

NIPISSING UNIVERSITY STUDENT UNION



Board of Directors Meeting Minutes – Nipissing University Student Union
May 16, 2022 - 6PM - 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
 May 16, 2022 - 6PM - 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	Present
Director-at-Large:	Emily Cooke	Present
Director-at-Large:	Jared Gagne	Present
Director-at-Large:	Mercedes Parsons	Regrets
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:	Sarah Pecoskie-Schweir	Strategy and Infrastructure Assistant

1. Formal Opening – Call to Order

The Board of Directors meeting is called to order at 6:01PM.

2. Land Acknowledgement

Riley McEntee offers a traditional land acknowledgement.

3. Declaration of Conflict of Interest

There is none.

Adam Strang joins at 6:12pm.

4. Adoption of Agenda

MOTION: To adopt the agenda for the Board of Directors Meeting dated May 16, 2022,

as circulated.

*Moved by BROWNLEE;
seconded by COOKE.*

Discussion:
There is none.

*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 MCENTEE;
seconded by COOKE.*

Discussion:
There is none.

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

6. Business Arising from the Minutes

a. Memorandum of Understanding with Nipissing University

PECOSKIE-SCHWEIR explains to the board the details of the Memorandum of Understanding with Nipissing University that has recently been signed by NUSU and Nipissing University. The previous board had approved the latest draft in the previous term, Riley McEntee and Montana Taylor signed the Memorandum of Understanding on May 5, 2022. This Memorandum is a three year contract.

7. Executive Reports

a. Report From the President

MOTION: That the report from the President dated May 16, 2022 be received.



*Moved by COOKE;
seconded by GAGNE.*

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 May 16, 2022 be received.

*Moved by BROWNLEE;
seconded by STRANG.*

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 May 16, 2022 be received.

*Moved by BROWNLEE;
seconded by GAGNE.*

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 May 16, 2022 be received.

*Moved by BROWNLEE;
seconded by GAGNE.*

Discussion:

COOKE asks if we have enough O-Week leaders. ENGLISH explains that we do have a plan to recruit more leaders to ensure a successful O-Week.

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

8. Committee Reports
a. Audit & Finance Committee

MOTION: That the Board elect three nominees to fill the vacant positions in the Audit & Finance Committee, these being Emily Cooke, Jared Gagne, Adam Strang.

*Moved by BROWNLEE;
seconded by TAYLOR.*

Discussion:

Emily Cooke, Jared Gagne, and Adam Strang nominate themselves.

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

b. Elections Committee

MOTION: That the Board elect two nominees to fill the vacant positions in the Elections Committee, these being Anna Brownlee and Jared Gagne.



*Moved by COOKE;
seconded by STRANG.*

Discussion:

Anna Brownlee and Jared Gagne nominate themselves.

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

c. Appeals Committee

MOTION: That the Board elect a nominee to fill a vacant position in the Appeals Committee, this being Josee Laforest.

*Moved by GAGNE;
seconded by COOKE.*

Discussion:

Josee Laforest nominates herself.

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

d. Governance Committee

MOTION: That the Board elect three nominees to fill the vacant positions in the Governance Committee, these being Anna Brownlee, Adam Strang and Jared Gagne.

*Moved by cooke;
seconded by ENGLISH.*

Discussion:

Anna Brownlee, Adam Strang and Jared Gagne nominate themselves.

*No noted abstentions.
No noted opposition.*

Motion carries.

e. Campaigns and Green Initiatives Committee

MOTION: That the Board elect three nominees to fill the vacant positions in the Campaigns & Green Initiatives Committee, these being Josee Laforest, Emily Cooke, Jared Gagne.

*Moved by ENGLISH;
seconded by TAYLOR.*

Discussion:

Josee Laforest, Emily Cooke, Jared Gagne nominate themselves.

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

f. Shine Committee

MOTION: That the Board elect one nominee to fill the vacant position in the Shine Committee, this being Josee Laforest.

*Moved by COOKE;
seconded by GAGNE.*

Discussion:

Josee Laforest nominates herself.

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

g. Social Committee

MOTION: That the Board elect two nominees to fill the vacant positions in the Social Committee, these being Adam Strang and Jared Gagne.

*Moved by BROWNLEE;
seconded by COOKE.*

Discussion:

Adam Strang and Jared Gagne nominate themselves.

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

9. Question Period

10. New Business

a. Next land acknowledgement will be from Montana Taylor

MCENTEE explains the list of the order for the land acknowledgements is on Boardable, if an Emergency Board Meeting is scheduled, an executive will provide the land acknowledgement. Also, the summer board meeting dates have been set for June 20, July 18, and August 22, 2022 at 6pm.

b. Reports from the Board

There is no discussion.

c. Overtime Policy

MOTION: That the Board of Directors dissolve the Overtime Policy dated March 3, 2016.

*Moved by GAGNE;
seconded by BROWNLEE.*

Discussion:

Sarah Pecoskie-Schweir explains why the policy is to be dissolved.

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

d. Student Health Plan Policy

MOTION: That the Board of Directors dissolve the Student Health Plan Policy dated August 23, 2017.

*Moved by COOKE;
seconded by BROWNLEE.*

Discussion:

Sarah Pecoskie-Schweir explains why the Student Health Plan Policy is to be dissolved.

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

e. Conference Policy

MOTION: That the Board of Directors accept the amendments made to the Conference Policy.

*Moved by BROWNLEE;
seconded by COOKE.*

Discussion:

Sarah Pecoskie-Schweir explains the amendments made to the Conference Policy.

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

f. Workplace Health and Safety Policy

MOTION: That the Board of Directors approve Workplace Health and Safety Policy.

*Moved by BROWNLEE;
seconded by STRANG.*

Discussion:

Sarah Pecoskie-Schweir explains the need to approve the Workplace Health and Safety

Policy, this is a mandatory policy by the Government of Canada.

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

g. Pay Equity Policy

MOTION: That the Board of Directors approve Pay Equity Policy.

*Moved by GAGNE;
seconded by COOKE.*

Discussion:

Sarah Pecoskie-Schweir explains the need to approve the Pay Equity Policy, this is a mandatory policy by the Government of Canada.

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

h. Accessibility Policy

MOTION: That the Board of Directors approve Accessibility Policy.

*Moved by COOKE;
seconded by STRANG.*

Discussion:

Sarah Pecoskie-Schweir explains the need to approve the Accessibility Policy, this is a mandatory policy by the Government of Canada.

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

i. Workplace Violence, Discrimination, and Harassment Policy

MOTION: That the Board of Directors approve the Workplace Violence, Discrimination, and Harassment Policy.

*Moved by PANCHAL;
seconded by STRANG.*

Discussion:

Sarah Pecoskie-Schweir explains the need to approve the Workplace Violence, Discrimination, and Harassment Policy, this is a mandatory policy by the Government of Canada.

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

11. Adjournment

MOTION: That the meeting of the Board of Directors dated May 16, 2022 be adjourned.

*Moved by COOKE;
seconded by GAGNE.*

Discussion:

There is none.

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

7:00 PM – Meeting adjourned.

Executive Report: President

Prepared by: Riley McEntee
16th May, 2022

This Report:

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

Operational Readiness Committee

- Tuesday, 2 May 2022.
- Topics included:
 - Nipissing University's transition into Phase 4 and what that transition would look like for students, staff, and faculty.
 - What a post-Phase Nipissing University could look like; we will never return to pre-pandemic operations, but the alternative is still in the works.
 - Mask mandates and how long we may keep them; likely up to the Fall with a reassessment going into the semester.
- As of right now, the University has moved into Phase 4. Part of this change is extended hours of operation for several locations, ie. Robert J. Surtees Student Athletics Centre, on-campus.

CFS

- Tuesday, 10 May 2022, the Executive team received training from CFS.
- Thursday, 12 May 2022, I was ratified by the CFS Ontario Executive Committee as the local representative.

Miscellaneous Meetings, Committees, and Events

- Campus Student Mental Health Committee (CSMHC) Meeting:
 - Monday, 2 May 2022.

- Looking to expand into the next phase of their Committee. In this next phase they want more mental health representation. The Executive team was consulted on seeking more student representation. More is to come.
- Office of Indigenous Initiatives:
 - VPSL Preston and I had the pleasure of attending a luncheon with OII. There we met Melanie Lanois, the Manager of Indigenous Student Success, Romeo Fournier, the Director of Indigenous Initiatives, and several other staff and guests (including an Elder). Preston and I had a phenomenal time, the lunch was great, and we learned many things about the Office and its services. Thank you, OII!
- Three Minute Thesis (3MT) Competition:
 - Thursday, 5 May 2022.
 - The Graduate Studies Coordinator Amber McCarthy had invited NUSU to assist in the 3MT Competition. I had the pleasure of co-hosting the event alongside Amber McCarthy and Dr. Jim McAuliffe, the Dean of Graduate Studies and Research.
 - A special thanks goes out to both Amber and Dr. McAuliffe, the guest speakers, Erin Watters (NU 3MT 2021 Winner) and Casey Monkelbaan (NU 3MT 2021 Runner-Up), and a *big* shout out to this year's winners:
 - First Place: KJ Hills! She is a PhD in Education student, and her presentation was titled: *"Get the @\$%&! off the road!" and Other Forms of Self-Talk.*
 - Second Place: Jamie Jackson! He is a PhD in Education student, and his presentation was titled: *The Neoliberal Business of Commodifying Public Education: Unsustainable Education and How it is Bankrupting the Mental Health of Public Educators & Students in Ontario.*
 - People's Choice Award: Jackie Rochefort! Jackie is a Master of Science in Kinesiology student, and her presentation was titled: *#SportsForEveryone?.*

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

To Come:

- Thursday, 12 May 2022, the Executive team is attending Nipissing University's Board of Governors Meeting. A Report will be presented at the next Board of Directors Meeting regarding this.
- Saturday, 14 May 2022, I am attending the Nipissing University Alumni Advisory Board (NUAAB) Retreat and General Meeting as their sole student representative and as a voting member.
- Monday, 16 May 2022, I will be meeting with Dr. Kevin Wamsley, the President of Nipissing University.
- From Wednesday, 8 June 2022 to Sunday, 12 June 2022, VPSL Preston and I will be attending the Canadian Organization of Campus Activities (COCA) Conference.
- And much more is in the works!

Executive Report: VP Finance & Administration

Prepared by: Montana Taylor

May 12, 2022

This Report:

- Committee Updates
 - Interoffice
 - To Come
-

Merchandise and Sales Committee

- Finalized the samples on what we would want as our first order of items.

BOG Audit and Finance Committee

- Approved the 2022/2023 budget and motioned for it to be sent for final approval at the Board of Governors' next meeting. They are projecting a \$765,000 dollar deficit for the next fiscal year.
- Only received 1 million of Northern Grant funding and received no funding from the COVID Relief grants.

Campus Safety Mental Health Committee

- Preparing to move onto the next phase of the policy revamping and have it be presented to President Dr. Kevin Wamsely.
- Presented an update that they are finishing data collocation with stakeholders (i.e: Students, staff, administration, faculty).
- They put out a for more committee members, Riley McEntee asked for more student representation as this policy around mental health directly impacts students.

Interoffice

- April 25th, 2022 - April 28th, 2022 we completed the last week of transition training with the previous year's executive team.
- Officially started the new executive team term on Monday, May 2nd, 2022
- Started working on planning events for the year and different go to <https://nusu.com/summer22/> and you can get notified of any events put on this summer by following @nusutalks on Instagram, and Facebook and Twitter.
- Introductory meetings:
 - Thursday, May 5th, 2022; Introductory meeting with Renee Harquard Vice-President of Finance & Infrastructure, as well as meeting with Cheryl Sutton Vice-President of Finance & Administration. In this meeting, we discussed their roles and responsibilities and how NUSU and Nipissing work together for the financial aspect of things.
 - Tuesday, May 10, 2022; CFS executive training and meeting members of the CFS team.
 - Tuesday, May 10, 2022; Introductory meeting with Grad Studies Dr. Jim McAuliffe who is the Dean of Graduate Studies and Amber McCarthy who is the Graduate Studies Coordinator. In this meeting, we discussed how we can best support grad study students and how we can ensure grad student work is being highlighted and praised.
 - Wednesday, May 11, 2022; Introductory meeting with Student Learning Transitions Jill Gear who is in charge of Mature and Transfer Students, Record of Student Development and Dave Marshall Leadership awards. In that meeting was also Veronica Afonso (Student Learning Coordinator - Math & Science), as well as Lindsey Voisin (Student Learning Coordinator - Writing & Academic Skills). In this meeting, we met and talked about how NUSU can help promote the services SLT offers and possible partnerships we may do in the future.
 - Wednesday, May 11, 2022; Introductory meeting with Genevieve Zulak who is Residence Life Manager. In this meeting, we discussed possible partnerships with residence life and how NUSU can best support students



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in residence and how NUSU can best support Dons and more specifically the Academic Dons.

- Thursday, May 12, 2022; Introductory meeting with Dr. Casey Phillips who is Assistant Vice-President, Students. In this meeting, we discussed what he does and how he can best support NUSU and if something isn't under his portfolio how he can connect me with the correct person and we can brainstorm ideas.

To Come:

- Finalizing the budget to be presented to the Board of Directors
- May 16, 2022, 12-2 pm Tree planting at the NUSU Student Centre
- Provincial Debate May 18, 2022, via Zoom
- Finalizing the budget to be presented to the Board of Directors
- Audit

Executive Report: VP Advocacy & Awareness

Prepared by: Harikesh Panchal

May 16th, 2022

This Report:

- Student Advocacy
- Campaigns
- Transition
- Things to come

The first few weeks of my term have been nothing short of exciting with so many opportunities to learn. In the past few weeks, I have attended several meetings with my fellow executives to meet different departments and faculties at the University. Another area I have been focusing my efforts on the past few weeks is assisting students with any academic matters such as petitions, appeals, or concerns as it is the end of the winter term. Following that it has been a lot of brainstorming and planning for future events. I am hungry to learn more and am looking forward to serving the student body at the University.

Student Advocacy

For the past few weeks, I have focused my efforts on assisting students with their academic concerns. This is providing clarification on the process of an appeal, petition, or complaint and being there to support them through this process. I have been attending committee meetings for advocacy of the students through Petition Executive, Senate Executive, AAAPC, and Academic Senate. I have had introductory talks with the Deans and Associate Deans either through introductory meetings, one-on-one virtual meetings, and/or email. These introductions have served as an asset to better understanding the processes of addressing student concerns. I am excited for this opportunity to advocate for these students as I know academics are a very important part of our lives as students.



Campaigns

May is Cystic Fibrosis Awareness month and I have been educating myself on Shinerama and cystic fibrosis. I am looking to start raising awareness through social media and infographics as that is the best means to reach our students at this time. On May 27th, there is going to be a Zumbathon held to raise awareness for Cystic Fibrosis and I am excited to say I will be attending. Although dates have not yet been released for the Shinerama Conference when they are I will be attending to get more information and understanding of Cystic Fibrosis and how we can better advocate. Additionally, we as a team have been brainstorming campaigns that would be helpful for our student body, community, and beyond. In May we have a few campaigns planned and we are very excited to provide a platform for these issues.

Transition

For the past few weeks, I have been working with the past executives and current staff members for my transition. I have worked one-on-one with Sarah P-S on transitioning into the VP A&A role and that has served as an asset when it comes to advocating for students' academics. In the last week of April, we had a full week of training with the past executives and current staff and that helped to provide a further understanding of our roles and working as a team. Staff had set up team-building activities which was a great opportunity to bring our walls down and show our spirit, drive, and emotions. A big portion of the transition was introductions to different departments and faculties at the University. These meetings led to great discussions on potential partnerships, positive communications, and understanding of different roles at the University. I am grateful for how all individuals we met helped us alleviate stress/anxiety about our roles at NUSU and created positive dialogue for collaboration. I am also grateful for how seamless the transition felt for me and I would like to give props to the previous executive team and the NUSU staff. I strongly believe that this transition is going to help me serve my role to the best of my ability.

Things To Come



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- Although dates are not yet released yet, the Shinerama Conference will be happening later this month and I am looking forward to attending and learning about CF and Shine. I hope to bring back this knowledge and create plans for advocacy and raising awareness. Then, I am looking to set up meetings with the Shine Committee to start a positive dialogue.
- Exciting summer events and campaigns
- Nipissing Board of Governors meeting on May 12th, 2022.
- More introductory meetings with departments and faculties
- Provincial election
- North Bay CF: Zumbathon May 27th, 2022
- PRIDE Month - June. Looking forward to campaigning for Pride Month and the planning and hosting events

Executive Report: VP Student Life

Prepared by: Preston English

May 16th, 2022

This Report:

- O-Week
- Transition Training
- COCA (Canadian Organization for Campus Activities)
- Clubs and Societies
- Food Bank
- Summer Events
- NSO (New Student Orientation)
- Relationship Building

O-Week

- O-Week will be taking place the week before Labour Day. The exact dates are August 29th to September 3rd.
- Leader training will most likely be taking place the week prior to O-Week. The exact days are to be determined after leaders are chosen.
- Brainstorming for events has begun but again, nothing is set in stone. I have looked back at the past couple of Orientations to see what works and what did not. (Days like beach day will be changed).
- In terms of if O-Week will be in person or online, If all goes well, we are pushing for O-Week to be in person. I will most likely be creating online events to accommodate remote learners and international students.
- I have been completing O-Week interviews this past month. Even though we have reopened the application numerous times, we still only have 16 potential candidates we would say yes to. The applications have remained open.
- NUSU is not charging students for O-Week this year. We are looking to have O-Week as a consistent schedule that remains the same all week. Each day

would be 10 am-10 pm. This is to promote a healthy lifestyle. (Not staying up super late). There would be two breaks of 2 hours each (12pm-2pm and 5pm-7pm).

Transition Training

- Throughout April, Emily Wilson (Past VPSL) provided me with a large amount of training for this role. We extensively looked over O-Week, Clubs and Societies, Daily Operations and much more. Much of my first official week at NUSU has been reviewing information and learning how NUSU works.

COCA (Canadian Organization for Campus Activities)

- COCA will be taking place from June 8th to June 12th, 2022. COCA is an organization that represents over 60 post-secondary members from across Canada. Members attending are usually student unions/associations and University/College departments. They provide lectures and activities to educate attending members regarding all sorts of campus activities programming. Ranging from fun social events for students to many advocacy ones. Riley and I will be attending and will be taking extensive notes.

Clubs and Societies

- Been in contact with an executive of most clubs and societies. I want to build a good relationship and continue having an active dialogue with all student groups. Asked if there were any questions or concerns and expressed how my email is always open.
- Reviewed the Student Groups Policies to ensure I properly understand them.
- In the early stages of picking up where Emily Wilson left off with the Student Groups Handbook. Reviewed last year's version to understand how to properly write everything out.
- Added Political Science Society to the new Master List of Clubs and had a meeting with their new President Tanya Matthews.

- Calculated and sent out election results for NUBASE and Political Science Society.

Food Bank

- The hours for the Food Bank in the summer are our Student Centre business hours: 8:30 am to 4:30 am Monday to Friday.
- Founders and Chancellors Residence have donated a large amount of food that was leftover from students.
- We have checked the expiration dates of every single item donated and added them to the Food Bank.

Summer Events

- The Executive Team and Staff have understood there are a good amount of students who stay in North Bay during the summer. To accommodate this, we have sat down and began creating a calendar full of summer events that students can participate in.
- Notable events coming up are a Tree Planting event for National Love a Tree day on May 16th from 12:00 pm-2 pm and a Beach day on May 28th for National Sunscreen day.

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).
- There will be many volunteer opportunities for the in-person portion.

Relationship Building

- The Executive Team and Staff have met with a plethora of Faculty and Departments to build a relationship right off the bat.
- These meetings include Romeo, Melanie, and the rest of the team in OII (Office of Indigenous Initiatives), Cheryl Sutton (VP Finance and Administration), Renee Hacquard (Assistant Vice President, Finance and Infrastructure), Amber McCarthy and Jim McAuliffe (Graduate Studies), Lindsey, Veronica and Jill (Student Learning and Transitions), Genevieve (Residence Life Manager), and Casey Phillips (Assistant Vice President, Student Development and Services).

To Come...

- More on O-Week (O-Week leaders specifically).
- More on NSO (New Student Orientation)
- Additions to the Summer Events Calendar
- COCA Updates

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NIPISSING UNIVERSITY STUDENT UNION



Workplace Health and Safety Policy

Approved by the Board of Directors on: May 16th, 2022

I. PREAMBLE

This policy outlines the legal, moral and social responsibility that the Nipissing University Student Union (NUSU) has to identify and address health and safety concerns in the workplace.

II. HEALTH AND SAFETY REQUIRED TRAINING AND INFORMATION

In accordance with the guidelines set out by the Government of Ontario, NUSU has the legal responsibility to ensure all employees receive the following trainings:

1. Health and Safety Awareness Training (Worker or Supervisor);
2. AODA Training;
3. WHMIS Training (2015);
4. Workplace Violence and Harassment Prevention Training.

In addition to ensuring employees complete the required training courses, NUSU will also make efforts to offer additional workshops and webinars throughout the year on the aforementioned topics previously identified.

Information regarding Health and Safety protocols, the Act, Health and Safety representative, and policies can be found on the Health and Safety bulletin board that is located in the Copy Room (Room 214).

III. HEALTH AND SAFETY REPRESENTATIVE

In accordance with guidelines set out by the Government of Ontario, as a corporation with more than six employees but less than twenty, NUSU requires a Health and Safety Representative. This Health and Safety Representative must be elected by their fellow workers who do not exercise managerial functions. Once elected, NUSU will provide the

Health and Safety Representative with a foundation occupation health and safety e-module training.

The key responsibilities of the Health and Safety Representative under the Occupational Health and Safety Act include:

1. Identifying actual and potential workplace hazards;
2. Inspecting the workplace regularly;
3. Being consulted about and being present at the beginning of health and safety-related testing in the workplace;
4. Making recommendations to the employer about health and safety in the workplace;
5. Participating in investigation of work refusals;
6. Inspecting the site of a critical injury or fatality at a workplace; and
7. Obtaining health and safety-related information from the employer.

The NUSU Executive Committee has a general duty under the *Occupational Health and Safety Act* to co-operate with the Health and Safety Representative to carry out their legislative functions. The NUSU Executive Committee is required to:

1. Provide any information that the Health and Safety Representative has the power to obtain from the employer;
2. Respond to Health and Safety Representative recommendations in writing;
3. Give the Health and Safety Representative copies of all written orders and reports issued by the Ministry of Labour, Training and Skill Development inspector;
4. Report any workplace deaths, injuries and illnesses to the Health and Safety Representative; and
5. Pay the Health and Safety Representative while they are performing their HSR duties.

IV. OCCUPATIONAL HEALTH AND SAFETY STATEMENT

The Executive Committee at the Nipissing University Student Union is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Nipissing University Student

Union will make every effort possible to provide a safe, healthy work environment. All supervisors and employees must be dedicated to the continuing objective of reducing the risk of injury.

The Nipissing University Student Union, as the employer, is ultimately responsible for worker health and safety. The NUSU Executive Committee hereby commits to comply with their duties under the *Ontario Occupational Health and Safety Act*, such as taking every reasonable precaution necessary for the protection of employees in the workplace.

Supervisors will be held accountable for the health and safety of employees under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.

Every employee must protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by NUSU. Employees will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization.

Date: May 16th, 2022

Approved by:

Riley McEntee
NUSU President

Montana Taylor
NUSU Vice-President, Finance &
Administration

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Preston English

NUSU Vice-President, Student Life

Harikesh Panchal

NUSU Vice-President, Advocacy &
Awareness

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NIPISSING UNIVERSITY STUDENT UNION



Conference Policy

Approved by the Board of Directors on: August 23, 2016

Last Review Date: May 16th, 2022

I. PURPOSE

The purpose of this policy is to outline the protocols and procedures that NUSU representatives (employees and Executives) must follow when attending business conferences or meetings that are out of town.

The NUSU representative must seek approval from the Executive Committee to attend the conference or meeting by presenting the itinerary; as well, the Executive Committee must also approve of the travel accommodations prior to the NUSU representative's departure for the conference or meeting.

II. HOTELS

Professional conferences or meetings that occur outside of North Bay may require the booking of accommodations.

1. NUSU representatives that are attending a professional conference are responsible for the booking and confirmation of hotel accommodations ahead of time unless the conference hosts provide accommodations for their conferences.
2. Conferences typically occur at hotels; however, the NUSU representative is not required to stay at that particular hotel. It is expected that the NUSU delegate(s) complete every effort to acquire reasonably priced accommodations within a one-kilometre distance to the location of the conference.
3. The NUSU representative will use their corporate credit card to book the hotel room if need be. The NUSU representative is responsible for any additional charges to the room that is outside the price of the accommodation.
4. NUSU representatives may be asked to share rooms if attending the same conference or meeting; however, no NUSU representative will be



obligated to share a room with another. Individuals will be asked separately if they would like to share a room with one another.

- a. Executives and employees will never be asked to share a room together.

III. TRAVEL

1. Where appropriate NUSU representatives will drive the company vehicle when travelling to and from the conference or meeting. When the company vehicle is not available, NUSU representatives will use car rental, given they meet the requirements of the province to rent a car. NUSU representatives shall use their corporate credit card to pay for the gas used to travel to and from the conference or meetings. If the NUSU representative does not possess a corporate credit card and has to use their personal funds, that NUSU representative shall provide the itemized receipts for gas to NUSU for reimbursement.
2. Should a NUSU representative be unable to drive the company vehicle or rental car, they will use public transportation to travel to and from the conference or meeting. NUSU will cover the cost of the public transportation ticket.
3. Should a conference or meeting require travel via aeroplane, the NUSU representative must ensure that they are buying the most economically feasible seat available, this is commonly referred to as a coach. NUSU will cover the cost of the aeroplane ticket.

IV. PER DIEM

1. At conferences or meetings where the majority of meals are provided, members are entitled to a per diem of \$25/day. At conferences or meetings where the majority of meals are not provided, members are entitled to a per diem of \$60/day. The NUSU representative should present the conference or meeting itinerary to the Executive Committee to see which per diem they are allowed.
2. A NUSU representative who possesses a NUSU corporate credit card may purchase up to the amount listed per day when other meals are not provided. The cardholder must provide an itemized receipt for each per diem transaction, along with the conference itinerary/schedule. Alcohol purchases on the corporate card are strictly prohibited. In the case that an



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alcohol purchase is made on the corporate credit card, NUSU shall be reimbursed, and the employee may face disciplinary action. A picture of the receipt will suffice as proof if the original, itemized receipt is misplaced.

3. In the event that a NUSU employee does not possess a corporate credit card and has to use their personal funds, that employee shall provide the itemized receipts to NUSU for reimbursement. A picture of the receipt will suffice as proof if the original, itemized receipt is misplaced. NUSU representatives will not be reimbursed for alcohol purchases made with their personal funds.

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Pay Equity Policy

Approved by the Board of Directors on: May 16th, 2022

I. PREAMBLE

This policy outlines the legal, moral and social responsibility that the Nipissing University Student Union (NUSU) has, in compliance with the Government of Ontario's *Pay Equity Act*, ensuring employers pay employees equal pay for work of equal value.

II. PAY EQUITY

NUSU is committed to ensuring a work environment that is free from discrimination because of race, religion, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, disability, age, marital status, and family status. In keeping with this commitment and compliance with the *Pay Equity Act*, NUSU promises that employees will not be paid a rate of pay less than that of another employee on the basis of sex and/or gender for any of the following reasons:

- Their work may appear very different but are of equal and/or comparable value;
- They perform substantially the same kind of work in the same establishment;
- Their work requires substantially the same skill, effort and responsibility; and
- Their work is performed under similar working conditions.

Note: While the *Employment Standards Act, 2000* does not prevent employers from paying employees of the same sex and/or gender different rates of pay for equal work, in best practices and following outlines in the *Ontario Human Rights Code*, NUSU commits to paying all employees the same rate of pay for equal work regardless of sex and/or gender.

III. EXAMPLES OF EQUAL WORK

1. Substantially the Same Kind of Work



- a. Work does not have to be the exact same to stipulate it being equal work. What matters is the actual work performed by the employees, not the stated conditions of their job offer or job description.
2. Substantially the Same Skill, Effort, and Responsibility
 - a. Skill means the amount of knowledge, physical skill, or motor skills required to perform a job duty. This includes:
 - Education, (diplomas, degrees, etc...)
 - Training, (apprenticeship)
 - Experience, (number of years required to master a skill)
 - Manual dexterity, (hand-eye coordination)
 - b. Effort is the mental or physical effort needed to perform a job to satisfaction. An example of Mental Effort can be the amount of concentration and thinking required to perform research. An example of Physical effort can be the physical strength required to move tables and chairs.
 - c. Responsibility includes the number and nature of an employee's job responsibilities, and how much accountability and authority the employee has for those responsibilities. This includes:
 - The ability to make decisions and take actions
 - Responsibility for the safety of others
 - Supervising other employees
 - Handling cash
 - The amount of supervision over the employee
 3. Similar Working Conditions
 - a. Working conditions refer to the working environment, such as being in an office or outdoors; exposure to weather, such as working in rain or in snowstorms; and exposure to health and safety hazards, such as working with/near chemicals or heights.

IV. EXCEPTIONS

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While NUSU is in full compliance with the *Pay Equity Act*, on the basis of seniority, an employee could receive a higher rate of pay than another employee of a different sex and/or gender. Determination of a higher rate of pay on the grounds of seniority are based on the length of service the individual has as an employee of NUSU

V. FILLING A CLAIM

If a NUSU employee believes that NUSU is not complying with the equal pay for equal work provisions set out in the *Pay Equity Act*, they can file a claim with the Ministry of Labour, Training and Skill Development on the Government of Ontario website or by calling the Employment Standards Information Centre:

- (Phone): 416-326-7160
- (Toll-free in Ontario): 1-800-531-5551
- TTY (for hearing impaired): 1-866-567-8893

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NIPISSING UNIVERSITY STUDENT UNION



Accessibility Policy



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Approved by the Board of Directors on: May 16th, 2022

I. PREAMBLE

This policy outlines the legal, moral and social responsibility that the Nipissing University Student Union (NUSU) has to ensure that all members and employees, especially those with disabilities, are able to participate, attend, and engage in events and student services to the fullest degree possible.

The policy reaffirms NUSU's commitment and legal obligation to follow the guidelines and requirements set out in the *Accessibility for Ontarians with Disabilities Act, 2005*, including giving members and employees of all abilities the opportunity to fully participate in various activities and initiatives by identifying and removing barriers and addressing the needs of those with different disabilities

II. STATEMENT OF COMMITMENT

NUSU exists first and foremost to advocate for the rights of Nipissing University Students, this includes accessibility. NUSU is committed to ensuring that equal access and participation will be given to all members and employees with disabilities, meeting their needs in a timely manner and through appropriate channels that maintain their independence and dignity.

III. TRAINING

NUSU will provide training to all employees, volunteers, Directors-at-Large, and all other persons who provide goods, services, and facilities on behalf of NUSU. This training will be on the *Accessibility for Ontarians with Disabilities Act, 2005*, and how the Act works with the *Ontario Human Rights Code*. NUSU will ensure that the following steps are taken to provide employees with the training necessary to meet Ontario's accessibility laws:

1. Incorporate accessibility training into Employee onboarding and position training;
2. Allocating the appropriate resources to develop or purchase training modules and workshops for all employees;
3. Maintain a record of dates and completion certificates of when training was provided and to whom; and
4. Ensuring employees receive ongoing training on Ontario's accessibility laws and any changes or amendments that may transpire.

IV. EMPLOYMENT STANDARD

NUSU is committed to creating a work environment that is free from discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, disability, age, marital status, and family status. NUSU will ensure that employment practices are fair and accessible to all individuals.

1. NUSU will notify the public and its employees of the availability of accommodation that will be provided during the recruitment, assessment, and selection processes. Work with the applicant making the request for accommodation to find a suitable accommodation that does not take away their independence and/or dignity. All applicants will be informed of NUSU's policies and procedures for supporting employees with disabilities
2. NUSU will work in consultation with employees requesting an accommodation to find a suitable accommodation that does not take away their independence and/or dignity.
3. NUSU will work in consultation with employees who have been injured or experienced a work-related illness on creating a return-to-work plan that ensures the employee is being accommodated, promotes recovery, and sets the employee up for success.

V. ACCESSIBILITY FOR MEETINGS, EVENTS, ACTIVITIES AND INITIATIVES

NUSU commits to ensuring that all meetings, events, activities and initiatives are accessible for its employees and members through several accommodation options. These options shall be considered and implemented at any meetings, events, activities, and initiatives run by or under NUSU, without request, upon it being reasonable to do so. These options consist of the following:

1. Accessible venues;
 - a. Accessible parking is available close to the building where the event is taking place.

- b. A barrier-free path from the road, parking lot or sidewalk to the building entrance of the event.
 - c. An accessible entrance and exit.
 - d. An elevator if the event is not held on the ground floor.
 - e. Truncated Domes on all stairs if the event is not held on the ground floor.
 - f. Ramps that accommodate mobility devices within the building of the event if there are barriers.
 - g. Accessible and all-gender washrooms in close proximity to the event.
2. Obstructions cleared from the walkway in the event of inclement weather;
3. Accessible audio and visual communications;
 - a. Captioning for video conferencing events
 - b. Audio description for video conferencing events
 - c. Reading the written information aloud.
 - d. Having material available in large text.
 - e. Translated material for speakers of another language.
4. Use of microphones and speakers whenever necessary;
 - a. Availability of online screenings of meetings or events for remote attendees.
5. Dietary needs of all attendees;
6. Visual Aids;
 - a. Ensuring posters, signage, and handouts are printed legibly and use accessible fonts (i.e. Arial).
 - b. Providing an electronic copy of materials to attendees.
7. Proper event-specific signage;
 - a. Entrance and exit signage that is clear to identify and read.
8. Breaks provided in meetings lasting more than two (2) hours;

If a volunteer or student member requires further accommodations for meetings, events, activities and initiatives based on accessibility concerns please contact info@nusu.com.

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NIPISSING UNIVERSITY STUDENT UNION



Workplace Violence, Discrimination and Harassment Policy



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Approved by the Board of Directors on: May 16th, 2022



I. PREAMBLE

This policy outlines the legal, moral and social responsibility that the Nipissing University Student Union (NUSU) has to create a safe and healthy workplace free of violence, discrimination and harassment for its hired and elected employees, volunteers, members, and those who come into contact with the individuals the aforementioned positions.

NUSU does not tolerate or condone workplace violence, discrimination or harassment in any form by anyone associated with NUSU, from employees to student members. It is the responsibility of Executives and employees, especially those in managerial positions, to contribute to a safe and healthy work environment free of harassment, and to report any incidences of violence, discrimination and/or harassment as they may occur.

II. TERMS & DEFINITIONS

1. **Complainant** is an individual who files a complaint alleging a violation of the NUSU Workplace Violence, Discrimination and Harassment Policy.
2. **Complaint** is a formal written report of the incident(s) of workplace violence, discrimination, or harassment within NUSU, submitted in writing.
3. **Discrimination** is any action that denies or has the effect of denying any goods, services, benefits, opportunities and/or facilities provided by NUSU and can take the form of oral, written, electronic and/or non-verbal actions.
 - a. Promotes disrespect or intolerance for any person(s) based on the ground of discrimination as outlined in the *Ontario Human Rights Code*, including:
 - i. Age;
 - ii. Ancestry;
 - iii. Citizenship;
 - iv. Colour;
 - v. Creed;
 - vi. Disability;
 - vii. Ethnic origin;
 - viii. Family status;

- ix. Gender expression;
- x. Gender identity;
- xi. Marital status;
- xii. Place of origin;
- xiii. Race;
- xiv. Religion;
- xv. Receipt of public assistance;
- xvi. Records of offences;
- xvii. Sex (including pregnancy and chestfeeding); and
- xviii. Sexual orientation.

- b. Exceptions may be given to those where grounds may interfere with legitimate requirements of employment.

- 4. **Domestic Violence** is the deliberate and purposeful violence, abuse and intimidation that is perpetrated by one person on another in an intimate relationship. It occurs between two people when one person has power over the other causing fear and physical and/or psychological harm.
 - a. Domestic violence may occur in the workplace where two persons work in the same space, or if the perpetrator enters the workplace of the other.
- 5. **Harm** is the physical, emotional, and/or psychological damage or injury to one's health.
- 6. **Hazard** a potential form of harm or adverse effect. This includes:
 - a. To people, in terms of their health;
 - b. To organizations, in terms of equipment loss; and
 - c. To the environment.
- 7. **Interim Measures** are actions put in place to safeguard the work environment of NUSU employees or members who are involved or affected by a complaint. These are temporary measures that can include accommodations, proceedings, support and/or actions.

- a. Interim measures shall not be construed as evidence of guilt against a complaint. Nor shall they be construed as an affirmation of innocence against a complaint.
8. **Investigators** are the investigating members of an external third-party group that has been chosen to conduct an investigation into a formal complaint.
9. **Respondent** is a person who an allegation has been made against through the process of a formal complaint.
10. **Sexual Assault** is any unwanted sexual act or touching done by one person to another. This includes any unwanted or coerced touching of a sexual nature, including, but not limited to:
 - a. Kissing;
 - b. Fondling;
 - c. Oral sex;
 - d. Penetration; and/or
 - e. Intercourse.
11. **Workplace Environment** is any surrounding condition in which an employee or volunteer operates under the jurisdiction of NUSU, this can include, but is not limited to:
 - a. The NUSU Student Centre
 - b. Nipissing University campus
 - c. Online Work-Related Areas (ie. Zoom)
 - d. Online Work-Related Social Media
 - e. Work-Related Socials
 - f. Community gatherings or events on behalf of the workplace
12. **Workplace Harassment** is engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known, to be unwelcome.

13. **Workplace Racial/Ethnic/Religious Harassment** is a course of vexatious comment or conducts against a worker in a workplace on the basis of the person's race, creed, colour, place of origin, ethnic origin, citizenship and/or ancestry, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome.
14. **Workplace Sexual Harassment** is engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome or; also includes
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
15. **Workplace Violence** is injury or harm caused, or that could be caused to a worker in the workplace, including but not limited to:
- The exercise of physical force by a person against a worker, that causes or could cause physical injury to the worker;
 - An attempt to exercise physical force against a worker, that could cause physical injury to the worker;
 - A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical harm to the worker

III. POLICY TRAINING AND REVIEW

- NUSU will educate all new members of the organization, including employees (hired and elected) and volunteers, on their rights and responsibilities in their roles as it relates to this policy
- In addition to the mandatory Workplace Violence and Harassment training that is required by the Government of Ontario, NUSU will ensure that employees are given the opportunity to receive additional training through workshops and webinars on the topic.

3. This policy will be reviewed annually by the NUSU Governance Committee in accordance with the outlines in the *Occupational Health and Safety Act*.

IV. DENIAL OF SERVICE

1. NUSU recognizes the right of its employees to refuse service to individuals who behave in a hostile, aggressive and/or abusive manner, or those who violate NUSU's policies related to violence, discrimination and harassment, by following the outlined procedures:
 - a. If the actions of the individual pose a threat to the health and safety of others, employees should take reasonable steps to notify their supervisor or member of the Executive Committee.
 - b. An employee that refuses service to an individual will need to provide a written record of the incident to both their supervisor and the Executive Committee within two (2) working days. This written record should include the date, time, location of the incident and full disclosure of the circumstances that transpired that led to the denial of service, and a list of witnesses if possible.
 - c. A meeting with the employee, their supervisor and a member of the Executive Committee shall occur as soon as possible after the incident, to discuss the circumstances that lead to the denial of service, identify strategies to be used in the future for similar situations, initiate any solutions and see if other administrative members of the campus community need to be aware of the incident.

V. NO VIOLENCE, DISCRIMINATION AND HARASSMENT

1. As outlined in Section One of this policy, violence, discrimination and/or harassment of any kind will not be condoned at the Nipissing University Student Union with respect to any volunteer, employee or applicant that is seeking to be an employee with NUSU. Acts of discrimination, harassment, racial/ethnic/religious harassment, sexual harassment, sexual assault and/or violence that occur in the workplace are grounds for an investigation that could result in the respondent being reprimanded or terminated if found guilty.



V. COMPLAINTS

An employee or volunteer who alleges that they have been subjected to violence, discrimination or harassment in the workplace may submit a formal written complaint to the NUSU President and Vice-President, Advocacy & Awareness. Should the President or Vice-President, Advocacy & Awareness be involved in the incident(s), the complainant shall submit the complaint to the individual who was not involved in the incident, or to other members of the Executive Committee who are not involved.

1. The employee or volunteer may request that contact with the respondent be discontinued during the period in which the complaint is being investigated. Upon this request, the direct supervisor shall ensure that such separation occurs. The individual requesting separation shall receive no penalty or interference in their working conditions.
2. Upon receipt of the complaint, the investigating member(s) of the Executive Committee shall make the educated judgment on if this incident requires legal advice or the involvement of an external third party investigator (which is not Nipissing University).

VI. INVESTIGATING COMPLAINTS

1. Within three (3) working days of receiving the complaint, the investigating member of the Executive committee and the employee's supervisor shall meet with the complainant in regards to the issue. After which, the investigating members of the Executive committee shall meet with the respondent to discuss their involvement in the incident(s). The investigating Executive Committee will also meet with witnesses, if applicable, and discuss their observations of the incident(s). Upon completing this, if required, the investigating members of the Executive Committee may meet again with the complainant and respondent separately for follow-up questions.
2. The investigation process shall take no longer than fourteen (14) working days unless otherwise agreed upon by the parties complainant and the investigating members of the Executive Committee. The Investigating members of the Executive Committee shall then decide what actions shall be taken based on the findings of the investigation. The complainant and respondent shall be notified in



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writing within three (3) business days after the investigation ends what the decision was.

3. Whenever possible proceedings and results shall be kept in the strictest of confidence.