn to the Standing Committee as provided in resolution 2020-01-04 be rescinded, and the remainder of the committee shall constitute the entire committee;***
- 2) *the Jenna Peace be appointed the Student Conduct and Appeals Committee and the Healthy Campus Taskforce;***
- 3) *Jenna Peace be removed as representative of Academic Council and Eduardo Akinson be elected to the Academic Council. and***
- 3) *no by-election or membership meeting be called to fill the office of Director, Class C of the membership.***

***-CARRIED (2020-09-03)***

## **REPORT OF THE GENERAL MANAGER AND OTHER EXECUTIVE OFFICERS**

The General Manager and the Executive Chairperson presented their respective reports.

## **OTHER REPORTS**

### ***R. 2020-0901 – Election Organization***

The Secretary of the Board presented a report regarding election organization.

**RESOLUTION 2020-09-04**

**Moved by: Director Eduardo Akeson**

**Seconded by: Director Taneisha Jordon**

**That**

- a) Mel Pigozzo and Melissa Pringle be appointed to be members of the Elections Compliance Oversight Committee for a term ending April 30, 2021;**
- b) Director Eduardo Akeson and Director Andrew Nunez-Alvarez be appointed to be members of the Elections Committee for a term ending April 30, 2021;**
- c) Charles Wilson, Faris Lehn, and the members of the elections committee constitute the hiring committee for the Chief Returning Officer;**
- d) 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;**
- e) The Board of Directors authorises the Elections Committee to appoint any officers required by the Elections Policy and not provide for in this resolution, including the student representative to the Elections Compliance Oversight Committee; and**
- f) the Board of Directors set the method of election as online ballots in accordance with section 46(a) of the Elections Policy.**

**-CARRIED (2020-09-04)**

**RESOLUTION 2020-09-05**

**Moved by: Director Taneisha Jordon**

**Seconded by: Director Alex Harvey**

**That the Elections Policy be amended to add section 5.1 as follows:**

- a) Due to the COVID-19 Coronavirus Pandemic, the Elections Committee may create an order amending the practices and procedures of the election for the purpose of ensuring proper functioning of the election and proper infection control practices;**
- b) such changes be reported to the Board by the committee, and any Director may object to such change;**
- c) upon objection, the Board of Directors shall meet and either sustain the objection, in order to overturn the objection the during an election period, the motion requires 2/3rds majority to overturn the resolution of the board, and at all other times only a majority is required; and**
- d) this section is repealed on a date to be set by the Board of Directors not earlier than September 1, 2021 and not later than May 1, 2022.**

**-CARRIED (2020-09-05)**

**R. 2020-0902 – Fees**

**RESOLUTION 2020-09-06**

***Moved by: Director Eduardo Akeson***

***Seconded by: Director Aleecia Lugossy***

***That the fee schedule for the 2021-2022 academic year be adopted.***

***-CARRIED (2020-09-06)***

**R. 2020-0903 – Elected Officers Seating, Resignation, and Vacancy Procedures**

**RESOLUTION 2020-09-07**

***Moved by: Director Eduardo Akeson***

***Seconded by: Director Christine Kozminski***

***That the approves the Elected Officer Seating, Resignation, and Vacancy Policy be accepted.***

***-CARRIED (2020-09-07)***

**STANDING COMMITTEE REPORT**

**RESOLUTION 2020-09-08**

***Moved by: Director Andrew Nunez-Alvarez***

***Seconded by: Director Christine Kozminski***

***That the Report of the Standing Committee be received.***

***-CARRIED (2020-08-06)***

**STATEMENTS OR QUESTIONS BY MEMBERS**

Statements were made by members and questions were asked.

**CLOSED SESSION**

**RESOLUTION 2020-09-09**

***Moved by: Director Eduardo Akeson***

***Seconded by: Director Taneisha Jordon***

***That the Board now proceeds to a closed session to discuss a matter of contract negotiations in accordance with 4.2 (g) of the Board Procedural Policy for the purpose of receiving an update regarding the awarding of a contract resulting from the recommendation of a committee empaneled to adjudicate RFQ 2020-01 for the provision of rebranding services for DCSI.***

***-CARRIED (2020-09-09)***

*The Board met in closed session.*



**RESOLUTION 2020-09-10**

***Moved by: Director Eduardo Akeson***

***Seconded by: Director Alex Harvey***

***That the Board proceeds to an open session.***

***-CARRIED (2020-09-10)***

One motion was passed in closed session giving directions to the officers of the corporation to negotiate and execute a contract.

**Next Meeting**

Standing Committee                      February 11, 2021

Board of Directors                        February 18, 2021

**ADJOURNMENT**

**RESOLUTION 2020-09-11**

***Moved by: Director Eduardo Akeson***

***Seconded by: Director Taneisha Jordon***

***That this meeting do now adjourn to the call of the Chair.***

***-CARRIED (2020-09-11)***

The Board adjourned at 7:48 p.m.



**DURHAM COLLEGE STUDENTS INCORPORATED**  
**CONFIDENTIAL BOARD REPORT**

**REPORT NUMBER** R2020-1001  
**DATE** February 16, 2021  
**FROM** Charles Wilson, Operations Manager  
**SUBJECT** DCSI Bursary  
**ACTION** For approval

**MOTION**

*That the Board of Directors, of Durham College Students Inc. directs and authorizes:*

*a) the Management Committee to spend two-hundred and fifty thousand dollars (\$250,000) out of the Health Plan reserves, and previous years carryover of income over expenses of the corporation to establish a bursary for students of Durham College of Applied Arts and Technology who are experiencing financial need during the 2020-2021 academic year;*

*b) that the bursary shall be awarded based on self-declared financial need with a special focus on ensuring access for low-income students, Black students, international and racialized students, Indigenous students, and those from traditionally marginalized communities; and*

*c) directs the management committee to work with the proper officers of Durham College of Applied Arts and Technology in determining the regulations regarding the qualifications and other administrative matters regarding the bursary.*

**BACKGROUND**

Last year by Resolution 2019-11A-01, the Board created a bursary to address the specific needs regarding loss due to COVID-19.

The Standing Committee reviewed the needs for this year, and provided feedback regarding a second incarnation of this program. This program will differ than the previous bursary in a number of different regards:

- 1) there will not be a need to demonstrate loss based for this bursary; and
- 2) there will be a special focus on awarding bursaries to self-declared financial need with a special focus on ensuring access for low-income students, Black students, international and racialized students, Indigenous students, and traditionally marginalized communities

***FINANCIAL CONSIDERATIONS***

There are two sources of funding for this bursary: (1) Health Plan Reserve Fund; and (2) saving costs found in the 2020-2021 operational budget.

***HUMAN RESOURCE CONSIDERATIONS***

None.

***EFFECTS ON BUSINESS PLANS, AND OPERATING AGREEMENT***

None.

Submitted: Charles Wilson  
Operations Manager

Reviewed by: Faris Lehn  
General Manager

## **Appendix I**

### **Potential questions during the application process for the bursary**

Questions for Bursary Application Form

Name:

Student Number:

DC Mail:

What is your gender?

Choices:            Male  
                         Female  
                         NonBinary  
                         Other

Do you have a Social Insurance Number (SIN)? Please note, if you are eligible for a bursary, we will follow-up for your SIN.

Are you from a rural or urban region?

What is your ethnic or cultural identity? [Select all that apply]

Choices:            Black  
                         Caribbean  
                         Caucasian  
                         East Asian (Chinese, Japanese, Korean, Taiwanese, etc.)  
                         Indigenous  
                         Latin American  
                         MENA (Middle Eastern & North African)  
                         South Asian (East Indian, Pakistani, Sri Lankan, etc.)  
                         Southeast Asian (Vietnamese, Cambodian, Filipino, Laotian, Thai, etc.)  
                         West Asian (Iranian, Afghan, etc.)  
                         Other

Are you an international student?

Are you a First Generation Student? (Neither parent attended University or College either full-time or part-time)

Do you have financial need?

Did you receive OSAP (or another government student loan source) for one or more semesters during the 2020/2021 academic year?

Do you financially support yourself (i.e. no support from parents)?

Do you financially support anyone else in addition to yourself (i.e. helping parents cover home expenses, family of your own, children)?

Do you currently have a bank loan/line of credit to fund educational expenses?

Please explain how COVID-19 has impacted you and/or your family's financial situation. If you were unable to work over the summer, please indicate this.

Have you received other scholarships, bursaries, or awards for the 2020/2021 academic year? In point form, please list the name and value, including those from Western. Note, receiving other scholarships, bursaries, or awards does not disqualify you from the USC Bursary.

Please outline the estimate of your yearly expenses for the following:

- Tuition Fees
- Books, Equipment, Supplies
- Rent or Mortgage Payments
- Utilities
- Food
- Local Transportation
- Medical/Dental
- Child Care
- Clothing
- Entertainment
- Other (specify)

Please outline the estimate of your yearly revenue for the following:

- Part-time Earnings (while in school)
- Student Loan
- Social Assistance/Government Income
- Sponsorship
- Orphan's Benefits/CPP
- Family Financial Support (parent, spouse, relative, etc.)
- Scholarships
- Bursaries
- Other (specify)

**DECLARATION:** I declare that all the information given on this application form is, to the best of my knowledge, true and complete.

I understand that: 1) All information provided in connection with this application is subject to verification by Durham College. 2) The first use of any scholarship/bursary awarded to me shall be to pay any fees owing to the College.

I also authorize the release of all information in the Student Awards Office maintained in respect of my application for Federal/Provincial student assistance (e.g. OSAP) to Durham College Students Inc.

**PLEASE NOTE:** Durham College Students Inc. reserves the right to request receipts or invoices to substantiate certain expenses or copies of any other official or legal documentation in connection with this application.



**DURHAM COLLEGE STUDENTS INCORPORATED**  
**BOARD REPORT**

**REPORT NUMBER** R 2020-1002  
**DATE** February 17, 2021  
**FROM** Charles Wilson, Secretary of the Board  
**SUBJECT** Elections Committee Order  
**ACTION** For Information

**BACKGROUND**

The Elections Committee made some changes to the elections procedures under the amendments to the Elections Policy made on January 27, 2021 these changes must be reported to the Board and the board may object to the change at the time of the meeting. If a board member object there is a 2/3rds majority required to override the objection.

***FINANCIAL CONSIDERATIONS***

None.

***HUMAN RESOURCE CONSIDERATIONS***

None.

***EFFECTS ON BUSINESS PLANS, AND OPERATING AGREEMENT***

None

Submitted: Charles Wilson  
Secretary of the Board

## **COVID-19 Electronic Elections Order**

### **ORDER of the Elections Committee made under section 5.2 of the Elections Policy**

WHEREAS, due to the COVID-19 Coronavirus pandemic, the access to the Durham College of Applied Arts and Technology campus is restricted to In-person teaching or instruction only under Ontario Regulation 82/20 made under Reopening Ontario (A Flexible Response to COVID-19) Act, 2020;

AND WHEREAS, the Province of Ontario is currently under a State of Emergency under regulation 7/21 and regulation 24/21 made under the Emergency Management and Civil Protection Act, R.S.O. 1990;

AND WHEREAS, the 2021 Elections for Durham College Students Incorporate are to be held in accordance with the Elections Policy from March 9-11, 2021;

AND WHEREAS it is the opinion of the Elections Committee that some adaption to the procedures of the election will need to be made to ensuring proper functioning of the election and proper infection control practices;

THEREFORE, the Elections Committee under the authority of section 5.2 of the Elections Policy makes the following Order to ensure the proper functioning of the election and adequate infection control practices during the 2021 Spring Election.

#### ***Effective Date of Order***

1. This Order shall come into effect on February 5, 2021, and remain in effect until May 1, 2021.

#### ***Authority of the C.R.O. in cases not covered by this Order***

2. The Elections Policy is amended by adding section 2.1. as follows:  
For the 2021 Spring Election Period, the Chief Returning Officer shall have the authority to change administrative procedures to ensure the proper functioning of the election and adequate infection control practices and make directives regarding the candidates' conduct in this regard.

#### ***Nomination Form***

3. The Elections Policy is amended by adding section 24.1 as follows:

Notwithstanding Section 24, for the 2021 General Election Period, the nomination paper shall be electronic and contain the following information:

- a) the Candidates name, date of birth, student number, email address, phone number, and mailing address

b) Any other name by which the candidate is commonly known by which the candidate wishes to be known on the ballot paper;

c) A statement that the candidate consents to the nomination and agrees to be bound by this policy.

d) A consent that the candidate agrees to disclose eligibility information to determine eligibility in accordance with the by-laws.

e) For the signatures under subsection (e) and (f) the declaration of the witness of those signatures that the signatures were original and for the person to who the name was written.

***Prohibition on in-person campaigning***

4. The Elections Policy is amended by adding section 40.1 as follows:

Notwithstanding section 40, for the 2021 Spring Election Period:

a) there shall be no in-person campaigning, and if a candidate is campaigning in-person, that candidate shall be disqualified; and

b) no candidate shall campaign during an online event of DCSI, Durham College or a Club, Society, or Indigenous Student Circle of DCSI.

***Poster Prohibition***

5. The Elections Policy is amended by adding section 41.1. as follows:

Notwithstanding section 41, for the 2021 Spring Election Period, there shall be no posters posted on any campus.

***Handout Prohibition***

6. The Elections Policy is amended by adding section 42.1. as follows:

Notwithstanding section 42, for the 2021 Spring Election Period, there shall be no candidate shall produce a handout or pamphlet.

***Short Title***

7. This Order may be cited as “COVID-19 Electronic Elections Order, 2021”.



**THE THIRD ANNUAL GENERAL MEETING OF DURHAM COLLEGE STUDENTS INCORPORATED**

**February 2, 2021 at 5:00 p.m.**

**Via Zoom**

**MINUTES OF MEETING**

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**Call to order**

The Chairperson called the meeting to order.

- 1. Call to order**
- 2. Adoption of amendments to by-law 1**

***RESOLUTION AGM-2021-01***

***Moved by: The Board of Directors***

***That the membership of Durham College Students Incorporated confirms the amendments to by-law 1 proposed by the Board of Directors as passed by the Board of Directors and outlined in the report regarding By-Law Amendments.***

*The vote was deferred.*

- 3. Approval of the Financial Statements**

***RESOLUTION AGM-2021-02***

***Moved by: The Board of Directors***

***That the financial statements for the fiscal year ending April 30, 2020 be accepted.***

*The vote was deferred.*

**4. Appointment of the public accountant**

**RESOLUTION AGM-202103**

***Moved by: The Board of Directors***

***That the appointment of Baker Tilly KDN LLP as the public accountant for Durham College Students Incorporated be renewed for the 2020-2021 fiscal years.***

*The vote was deferred.*

*The Meeting recessed at 4:24 p.m. to convene electronically at 4:00 p.m. on February 3, 2021 for the publication of the results.*

The Results as published online were as follows:

**RESOLUTION AGM-2021-01**

In Favour	390 (91.1%)
Opposed	38 (8.9%)
Abstain	61 (12.5%)
Total	489

**-CARRIED (AGM-2021-01)**

**RESOLUTION AGM-2021-02**

In Favour	398 (90.9%)
Opposed	40 (9.1%)
Abstain	51 (10.4%)
Total	489

**-CARRIED (AGM-2021-02)**

**RESOLUTION AGM-2021-02**

In Favour	421 (93.6%)
Opposed	29 (6.4%)
Abstain	39 (8.0%)
Total	489

**-CARRIED (AGM-2021-03)**

The meeting then terminated upon the publication of the results.