



Council Meeting - Agenda
December 14th, 2021- 5:30pm
Zoom

The Society of Graduate and Professional Students recognizes the traditional and ancestral territories of the Anishinaabe and Haudenosaunee Nations on whose lands we gather on today. This land acknowledgement reminds us that rich Indigenous governances still exist, and will go into the future. This should also serve as a reminder that we are benefitting by living on this land that is a traditional territory of indigenous people.



I. Announcements

- A. Winter General Meeting
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II. Adoption of the Agenda

A. Adoption of the Agenda

MOTION 12/14/21:01

BIRT SGPS Council adopt the Agenda for the December 14th, 2021 Meeting



III. Minutes

A. Approval of the Meeting Minutes

MOTION 12/14/21:02

BIRT the SGPS adopt the minutes from the November 23rd, 2021 General Meeting



IV. Executive & Speaker Reports

A. Executive Reports

- a. President – Rohit Shukla (no report)
- b. VP Graduate – Brittany McBeath (no report)
- c. VP Professional – Jennifer Li (oral report)
- d. VP Finance and Services – Courtney Bannerman (oral report)
- e. VP Community – Anthony Lomax (no report)

B. Speaker Report



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- a. Speaker – Devin Fowlie (oral report)

C. Approval

MOTION 12/14/21:04

BIRT SGPS Council approve the Executive and Speaker Reports.



V. Senator, Trustee, Commissioner, Committee & Other Reports

A. Senator Report – Graduate Student Senator – Emils Matiss (no report)

B. Trustee Report – Graduate Student Trustee – (no report)

C. Commissioner Reports

- a. Athletics & Wellness Commissioner – Cassandra Coyle (report attached)
- b. Equity & Diversity Commissioner – Monica Garvie (report attached)
- c. Indigenous Graduate Liason – (no report)
- d. Social Commissioner – Emilia Ganslandt (report attached)
- e. International Students' Affairs Commissioner – Sabrina Masud (report attached)

D. Committee Reports

E. Department Reports

F. Other Reports

- a. University Rector – (no report)

G. Approval

MOTION 12/14/21:05

BIRT SGPS Council approve the Senator, Trustee, Commissioner, Committee & Other Reports.



VI. Question Period and Departmental Issues



VII. Business Arising from the Minutes



VII. Main Motions & Discussion

A. Student Life Centre Fund

MOTION 12/14/21:06

BIRT there shall be a Student Life Centre Fund, which will be used to pay for costs incurred by the SGPS in occupation of office space.



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All revenues from the Student Life Centre fee, as well as any Student Life Centre funding from external parties shall flow into this Fund, and all expenses related to the Student Life Centre shall flow out of this Fund.

Annual surpluses and deficits of the SGPS' portion of the Student Life Centre costs shall remain in this Fund. In the event that this Fund accumulates a surplus larger than is reasonably required to mitigate the risk of future deficits, the Executive may make a transfer of assets from this Fund to the General Fund, subject to approval by Council.

This fund would be in effect starting with the 2021-2022 academic year and will continue forward for all subsequent years.

B. Approval

MOTION 12/14/21:07

BIRT SGPS Council approved the Proposed Updated Privacy Policy

B.22 Privacy, Use, and Disclosure Of Personal Information By The SGPS

a. The University collects personal information from its students for the purposes related to the students' post-secondary education pursuant to the Freedom of Information and Protection of Privacy Act (FIPPA). The SGPS is a student government association administered by elected student representatives and governed by a student ratified constitution. It is necessary for the SGPS to have access to student personal information to provide management and administration of the student health and dental plan; administer non-academic discipline of students, to provide access to and information about affiliated or sponsored programs to students, to verify and validate voter eligibility for society referenda and elections, to verify student eligibility for use of selected services, and to communicate with student members about student society matters.

b. The University discloses to the SGPS the following student personal information:

- i. Name
- ii. Student number
- iii. Birthdate
- iv. Degree program
- v. Career
- vi. Academic concentration
- vii. Email address
- viii. Student Address



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- ix. Residency Information
- x. Gender
- xi. Association fees paid
- xii. SGPS related fee payments

c. This personal information disclosed shall be used solely:

- i. To provide management and administration of the student health and dental plan;
- ii. To administer the non-academic discipline of students;
- iii. To provide access to and information about affiliated or sponsored programs to students;
- iv. To verify and validate voter eligibility for society referenda and elections
- v. To verify student eligibility for use of selected services; and,
- vi. To communicate with student members about student society matters.

d. The SGPS shall implement physical, organizational, technological, and other security measures to restrict access to student personal information to employees, agents, and representatives, and advisors who require the information in the proper and appropriate discharge of their function to the SGPS; prevent the loss, disposal or destruction of student personal information; and prevent theft, sale, improper access, improper modification, improper copying, improper use, or improper disclosure of student personal information by, or to, any person or organization.

e. The SGPS may disclose student personal information to third parties (namely the SGPS Health and Dental provider, StudentCare) for the provision of student services provided the third-party is legally bound by a confidentiality agreement to handle student personal information in accordance with this agreement and the Act. The SGPS shall provide copies of the confidentiality agreements required to the Office of the University Registrar annually and after any amendment to said confidentiality agreements.

f. The SGPS shall comply with any and all requirements of privacy legislation to which the University might be subject including, but not limited to, the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, and the Canadian Anti-Spam legislation requirements.

g. The SGPS shall retain student personal information for no longer than is reasonably necessary to fulfill the purposes enumerated in this agreement, up to a maximum of one year. After this period of time has passed, the SGPS must dispose of student personal information only by destroying it in a manner that makes it highly resistant to reconstruction. In destroying student personal information, the SGPS shall take reasonable security precautions to protect the



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confidentiality and security during storage, transport, and handling. The SGPS must notify the Office of the University Registrar once the student personal information has been securely destroyed.

h. Upon request, a member shall be informed of the existence, use, and disclosure of their information, and shall be given access to it. Members may verify the accuracy and completeness of their information and may request that it be amended, if appropriate.

C. Approval **MOTION 12/14/21:08**
BIRT SGPS Council approve the proposed Fee Referendum Package, as distributed to Council on December 14th, 2021.

D. Approval **MOTION 12/14/21:09**
BIRT SGPS Council approve the proposed Executive Election Timeline.

Important Dates		
Tuesday, January 11, 2022 12:01 AM	Nomination Period Opens	Nomination packages available via Qualtrics
Tuesday, January 18, 2022 3:00 PM	Nomination Period Closes	
Tuesday, January 18, 2022 5:30 PM	SGPS Council Nomination Ratification	On Zoom
Wednesday, January 19, 2022 TBD	All Candidates Meeting	On Zoom
Thursday, January 20, 2022 12:01 AM	Campaign Period Begins	
Wednesday, January 26, 2022 TBD	All Candidates Debate	Zoom
Monday, January 31, 2022 11:59 PM	Campaign Period Ends	
Tuesday, February 1, 2022 12:01 AM	Voting Days	Ballots will be sent to SGPS members via SimplyVoting



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Wednesday, February 2, 2022 11:59 AM		
Thursday, February 3, 2022 9:00 AM (approx.)	Announcement / Notification	Via Phone and Email
Wednesday, February 9, 2022 12:00 PM	Campaign Expenses Due	Via email to director@sgps.ca

E. Point of Information

Effective January 10th, 2022 the SGPS Executive will be setting aside \$5000 from the general surplus fund for the creation of the SGPS Mental Health bursary. Below is information about the creation of this fund and allocation of monies.

SGPS Mental Health Bursary

Total amount place in bursary fund for 2021/2022: \$5000

Opening date: January 10th, 2022

Bursary	Description	Max Award	Restrictions
Mental Health Bursary	Subsidizes sessions for applicants who have maxed out their SGPS health plan coverage of \$500 per policy year for Mental Health Practitioners	\$250	Limited to covering sessions to Mental Health Practitioners and Clinical Counsellors. Mental Health Practitioners must be licensed.

Proof of expense: Copy of the claim statement from Sun Life Assurance Company of Canada. A copy of the session receipt will only be accepted for students visiting a clinical counsellor

Proof of need:

Bursaries are awarded based on financial need. This is proof of why a bursary should be awarded. The necessary documents depend on whether the applicant is a domestic or international student. Proof of need must be from that academic year, providing proof of need from previous academic years will result in a rejection of your bursary application. See the relevant headings below:

Domestic Students:

1. A copy of their OSAP Funding Summary (or other provincial/territorial/international equivalent);



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2. Confirmation of their *award* of a Queen's General Bursary, Queen's Summer Bursary in the *same academic year* (copy of SOLUS statement/screenshot required, please ensure that your name is visible within the screenshot);
3. Confirmation of their *award* of Work Study Entitlement in your current program of study (copy of SOLUS statement/screenshot required, please ensure that your name is visible within the screenshot).
4. **For Dental, Mental Health, and Emergency Bursaries ONLY:** Student lines of credit/loans will be considered, however, acceptance as proof of need is at the discretion of the Committee.

International Students:

1. Confirmation of their *award* of the Queen's International Student Bursary, Queen's Summer Bursary or Work-Study Approval in the *same academic year* (copy of SOLUS statement/screenshot required, please ensure that your name is visible within the screenshot);
2. Confirmation of a Work Study Entitlement in your current program of study (copy of SOLUS statement/screenshot required, please ensure that your name is visible within the screenshot);
3. Confirmation of their *award* of a Queen's General Bursary in the *same fiscal year* (copy of SOLUS statement/ screenshot required, please ensure that your name is visible within the screenshot);¹ or
4. **For Dental, Mental Health, and Emergency Bursaries ONLY:** Loan agreement (in SGPS members (student's) name) from home country will be considered, however, acceptance as proof of need is at the discretion of the Committee.



Other Business



Notices of Motion & Announcements



Adjournment

Adjournment

MOTION 12/14/21:10

BIRT this meeting of SGPS Council be adjourned.

¹ A Queen's General Bursary award will be considered valid proof of need until the following year's Queen's General Bursary cycle is complete.