

NIPISSING UNIVERSITY STUDENT UNION



Board of Directors Meeting Minutes – Nipissing University Student Union
June 20, 2022 - 6 PM - Zoom

Notice: Meeting may be recorded for the benefit of the secretary. The recording secretary shall keep a record of the recording for conflict resolution and organizational purposes.

Board of Directors Meeting Minutes – Nipissing University Student Union
June 20, 2022 - 6 PM - Zoom

Attendance:

President:	Riley McEntee	Present
VP Finance & Administration:	Montana Taylor	Present
VP Advocacy & Awareness:	Harikesh Panchal	Present
VP Student Life:	Preston English	Present
Director-at-Large:	Adam Strang	Absent
Director-at-Large:	Emily Cooke	Present
Director-at-Large:	Jared Gagne	Absent
Director-at-Large:	Mercedes Parsons	Present
Director-at-Large:	Anna Brownlee	Present
Director-at-Large:	Josee Laforest	Present
CHAIR / SPEAKER:	Sami Pritchard	Chair
RECORDED BY:	Jillian Aelick	Office Administrator
STUDENT MEMBERS:		

1. Formal Opening – Call to Order

The Board of Directors meeting is called to order at 6:09.

2. Land Acknowledgement

Montana Taylor offers a traditional land acknowledgement.

3. Declaration of Conflict of Interest

Riley McEntee and Preston English declare a conflict of interest for item 8.c).

4. Adoption of Agenda

MOTION: To adopt the agenda for the Board of Directors Meeting dated June 20, 2022, as circulated.

*Moved by BROWNLEE;
seconded by COOKE.*

Discussion:

Item 8. c) is to be moved to closed session

No noted abstentions.

No noted opposition.

Motion carries.

5. Approval of Minutes

MOTION: To approve the minutes from the May 16, 2022 meeting as circulated.

Moved by COOKE;

seconded by BROWNLEE.

Discussion:

There is none.

No noted abstentions.

No noted opposition.

Motion carries.

6. Executive Reports

a. Report From the President

MOTION: That the report from the President dated June 20, 2022 be received.

Moved by COOKE;

seconded by BROWNLEE.

Discussion:

There is none.

No noted abstentions.

No noted opposition.

Motion carries.



b. Report from the Vice-President Finance and Administration

MOTION: That the Report from the Vice-President Finance and Administration dated June 20, 2022 be received.

*Moved by COOKE;
seconded by BROWNLEE.*

Discussion:
There is none.

*No noted abstentions.
No noted opposition.
Motion carries.*

c. Report from the Vice-President Advocacy and Awareness

MOTION: That the Report from the Vice-President Advocacy and Awareness dated June 20, 2022 be received.

*Moved by BROWNLEE;
seconded by COOKE.*

Discussion:
There is none.

*No noted abstentions.
No noted opposition.
Motion carries.*

d. Report from the Vice-President Student Life

MOTION: That the Report from the Vice-President Student Life dated June 20, 2022 be received.

*Moved by COOKE;
seconded by BROWNLEE.*

Discussion:

There is none.

*No noted abstentions.
No noted opposition.
Motion carries.*

7. Question Period

8. New Business

a. Next land acknowledgement will be from Anna Brownlee

b. Cost Plus Reimbursement Policy

MOTION: That the Board of Directors approve the Cost Plus Reimbursement Policy.

*Moved by COOKE;
seconded by BROWNLEE.*

Discussion:

Sarah Pecoskie-Schweir joins the meeting to provide details regarding the Cost Plus Reimbursement Policy.

*No noted abstentions.
No noted opposition.
Motion carries.*

c. Executive Overtime Approval

MOTION: That the Board of Directors approve the overtime accrued by Riley McEntee and Preston English while attending the COCA conference.

MOVED TO CLOSED SESSION

9. Closed Session

MOTION: That the Board of Directors meeting dated June 20, 2022 moves into closed

session.

*Moved by COOKE;
seconded by BROWNLEE.*

Discussion:

TAYLOR moves to add Sarah McGowan and Sarah Pecoskie-Schweir to the closed session.

BIRT: That the Board of Directors approve Sarah McGowan and Sarah Pecoskie-Schweir attendance in the closed session of the Board of Directors

*Moved by TAYLOR;
seconded by BROWNLEE.*

Discussion:

There is none.

*No noted abstentions.
No noted opposition.
Motion carries*

*No noted abstentions.
No noted opposition.
Motion carries.*

The meeting moved into closed-session at 6:47PM.

The meeting moved out of closed-session at 7:52PM.

10. Adjournment

MOTION: That the Board of Directors meeting dated June 20, 2022 be adjourned.

*Moved by COOKE;
seconded by TAYLOR.*

Discussion:

There is none.



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No noted abstentions.

No noted opposition.

Motion carries.

7:55PM– Meeting adjourned.

Sami Pritchard, CHAIR

Jill Aelick, SECRETARY

Executive Report: President

Prepared by: Riley McEntee

June 20, 2022

This Report:

- Meeting, Committee, and Event Updates
 - Update from the Strategy and Infrastructure Student Assistant
 - To Come...
-

Operational Readiness Committee (ORC)

- 7 June 2022.
- I attended the ORC meeting. There was nothing of note.

Joint Health and Safety Committee (JHSC)

- 2 June 2022.
- I attended the JHSC meeting. Discussions included the Student Centre and safety checks; Covid-19 updates; the southern entrance crosswalk, the lack of lighting and sidewalk from Governors House Residence to the Student Centre, and the bus stop locations; and, having naloxone kits in First Aid Kits on Campus and/or in the possession of
- trained and willing NU staff.

Board of Governors Committee

- 12 May 2022.
- The Executive team attended the May BoG General meeting. Of importance, NU's 2022-2023 Budget as presented was passed by the Board.
- 9 June 2022.
- VPFA Montana, VPAA Harikesh, and I attended the June BoG General meeting. Of importance, the updated Sexual Violence Prevention, Support and Response Policy for Students was passed [NUSU Execs voted YES], the latter mentioned Free Speech Policy was passed [NUSU Execs voted YES], and the

out-of-province tuition rates were increased by 5% starting 2022 Fall semester [NUSU Execs voted NO].

Board of Governors Governance Committee

- 30 May 2022.
- VPAA Harikesh and I attended the BoG Governance Committee meeting. A revised draft of NU's Free Speech Policy was delivered to the Committee. It was passed and was later brought to the Board of Governors General meeting.

Miscellaneous Meetings, Committees, and Events

- Nipissing University Alumni Advisory Board (NUAAB)
 - 14 May 2022.
 - I attended the NUAAB Retreat and General Meeting at the Student Centre. Future plans for the board were discussed, and talks of Convocation and Homecoming occurred. No specific details can be shared at this time.
- Meeting with NU President Dr. Kevin Wamsley
 - 16 May 2022.
 - I met with NU President Dr. Kevin Wamsley regarding student concerns.
- Tree Planting Event
 - 16 May 2022.
 - An orchard was planted in the back corner of the Student Centre. NU President Dr. Kevin Wamsley joined for the event, as well as sponsors and media representatives.
- OutLOUD x Giant Tiger Event
 - 18 May 2022.
 - VPFA Montana and I attended the event to support the grand opening of the recently renovated space for OutLOUD, a local community centre for queer youth.
- Meeting with the Teaching and Learning Hub.
 - 20 May 2022.
 - The Executive team met with representatives of the Teaching and Learning Hub to talk about their operations, student concerns, and how NUSU can work with them.

- Meeting with NU President Dr. Kevin Wamsley
 - 24 May 2022.
 - The Executive team met with NU President Dr. Kevin Wamsley regarding his role.

- Meeting with Student Counselling Services (SCS)
 - 26 May 2022.
 - The Executive team met with SCS Managers regarding their operations and responsibilities, student concerns, and how NUSU and SCS can work together to better support students.

- Provincial Candidate Meet and Greet
 - 27 May 2022.
 - The Student Centre hosted the Provincial Candidate Meet and Greet, which was open to the public.

- Zumbathon
 - 27 May 2022.
 - VPSL Preston, VPAA Harikesh, and I attended Zumbathon, a fundraising event for the Cystic Fibrosis Chapter (CFC) North Bay.

- Meeting with Education and Professional Studies (EPS) Faculty
 - 2 June 2022.
 - The Executive team met with Doug Gosse, the Associate Dean of EPS.

- Women10 Living Fit Inside-Out
 - 6 June 2022.
 - The NUSU team hosted the Women10 Living Fit Inside-Out “association of mature women” (re: <https://www.livingfitinsideout.com/about-page.html>) for an open conversation on ageism, one another’s experiences as individuals, and how we can connect our students with these phenomenal women. It was an amazing day.

- Canadian Organization of Campus Activities (COCA)
 - 8 - 12 June 2022.
 - VPSL Preston and I attended the 2022 Student Life Summit hosted by COCA, a five-day conference dedicated to enhancing the student experience on campus. Each day had a packed schedule filled with education and group discussions, entertainment and lecture showcases,



networking opportunities with other student unions across Canada, a 3-hour section dedicated to businesses with the goal of enhancing student life, and so much more.

Updates from the Strategy & Infrastructure Student Assistant

- Sarah Pecoskie-Schweir, Strategy and Infrastructure Student Assistant: Assisting the Executive team in drafting and updating NUSU policies.
-

TO COME...

- Campus Student Mental Health Committee meeting, 22 June 2022.
- Joint Finance Committee meeting, 22 June 2022.
- Pride Trivia, 23 June 2022.
- Pride BBQ, 28 June 2022.
- New Student Orientation, 4 - 8 July 2022.

Executive Report: VP Finance & Administration

Prepared by: Montana Taylor

June 20, 2022

This Report:

- Committee Updates
- Interoffice
- To come

BOG Audit and Finance Committee

- They made a motion for a recommendation for approval of the implementation of out-of-province tuition rates for the 2022/2023 academic year. NUSU abstained as sufficient information regarding the motion was not provided to make the most informed decision. The motion was passed and went to the Board of Governors.
- Quarterly updates about investments were provided. The University's investments are split from 50% in cash and bonds and the other 50% in equity . Inflation rate changed in March 2021, which was expected during the pandemic to happen, 8-9 rate hike has happened and approximately 7 more to go. The University has a diverse investment portfolio of E.S.G (Environmental, Social, and Governance) investments.

BOG Plant and Property Committee

- An update was given about the projects currently underway. Most of the simulation labs are currently having project proposals/bids from different architect firms read.

Board of Governors Committee

- The Campus Sexual Violence Policy was passed.
- The motion recommended by the Audit and Finance Committee regarding the increase of Out-of-Province tuition was passed. NUSU voting members voted No and during our NUSU report we made a statement to explain why we voted No.

- Amendments to the Freedom of Speech Policy were passed.
- Amendments to the Campus Gift Acceptance Policy were passed.
- Amendments to the Naming Campus Assets Policy were passed.

Interoffice

- On Thursday June 2, 2022 the executive team had an introductory meeting with Associate Dean, Education and Professional Studies Dr. Douglas Gosse. In this meeting we discussed his role and responsibilities and asked if there were any events he would like to attend or see NUSU put on.
- On Friday June 3, 2022 team Lakers composed of Nipissing University administration, faculty, NUSU staff, NUSU student summer staff, NUSU executives attended the United Way Airplane Pull event. Where we pulled a 30,000 pound plane across the tarmac. A huge thank you to Renee, Debra, David, Kevin and Casey for joining us.
- On Monday June 6, 2022 at the NUSU Student Centre, we met with the amazing women of Women10 Living Fit Inside-Out regarding intergenerational connections. After sharing lots of laughter and stories we also shared ideas of how to connect generations and are excited to collaborate with them throughout the year.
- On June 9, 2022 NUSU held the Board of Governors year end gathering after the Board of Governors meeting.
- On Tuesday June 14, 2022 NUSU went to the Installation of 7th President and Vice-Chancellor Dr. Kevin Wamsley. Congratulations to Kevin and welcome to the Lakers family.
- Tuesday June 14, 2022 started the mark of convocation. Congratulations to all graduates and honorary degree recipients for all your hard work that brought you here. Navigating University and your post secondary education is already a tough task but you managed to do it also through a global pandemic. Make sure to celebrate your accomplishments and thank your family, friends, faculty and staff and most importantly yourself for supporting your journey.

To Come:



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- June is Pride Month, so keep your eyes peeled on our social media pages with resources to learn more about Pride, how to be an ally, shows, books, and movies to watch. On Thursday June 23, 2022 we will be hosting a virtual Pride Trivia event.
- Our social media pages will also have updates on more events to come for the month of June.
- The 2022/2023 budget will be presented to the Audit and Finance committee and then a presentation will be made to the Board of Directors after all recommendations are finalized.
- Monday June 21, 2022 is National Indigenous Peoples' Day. Take the opportunity to learn more about Indigenous culture and about the lands on which you gather.

VPAA's Executive Report to the Board of Directors

Prepared by: Harikesh Panchal

June 15th, 2022

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- Student Advocacy
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 - Cystic Fibrosis Zumbathon
 - Intergenerational Day
 - National Cancer Survivors Day
 - World Environment Day
 - National Blood Donor Day
- Shinerama
- Things to come

It is fascinating how it has already been one and a half months into my term as VPAA. This past month my fellow executives and I had continued introductory meetings with different departments at the University. We also started to have meetings addressing different issues on campus and meeting with points of contact that can enact that change. I have continued my routine operations in assisting students with their concerns and getting them the contacts needed to properly communicate their issues. In addition, there's been a lot of organizational work for upcoming campaigns, campaigns for the school year, and the Shinerama campaign.

ACADEMIC SENATE (GENERAL)

I have attended two Academic Senate meetings, one on May 13th and the other one May 27th. At these meetings, I have provided detailed reports on behalf of NUSU to the Senate. The important points of these meetings were that the revised Academic Integrity Policy was approved, the Institutional Syllabus Template was approved, and

granting approval to graduate students who have completed their degree requirements. Congratulations to all graduating students!

NUAAC

At this meeting, which meets twice a year, we review and update accessibility policies to ensure that the school is maintaining the accessibility standards in correspondence to the AODA and the IASR. The Nipissing Website is compliant with the WCAG 2.0 Level AA. In addition, we received the Terms of Reference for the committee.

Student Advocacy

I have continued my efforts by attending committee meetings with Petition Exec, AAAPC, Senate Exec, and Academic Senate. At Academic Senate, the Revised Academic Integrity Policy has been passed and we are putting efforts towards ensuring that the policy has a more educational approach rather than punitive. We are looking to work with Nipissing Services to promote the revised policy to ensure students are educated.

I have been doing research to better advocate for students to provide them more grading options when it comes to their academic transcript as the pandemic has derailed some folks' education and their grades have taken a big hit.

I have also been attending weekly meetings with the Associate Dean of Education and Professional Studies, Dr. Doug Gosse, to speak about student concerns and how best to address these issues. In one of these meetings we talked further about student academic advocacy and this has been added to my research for providing more grading options for students.

Campaigns

Cystic Fibrosis Zumbathon

May was Cystic Fibrosis Awareness month. Riley, Preston, and I attended an awesome Zumbathon that was run by Cystic Fibrosis Canada and The Studio North Bay. They

were proud to announce that they have raised over \$100,000 for The Walk to Make Cystic Fibrosis History in the last 10 years. Thank you to members of CFC and the Studio for inviting us out to the Zumbathon and Riley and Preston for joining me at this event.

Intergenerational Day

Intergenerational Day was on June 5th - a day to raise awareness of the generational divide between age groups and how to better bridge the relationship between them. In awareness of this we held a collaborative event with women from Women10 Living Fit Inside-Out. At this event we had round table discussions on combating ageism, dismantling stigmas, and how to improve the relationship between generations. Thank you to Harriet Madigan and the Women10 Living Fit Inside-Out group for joining us on this educating experience.

National Cancer Survivors Day

June 5th was National Cancer Survivors Day - a day to raise awareness for the definition of cancer survivors and acknowledging the families of survivors, researchers, and health care professionals. In collaboration with Nipissing University/Canadore College Relay For Life we shared information on how to support survivors, recognizing that every survivor is different, support resources, and how to get involved as a student at Nipissing University through Nipissing University + Canadore College Relay for Life. Thank you to Nipissing University + Canadore College Relay for Life and Sarah McGowan for ensuring the information was published.

World Environment Day

June 5th was World Environment Day. A day to raise awareness about how imperative it is to take care of the environment as it affects us on a daily basis. In addition, it is a day to advocate for safer environmental practices as it can pursue the goal of sustainability of the planet and its organisms. NUSU is holding a community clean up event on June 26th to do our part in taking care of the environment. Thank you to the NUSU team for helping put this event together.

National Blood Donor Day

June 14th was National Blood Donor Day. Thank you Sarah P-S and Riley who did research on getting new and updated information in regards to blood donation. We posted social media graphics and we outlined the issue for gay/bisexual men who have been prohibited for donating their blood. However, there is a new policy that screens all individuals of their sexual behaviour as opposed to sexual orientation. If individuals answer yes to this first question, then they are asked if they've had anal sex with of their partners. If they have they will be required to wait 3 months from when they last had sex to donate. This doesn't help the negative stigmatization around gay/bisexual men and their sexual behaviour and donating blood because vaginal sex can still transmit HIV. We also provided information on the historical timeline of blood donation. We hope that we can continue our advocacy for this and hope that there are more equitable policies in place.

Pride Month

The month of June is recognized as Pride Month. Pride Month is to recognize the history of the LGBTQ2SIA+ community and their victories in gaining equality. We've put an emphasis on education of the community and how best to support and be a good ally. Thank you to the NUSU team for their work on updating information that has been posted on our social media that educates people on history, definitions, resources, and more.

Shinerama

A lot of behind the scenes work is being done in regards to plans for our Shinerama campaign. I've been looking back at previous Shinerama campaigns and getting that inspiration and putting those ideas into plans for this year. I have also been looking for new ways to engage more demographics for our common goal to fundraise to support individuals with CF. In the coming weeks I will be attending Shinerama Conferences. At these conferences I will be diving deeper into the campaign and using that knowledge to add to our campaigns to best raise awareness for Cystic Fibrosis. The NUSU team is working together to put plans in place for Shine Day during O-Week.

Things to come...

- June 21st is National Indigenous Peoples' Day. This is a day of reflection, recognition and celebration of Indigenous peoples. It is important to recognize

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the history and the discrimination the Indigenous population has faced. It is important to recognize that we need to do our best to reconcile and take action to embrace the culture and wisdom from Indigenous people.

- On June 23rd we will be hosting a Virtual Pride Trivia Night. We hope this will be a positive way to connect with our local and distance students as we celebrate Pride.
- On June 28th we will be hosting a Pride BBQ at the NUSU Student Centre Courtyard. We hope to have a good turnout and there will be activities set up such as a tie-dye booth, chalk coloring on pavement, karaoke, and more. We also will be providing vegan and vegetarian options for the BBQ.
- June 27th is Multiculturalism Day. This day is to honour the various cultural populations that build Canada. It is important to celebrate the cultural diversity and to continue the commitment to EDID.
- After the Board of Director meeting there will be the first Social, Shine, and Campaigns and Green Initiatives committee meetings of the term which I am very excited about! For those members who have signed up to be on these committees you will be receiving invitations promptly. Looking forward to working with you folks!

Executive Report: VP Student Life

Prepared by: Preston English

June 20, 2022

This Report:

- O-Week
- COCA
- Clubs and Societies
- Summer Events
- NSO (New Student Orientation)
- Convocation
- Relationship Building
- Food Bank
- Social Committee

O-Week

- O-Week will be taking place the week before Labour Day. The exact dates are August 29th to September 3rd.
- O-Week leaders have been informed if their application has been approved or denied. In total, there have been 17 successful applicants.
- As this number is very low compared to past years, I have reached out to Vito Castiglione. He is the Director of Athletics. He sent out an email regarding becoming an O-Week leader to every athletic team.
- We have also been in contact with Kate DeVuono. She was a Student experience Coordinator who was in charge of NSO. We discussed having the volunteers from NSO help out with O-Week.
- Although nothing is set in stone, we have also come up with the idea to potentially have faculty be involved. Specifically events like The Amazing Race where each faculty member would be stationed at an area in North Bay. This would simultaneously help us with our O-Week leader problem and help create a positive relationship between students and faculty.

- A tentative schedule has been released for Orientation. The University will have programming during the mornings, while NUSU will have programming during the evenings and some afternoons.
- Moving forward, I am looking to have the team structure completed. This will include team sizes, number of teams, names and t-shirt designs.
- All events should be finalized by the next Board of Directors meeting as well.
- I have also begun looking through the Frosh/Orientation manuals from previous years. This will help me learn how to properly write one as that is a task I have to have completed before leader training.

COCA (Canadian Organization for Campus Activities)

- Riley and I attended the COCA conference from June 8th until June 13th. COCA is an organization that represents over 60 post-secondary members from across Canada. Members attending are usually student unions/associations. They provided lectures, showcases and activities to educate students all about student life. We had many education sessions where we learned a plethora of information regarding student groups, event planning, marketing, orientation, and student unions/associations in general.
- I also wrote down the emails of every leader who is also in charge of Orientation. I plan to set up Zoom meetings where the leaders can come together and bounce ideas off of each other to ensure students are getting the best experience possible.
- Riley and I obtained business cards from almost all of the education lecturers and showcase events. We will bring this to the team to review this information to see if we potentially want to bring them onto campus.

Clubs and Societies

- A Harry Potter club is in the works of being created.
- I plan to use the immense education I received at COCA to look over student groups as we currently have a very limited number of them. Potentially shaving down the amount of time it takes for a club to be created could be beneficial.

- In order to gain more attraction to clubs, I came up with the idea to brainstorm a variety of club ideas that hit many demographics. Potentially adding them to the NUSU site and letting students sign up themselves. Once a club has enough people, elections would follow suit.

Summer Events

- NUSU has held some events this summer including a tree planting event, a provincial candidate meet and greet, a movie night, an airplane pull for charity and giveaways for Convocation, National Best Friends Day, Nature Photography Day, and International Nurses Day.
- Notable upcoming events this month include Virtual Pride Trivia on the 23rd, a Community Clean Up on the 26th, and a Pride BBQ on the 28th.

NSO (New Student Orientation)

- New Student Orientation will be taking place from July 4th until July 8th.
- July 4th-6th will be held virtually. (Peer Sessions, Learning Modules, Services etc).
- July 7th and 8th will be in person. (Tours of Residence, Education Centre, Library, Athletic Centre, and Student Centre).
- Volunteers are still being accepted so if you want to get involved, reach out to us.

Convocation

- The NUSU team volunteered for every Convocation from June 14th until June 17th.
- NUSU assisted with Degree Framing, Greeting, Social Media, and having Execs and Staff attend the ceremonies.

Relationship Building

- The new Executives continued their relationship building with Faculty and various departments this past month.

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- Meetings with NUFA (Nipissing University Faculty Association), President Kevin Wamsley, Casey Phillips, Doug Gosse and Genevieve Zulak (Manager of Residence Life) took place.
- In our meeting with Genevieve, NUSU had a discussion regarding the Sexual Violence Policy and why Residence has a separate policy than the University. We will have a future meeting about potentially combining them into one.
- In the same meeting, we asked Genevieve if NUSU could be represented in don training. We agreed to potentially have the Execs come in for training and to be added to the training booklet.

Food Bank

- We are looking to amend the Food Bank policy. We are having issues with students coming in and only grabbing gift cards and not any food. Gift cards are meant to be used as accommodations to students who have dietary restrictions, it seems as if they are being abused. Once we figure out how to solve this issue, we will update you.

Social Committee

- A Doodle Poll should have been sent to everyone who is on the Social Committee. Please fill it out as soon as you can so we can pick a date that works best for everyone.

To Come...

- More on O-Week (finalized structure)
- Clubs and Societies updates
- NSO

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NIPISSING UNIVERSITY STUDENT UNION



Cost Plus Reimbursement Policy

Approved by the Board of Directors on:

Last Review Date:

I. PREAMBLE

The purpose of this policy is to define the parameters surrounding the Private Health Services Plan, referred to as Cost Plus, that is available to full time NUSU employees that are eligible for benefits through the Chambers Commerce Group Insurance Plan.

II. COST PLUS

Cost Plus is an extension of the Chambers Commerce Group Insurance Plan that allows eligible NUSU employees to have Health, Dental and Vision Care expenses covered that are not traditionally covered or paid for by their insurance plan. Through Cost Plus the cost of these medical items are reimbursed on a tax-free basis to requesting individuals. This is due to the employer (NUSU) paying the reimbursement through pre-taxed dollars that creates a business deduction like group insurance premiums.

If used correctly, Cost Plus can be considered a Private Health Services Plan (PHSP), which is recognized by the Canadian Revenue Agency (CRA) as a vehicle which allows businesses to deduct Health-related expenses eligible under the Income Tax Act. Cost Plus covers all supplies and services considered eligible medical expenses under the Canadian Income Tax Act.

III. MAKING A COST PLUS REQUEST

1. Eligible employees can request a maximum of \$600 CAD of Cost Plus each fiscal year for Health, Dental and Vision Care expenses that are not covered or paid for by the Chambers Commerce Group Insurance Plan. Eligible employees can request to use Cost Plus multiple times, so long as the request does not accumulate to exceed the maximum of \$600 CAD.
 - a. If an eligible employee has dependents on their Chambers Commerce Group Insurance Plan, this \$600 CAD maximum request for Cost Plus applies to the eligible employee and their dependents as a whole.
2. Eligible employees must send a written request along with the original receipt to the executive committee in order to use Cost Plus within the fiscal year that the medical expense occurred.

3. Eligible employees will only be denied Cost Plus if their claim does not does not qualify as a medical expense as defined under section 118.2 (2) of the Income Tax Act.

IV. SUBMITTING A COST PLUS CLAIM

1. Once the Executive Committee has reviewed the request from the eligible employee to use Cost Plus and has confirmed that their request qualifies as a medical expense under the Income Tax Act, then the Vice-President, Finance and Administration would submit the Cost Plus Claim form, original receipts, and cheque for the amount of the claim plus a small administration fee and applicable taxes to NUSU's representative with the Chambers Commerce Group Insurance Plan.
 - a. It is the responsibility of the Executive Committee to confirm that the eligible employee has maxed out their benefits under their regular plan prior to the submission of a Cost Plus claim.
 - b. It is the responsibility of the Vice-President, Finance and Administration to accurately and fill out the Cost Plus Claim form.
2. The Executive Committee must inform the eligible employee if their request to use Cost Plus has been approved or denied on the basis of its compliance of qualifying as a medical expense under the Income Tax Act within three (3) business days after receiving the request from the eligible employee receiving the request from the eligible employee.
3. Submission of the Cost Plus Claim to the Chambers Commerce Group Insurance Plan representative must be done within five (5) business days after receiving the request from the eligible employee.