Federation of Students’ Council Agenda

Regular Meeting

Online Meeting

Chair: Abbie Simpson  Secretary: Alana Guevara

Until further notice, all meetings will be held fully online through the Microsoft Teams platform. All students are welcome to connect to the meeting in order to listen or participate; connection information to be distributed in advance through the Council mailing list or may be requested by contacting speaker@wusa.ca

ATTENDANCE

Please convey regrets to the Speaker of Students’ Council at speaker@wusa.ca.

Attendees:

- Simpson, Abigail (Abbie) (President)
- Hunte, John (Deputy Speaker)
- Gondosiswanto, Evelyn (Assistant Secretary)
- Guevara, Alana (VP Operations and Finance)
- Town, Megan (VP Education)
- Abouelnaga, Nada (VP Student Life)
- Jolicoeur-Becotte, Marie
- Fatima, Aiman
- Ghuwalewala, Vidyut
- Singh, Jaineet
- Yanez, Jairo
- Narang, Aryan
- Dragusin, Rebecca
- Manas, Suri
- Couzens, Nathanial (President, ASU)
- Yang, Eumin (Edward)
- Souza, Angela
- Hallen, Frances
- Ma, Joseph
- Lindstrom-Humphries, Delainey (President, EngSoc A)
- Casale, Matthew (President, EngSoc B)
- Yang, Edward
- Ye-Mowe, Stephanie
- Dhillon, Jaskaran
- Shi, Victoria (President, ESS)
- Schwarze, Matthew (President, MathSoc)
• Dong, Catherine
• Sharma, Kanan
• Ukrai, Mahaveer Jai
• Zhu, Karl
• Wang, Angela (*pro tem.*)
• Azam, M. Sikandar
• Dosen, Nick
• Macci, Sumayyah
• Parmar, Mokhash
• Roxas, Nikka (Niks) Ysabella
• Benson, Carly (Designate, SciSoc)
• Chen, Jason
• Helka, Amanda Nicole
• Sedik, Marco (Designate, SoPhS)
• Ahmed, Mehida
• Ikeno, Victoria (Vicky) (Designate, RASC)
• Leo, Shanelle
• Hymers, Meaghan (Designate, SJUSU)
• Easton, Benjamin (Chair of the Board)
**Order of Business**

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1 PRELIMINARIES

Adding items to the agenda requires a two-thirds vote, although new items of business can still be raised without needing that vote once the entire agenda is complete.

1.1 CALL TO ORDER

Be it resolved that the Speaker calls the meeting to order at 10:30 AM.

1.2 TERRITORIAL ACKNOWLEDGEMENT

Pursuant to Federation Policy 50, Indigenous Engagement and Inclusivity, the Federation of Students’ Council acknowledges:

The University of Waterloo is on the traditional territory of the Neutral, Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to the Six Nations, which includes six miles on each side of the Grand River.

1.3 APPROVAL OF THE AGENDA

Be it resolved that Council approve the Agenda, as presented.

The Speaker assumes the motion to adopt the Agenda, as presented or amended

2 APPROVAL OF THE MINUTES

The minutes of a meeting are the official record of what happened at that meeting, and contain the authoritative versions of the actions taken at the meeting. If there are significant reservations about the minutes, the approval may be dispensed with, and the minutes will be returned at the subsequent meeting for approval.

No minutes have been received for approval at this time.

3 ITEMS FOR ADOPTION BY CONSENT

In accordance with Council Procedure 9, items on the consent agenda will be considered in gross, without debate or amendment. Items will be moved from the consent agenda to the regular agenda upon the request of any member. The purpose of the consent agenda is not to suppress debate but to allow Council to quickly consider and approve uncontroversial items.

No items have been placed on the consent agenda.
4 Reports

Motions arising directly out of a report, including to adopt recommendations in the report, may be considered immediately after the report without having to wait until later in the meeting. No action is required to receive a report. If Council decides to adopt or accept a report, then it is endorsing the entire report and not just the recommendations.

4.1 Executive Reports

Each executive will highlight key aspects of their written reports in an oral report that lasts no longer than 2 minutes, to be followed immediately by a question period lasting no longer than 10 minutes per executive. The written reports can be found in Appendix A.

1. President (Abbie Simpson)
2. Vice President of Operations and Finance (Alana Guevara)
3. Vice President of Education (Megan Town)
   (a) For information: Housing Report Interim Draft 1
4. Vice President of Student Life (Nada Abouelnaga)

4.2 Board of Directors Report

The Chair of the Board (Benjamin Easton) will highlight key aspects of their written report in an oral report that lasts no longer than 2 minutes, to be followed immediately by a question period lasting no longer than 10 minutes. Please see Appendix B for the written report.

4.3 Representative Reports

To be delivered orally or in writing by Councillors or the Constituency Caucus. Any questions relating to the report or any other matter may be asked following the oral report. Submitted reports can be found in Appendix C.

1. Applied Health Sciences Caucus
2. Arts Caucus
3. Engineering Caucus
4. Environment Caucus
5. Mathematics Caucus
6. Science Caucus
7. Cambridge
8. Kitchener
9. Stratford
10. St. Jerome’s
11. Renison

4.4 Officers of Council Reports

To be delivered orally. Any questions relating to the report or any other matter may be asked following the oral report. The individual whom typically fills a role shall give the report of that role.

1. Speaker (Abbie Simpson)
   (a) The report of the Speaker was included as a part of the President’s report.

2. Deputy Speaker (John Hunte)
   (a) Please see Appendix D for the Deputy Speaker’s report.

3. Secretary (Alana Guevara)

4.5 Standing Committees or Commissioners Reports

To be delivered orally or in writing by the Committee chair or Commissioner. Any questions relating to the report or any other matter may be asked following the oral report.

4.5.1 Report of the Elections Committee

   Be it resolved that Council accepts the report of the Elections Committee and ratifies the results of the Fall 2020 By-Election, as presented.

4.5.2 Report of the Policies & Procedures Committee

   Be it resolved that Council gives leave to the Policies & Procedures Committee for the first reading of the following policies, as attached in Appendix D:

   1. Policy 8: University Records
   2. Policy 14: Enrollment and Quality of Education
   3. Policy 18: Financial Aid & Tuition Set-Aside

   Be it further resolved that Council approves Policy 17: Open Data Formats, as recommended by the Policies & Procedures Committee; and

   Be it further resolved that the Policy entitled "Editorial Independence and Code of Ethics for Student Publications," recommended by the Policies & Procedures Committee as presented, be adopted, to enter force and effect at such time as the President shall deem advisable, not later than 1 January 2021; and
Be it further resolved that for the utmost clarity, prior to the coming into force and effect of this Policy, Student Publications shall continue to enjoy all such rights, privileges, remedies that by precedent exist and those guarantees which this Policy provides to them in addition.

Submitted By: President Simpson and Deputy Speaker Hunte.

4.5.3 Report of the Education Advisory Council

Be it resolved that Council gives leave to the Education Advisory Council for the first reading of the following policies, as attached in Appendix D:

2. Policy 33: Student Discipline

Be it further resolved that Council approves Policy 27: Local and Regional Transit Policy, as recommended by the Education Advisory Council.

Submitted By: Vice-President, Education Town.

5 Special Orders

A special order is an item of business that will take precedence over all other business at the designated time for the special order. As it suspends the normal rule that each item must be disposed of before another can be brought up, setting or removing a special order requires a two-thirds majority vote unless originally included in the agenda.

5.1 OUSA Presentation

Speaker’s Note: This item is scheduled to commence at 11:30am.

Council gives leave for a presentation from representatives of the Ontario Undergraduate Student Alliance.

6 Business Arising from the Minutes

Business arising from the minutes is business carried on to a meeting from a previous meeting.

There is no business arising.
7  **GENERAL ORDERS**

*A general order is an item of business that is ordered to be taken up at a meeting. Time limits to discussions indicate the point at which the Speaker will end the discussion unless Council directs otherwise.*

7.1 **EARLY COURSE ACCESS ON LEARN**

Discussion on the possibility of an advocacy stance on early course access for students on LEARN.

Submitted By: *Councilor Yang*

7.2 **AHS FACULTY NAME CHANGE**

The Senate recently discussed the renaming of AHS to 'Health'.

Submitted By: *President Simpson, Councillor Fatima*

8  **NEW BUSINESS**

*Any Councillor may raise any item of concern during new business by proposing a motion or topic of discussion. A two-thirds (2/3) majority vote is required for consideration of the item to proceed.*

9  **ANNOUNCEMENTS**

*Any Councillor may make an announcement not exceeding 1 minute in duration, which may be followed by up to 2 minutes of follow-up questions. No motions may be introduced from an announcement.*

**NEXT MEETING**

The next regular meeting of Council is scheduled for November 8th, starting at 10:30AM, on Microsoft Teams.

10  **ADJOURNMENT**

*Be it resolved that* the Chair adjourns the meeting no later than 4:30PM.
APPENDICES
APPENDIX A - EXECUTIVE REPORTS

President

Abbie Simpson

4 October 2020

Waterloo Undergraduate Student Association
Formerly known as Federation of Students, University of Waterloo

wusa.ca
200 University Ave W, Student Life Centre, Room 1116, Waterloo, ON N2L 3G1
1.0 Monthly Summary

- This month we kicked off the fall by-election. We are currently filling Councillor and Senate positions for Science and Mathematics. The elections team is beginning to work on the General Election. Reminder that nominations will open on October 21st.

- Your Executive met with campus partners to present our 2020-2021 Annual Plan on Microsoft Teams Live. Promotions for the Annual Plan will continue online for our members with our new marketing strategy. I will be working over the next week to begin the first phases of promotion, which will run with the Long Range Plan promotions.

- In October we will award the WUSA awards from the previous governing year. Due to changes in organization priorities, this ceremony was moved down the priority list. However, I believe it is important to thank our student leaders. Please stay tuned for more information about the online ceremony and award winners.

- I would like to remind Council that I am currently working with Human Resources files and job description reviews which occupy large amounts of time.

1.1 Anti-Black Racism Actions

Our team has decided to move around some roles within the organization. The following process is currently in effect for actions relating to our announcements on anti-racism from the spring term. Currently, the VP Student Life is the manager of the Equity portfolio and managing the task list. The VP Operations and Finance will be supporting this portfolio and communicating with full-time staff. I will be continuing with support for the portfolio by having conversations with UW Administration to advance any goals arising from the working group.

The anti-Black racism working group has completed an action item from the Annual Plan. The University is beginning their process to collect race-based data. The VP Student Life and I will be meeting with the Equity Office to discuss the new Equity Data Advisory Group.

1.2 Summary of University Meetings

1.2.1 University Senate

At the September 21st meeting of Senate, I inquired about safety measures taken by the University to protect students and prevent a COVID-19 outbreak. The University assured me that there will be increased messaging to help students and staff understand the importance of personal responsibility. I will be following up with the University to learn more about campus safety throughout reopening and into the Winter term.

The Undergraduate caucus abstained from the vote on the Faculty of Applied Health Sciences name change due to lack of consultation with Undergraduate students. At Council on October 4th, myself and the AHS Undergraduate Senator will be bringing a discussion forward to help guide the vote of the Board of Governors Undergraduate caucus.

On September 23rd I met with President Hamdullahpur to discuss the concerns undergraduate students have with lack of consultation. I will be continuing this conversation at upcoming meetings with the Undergraduate Student Relations Committee (USRC).
1.2.2 Committee on Student Mental Health (CoSMH)
I will be meeting with the student representatives on the Committee of Student Mental Health to talk about mental health promotions on campus and Ombudsman advocacy. Myself and the VP Education will be working with the student representatives to advance Ombudsman advocacy with the Graduate Student Association. This work is being completed by the Recommendation 12 working group.

1.3 Invitation to Minister of Finance Budget Consultation
On Friday, October 2nd I will be engaging in the upcoming community consultation hosted by the Minister of Finance on the Fall 2020 Ontario Budget. I will be working with the VP Education to put together our submission and present this information to Minister.

2.0 Updates from September Council
2.1 Student Accessibility Commissioner
I have posted the job for Student Accessibility Commissioner. Applications are open on LEADs until October 9th. If you or any of your constituents are interested in the role, I encourage you to apply on LEADs.

2.2 August Special Meeting Actions
Over the last month I have summarized the emails and conversations I’ve had with Councillors and members at large for the final report. I am now working with the Conflict Management and Human Rights Office (CMHRO) to create a process for workplace restoration. The Board of Directors will see a presentation on workplace restoration strategies and provide final direction.

1.1.1 Business Arising from Approved Memorandum
The memorandum presented at the August 23rd Council meeting provided an overview of some actions by the Executive. I would like to provide status updates on the following items:

- Review of all AVP job descriptions, expectations, and training with a full review of the commissioner procedure (Procedure 27)
  o Myself and the VP Operations and Finance have reviewed job descriptions and expectations and AVP contracts are being drafted and approved.

- Creation of Social Media Policy and continued review of Policy 39: Communications, focusing on a review of internal communications and statements
  o The Social Media Policy is in draft form and Policy 39 is incorporating new scenarios arising from events following the special meeting. Due to some changes in timelines, PPC will see the Social Media Policy and Communications Policy at the October meeting to allow more time for review.

- Creation of Organization-wide Code of Conduct
  o The draft is complete and is in review by staff. The review will send on September 28th at 5PM. PPC will review and recommend for adoption for the November meeting.

- Full review of student-run services
  o CLAC and IAC have begun the services review process. If you have any questions about next steps, please email vpsl@wusa.ca.
2.3 Caucus emails and mailing lists
Councillors have requested more tools to consult and communicate with constituents. Each caucus was given the opportunity to request a mailing list, which will allow constituents to subscribe for updates from your caucus. The mailing list works the same way the Council list works. It will allow you to send messaging to all subscribers to notify them about upcoming decisions, ask questions, etc. I am currently working with IT to create caucus emails (example, mathcaucus@wusa.ca) which will make communications between members and your caucus easier. If you wish to request a caucus email or mailing list, please contact pres@wusa.ca.

2.4 Speaker report
I have circulated an end of term survey for Councillors to learn more about your experience on Council. This will help improve training and future Council meetings. I will be summarizing the information received and create notes for the next President and Speaker to continuously improve student experience.

The promotions plan for increased Council promotion will begin in the next few weeks. I will be in a final meeting with our marketing team this week. Please stay tuned for more information about how you can get involved!

This past month I have been sharing information I receive from campus partners about opportunities for involvement.

3.0 Committee and Commission Updates
3.1 Policy and Procedures Committee
The Committee submitted the following policies and procedures for first reading: Policy 8 and 14, Policy renewal procedure, and Tuition set aside policy. The Committee also reviewed and recommend for adoption Policy 17 and the Editorial Independence Policy. The Committee will meet in October to review the Organization-wide Code of Conduct.

3.2 Strategic and Long Range Planning Committee
The first draft of the Long Range Plan is complete. On September 24th the Committee reviewed comments from Councillors and representatives. The Committee then tasked the President will further review of staff comments and drafting of additional language based on recommendations from Council and staff. This process will take place throughout October and a final draft will be available for Council at the November meeting.

The Committee will meet in October to review the current action items in the Annual Plan and create a summary of progress for Council and Board. If you have any questions about this process, please do not hesitate to reach out to me at pres@wusa.ca.

3.3 Committee of Presidents
The Committee met on September 24th and heard reports from eat Society about current operations and events. The President opened a Q&A period and discussed campus reopening plans. The President will
follow up with the Committee regarding reopening plans for the Winter term when this information becomes available.

Societies were given approval to reopen their office spaces. Societies have been notified and I will be working with those interested to begin the process for reopening and approval. Some proposals for in-person events are being reviewed on a case-by-case basis by WUSA staff and the Safety Office.

3.4 Report of the Student Publication Regulatory Select Commission

The Commission proposed final draft edits to the Editorial Independence Policy, based on extensive consultation with student publications, for review and acceptance by the Policies & Procedures Committee (PPC). PPC examined the proposed amendments to satisfy requested additions and amendments proposed by the mathNEWS and Imprint Publications, Inc. with respect to appeals, application to constituency publications (and the principle of autonomy being enshrined, therefore), and the addition of an exemption permission whereby the Editorial Board, Editor-in-Chief/Executive Editor, or Editors (the “Editors”) -- pending the exact structure of the student publication in question -- are permitted to make exceptions to certain Code of Ethics standards where they feel it prudent.

The examples in question raised by constituency publications included: (1) ensuring there were no limits on the Editors ability to allow authorship by WUSA and Society governance officials in their papers (note: there are none, nor were there previously, but nevertheless this has been more explicitly stated); and (2) making it expressly clear that the Editors may allow for publication under a pseudonym where they feel it proper (a tradition often used in the mathNEWS).

Commissioner Velling and President Simpson both reached out to student publications again for additional consultation and feedback. To date, no additional requests, proposed amendments, comments, concerns, or other input has been received in response to this solicitation for additional consultation. Together with the previous responses from the Iron Warrior expressing no concerns, from mathNEWS confirming amendments addressed their concerns, and from Imprint Publications, Inc. in favour of the policy and regulatory framework, the Commission is confident that the current “final draft” of the Policy, as provided to PPC for review, further amendment, and acceptance reflects the desires, addresses concerns, and ensures status quo operations, autonomy, and relationships are preserved. This final draft Policy was prepared in a bona fide manner, with due consultation, deference for precedent and existing operational agreements/relationships, and amended to address what concerns existed with its previous draft versions.

The Commission has been working with the Board of Directors’ officers for the development of a corollary Board procedure regarding the “Board of Publications” under its auspices, contingent on the adoption of the final draft Policy by Council. For questions about the Commission or its work, please contact Commissioner Velling at svelling@uwaterloo.ca or pres@wusa.ca.
Vice President, Education
Council Report

Megan Town
October 2020
1.0 Monthly Summary

1.1 General

It still feels like it hasn’t been very long since our last Council meeting! Time is flying by.

University meetings have been ramping up and I’ve been primarily working on WUSA and OUSA policy work. I’ve also dedicated significant time to working with my co-op students getting their projects off the ground and supporting their work.

Pursuant to Council’s request for further advocacy on tuition increases posted after the fee bill is released, I have asked my AVP Academic to include this in edits to Policy 11 which will follow first reading at Council.

1.2 Communications

• None for me!
• Abbie will be speaking on a Zoom call with the Ontario Minister of Finance on Oct. 2 so I will be helping her to prepare for that

2.0 Projects & Goals

2.1 Teaching and Course Quality in Response to COVID-19

Our COVID-19 & Academics survey is in it’s final round of revisions (in fact, it is waiting on me to do one last review). I’ve connected with several societies through their VP Academic and they have expressed interest in having a council visit.

2.2 WUSA Town Halls

This work has been transitioned to our Stakeholder Relations Officer. The next town hall will be on October 8. We hope to share some of the work the Executive have been doing and discuss how students are feeling with the online term.

2.3 Student Research Program

No significant updates since my last report.

2.4 Expanding Research Capacity

No significant updates since my last report.

2.5 Race-Based data

The University has communicated intention to collect equity-based data. WUSA will be consulting closely on the project and my SRPA will be conducting an environmental scan to help guide our contributions.
2.6 External Advocacy

The Ministry of Indigenous Affairs has put us in contact with Heritage Canada, the more appropriate body to direct our asks to. UCRU also responded to the Speech from the Throne expressing appreciation for the investment in youth employment and disappointment in the lack of mention of students or post-secondary education.

2.7 Student Safety Committee

In an effort to ensure broad representation on this committee, I have placed a call for at-large members on Reddit and on WUSA’s social media. By time Council meets, the deadline for expression of interest will have passed and I should have my at-large members.

2.8 Additional goals

Upcoming on my goals is to begin thinking about the organization’s advocacy and communication processes. I hope to begin this work as much of my policy work wraps up.

3.0 Key Meetings

I invite questions on details about any of these meetings.

3.1 WUSA

- Annual plan presentations
- WUSA and GSA meeting
- Various project meetings with co-op students and full-time staff

3.2 University

- Senate Undergrad Council
- Critical co-op challenge student engagement action group
- Co-op equity working group planning meeting
- Introduction meeting with Athletics
- Undergraduate Student Relations Committee (USRC)
- Ontario Universities Fair

3.3 External

- GRT meeting about UPass for co-op students
- OUSA Indigenization working group meetings
- OUSA steering committee
- Meeting on OUSA COVID-19 interim paper
4.0 Committee Termly Summary

4.1 Education Advisory Council
EAC reviewed and approved policy 22, 27 and 33. We also discussed students’ concerns surrounding fall term and I incorporated this feedback into our upcoming survey.

4.2 Co-op Students’ Council
I was unable to attend CSC. They discussed student engagement in the recruiting process, winter 2021 flexible pathways and fall 2020 recruiting cycles. Students raised concerns that the changes to the fall term recruiting cycles are benefiting employers and working towards getting students “a match” rather than their preferred job. There was also discussion about how current communications can be ineffective in conveying when changes are made and why they are made.
1. Overview of Actors

1.1 The Federal Government

The federal government’s National Housing Strategy Act, unveiled in 2017, focuses on providing housing for those in greatest need. The document states young adults as one of these groups. Section 4 of the Act also recognizes the right to adequate housing as a fundamental human right affirmed in international law, central to human dignity, well-being, and community. The Strategy omits to building 125,000 new homes from 2017-2027 (Young, 2019). Much of this will go to those already on social housing waitlists and does not explicitly target students in any way. A report from CIBC states that Canada is short about 300,000 housing units due to failure of accounting for students that go home for summers in national housing statistics (Tencer, 2019).

The State-run Canada Mortgage and Housing Corporation also does very little in regard to students navigating the housing market. They do offer flexible financing options to help developers build, buy, or refinance student housing. This includes resources like:

- higher loan-to-value ratios
- loan advances up to 75% of the lending value during construction
- lower debt coverage ratios
- preferred interest rates
- amortization periods up to 40 years

Additional flexibilities are given to developers whose projects qualify as affordable housing, meaning:

- the total residential rental income must be at least 10% lower than market rates, and
- 20% of the units must rent for less than 30% of the median household income for your area

For tenants, the CMHC provides information on tenant rights, responsibilities, and rental practices. There are very few CMHC services outside of this for short-term tenants like most students.

1.2 The Provincial of Ontario

As of December 19th, 2019, the Government of Ontario has partnered with the Federal government on a $1.4 billion housing benefit deal. The deal provides a $2,500 yearly rental subsidy for those on, or eligible for, a social housing waitlist. The initiative largely targets families and survivors of domestic violence and human trafficking, with no mention of students (Gallagher, 2019). In April 2018 the Residential Tenancies Act was amended to include a standardized lease. This was made possible by FEDS advocacy along with other groups.
Both City Councillor Jeff Henry and Regional Councillor Sean Strickland have stressed the need for inclusionary zoning to help alleviate problems caused by rising rent prices. The current Provincial government’s Bill 108 introduces limits to inclusionary zoning. The bill states that municipalities “may contain inclusionary zoning policies in respect of an area that is a protected major transit station area or an area in respect of which a development permit system is adopted or established in response to an order made by the Minister of Municipal Affairs and Housing under section 70.2.2, as re-enacted” (Legislative Assembly of Ontario, 2019). This would effectively eliminate the possibility of any inclusionary zoning policies being enacted in the Northdale neighbourhood, where majority of the University’s students reside.

1.3 Regional Government

The Region of Waterloo has committed to building 632 units of affordable housing from 2019-2029. These would be priced at or below 80% of average market rent. Historically, these units are instantly filled, with many of those applying ending up on waiting lists for years. The Region of Waterloo also offers incentives for private developers and landlords to develop affordable housing units. These incentives also apply to homes with secondary suites and those who are willing to make units available for people on the affordable housing wait list (Region of Waterloo, 2019). The Region’s focus when it comes to housing, however, has been on mostly families and other vulnerable populations. There is very little in terms of Regional action on student housing. The Waterloo Region Housing Master Plan 2020-2040 makes no mention of students or young adults. The Master Plan’s Consultation Summary also fails to mention students or young adults. Feedback was obtained from several stakeholders within the Region, but neither the post-secondary institutions nor their student groups were consulted (Region of Waterloo Community Services, 2018).

The Region’s Affordable Housing Strategy 2014-2019 mentions student housing just once, when it states, “while there has been an increase in rental housing construction, the majority of new units have been for students or higher end rental housing.” The strategy’s predominant concern is that of affordability for low to moderate income households, which most out-of-town students do not fall into. The strategy also created 350 affordable housing units, most of which are also quickly occupied, leaving remaining families on waiting lists (Region of Waterloo Housing, 2019).

The Region of Waterloo is also responsible for emergency shelters and transitional housing, described as safe places for people to stay while they work to find stable housing. The Region provides funding for seven shelters in the Region; with 4 in Kitchener and 3 in Cambridge. All of the Kitchener shelters are located within Downtown Kitchener, with the closest to UWaterloo being 6.9km away (Region of Waterloo, 2019). The Region does not fund any shelters or transitional housing in the City of Waterloo. Regional Councillor Sean Strickland has said the presence of a shelter would not be a feasible option for students due to the people they attract. This includes those with drug addictions and other domestic issues, deeming a potential Waterloo shelter an inviable option for most students in need.

1.4 Municipal Government – City of Waterloo
Ward 6 Councillor Jeff Henry has stated that any affordable housing initiative proposed by the City of Waterloo will be taken in partnership with the Region. As of December 2019, the Region does not have any plans to collaborate with the City of Waterloo on any housing project or initiative. Henry has also mentioned the city’s focus on ensuring mixed-use developments, especially in the Northdale area. The possibility of inclusionary zoning implementation has been limited for the time being by the Ontario government’s Bill 108. This is especially pertinent in Northdale, which is not in the vicinity of any major transit station areas but contains the majority of Waterloo’s high-density development conducive to inclusionary zoning.

The Northdale Plan, passed in 2012, has guided much of the development in the neighbourhood since then. Its vision for the neighbourhood abandons single detached homes in favour of high-density, mixed-use developments. The Northdale plan’s objective is to create a diverse urban neighbourhood. However, some feel it’s instead on track to become an expensive enclave increasingly off-limits to certain residents. Proximity to universities often leads to gentrification as can be seen in areas around UBC like West Point Grey (Revington, 2018). Mixed-use zoning can also have adverse impacts on affordability, as the largest mixed-use areas in Canada are among the most expensive.

Currently, the City of Waterloo does not require apartment buildings to have a license to carry on a residential rental business in accordance with by-law 2011-047, item 2.7c. Licenses are issued or renewed to all, except where:

(a) the past conduct of the person who applies for the license affords the Director reasonable grounds to believe that the applicant has not or will not carry on their Residential Rental Business in accordance with applicable law or with honesty and integrity;

(b) the Director reasonably believes that the issuing of a license to a person might be averse to the public interest;

(c) the property on which the Rental Unit is situated is subject to an order, or orders, made pursuant to (or by):

(i) the City’s Property Standards By-Law;

(ii) the Building Code Act, 1992 or any regulations made under it, including the Building Code;

(iii) the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended (the “Fire Protection and Prevention Act, 1997”), or any regulations made under it, including the Fire Code; or,

(iv) the Medical Officer of Health;

(d) the Rental Unit itself, the Building in which the Rental Unit is situated or the property on which the Rental Unit is situated is not in compliance with a Zoning By-Law; or,

(e) the person who is applying for the licence is indebted to the City by way of fines, penalties, judgments or outstanding (past due) property taxes (The Corporation of the City of Waterloo, 2016).
Under these circumstances, many apartment landlords in the Northdale area would likely be at risk of not being issued licenses, which would only be possible through the amendment of by-law 2011-047.

The City of Waterloo often uses the Town and Gown Committee to allow for advocacy on issues related to housing. The committee was also responsible for the creation of a student accommodations ad-hoc subcommittee to discuss the state of student housing in the city which is then used to inform a biennial report for Council. The next report will be completed in 2020.

1.5 Developers and Landlords

Much of the student housing action currently taking has been caused by a data breach of Prica Global Enterprises Inc. (herein referred to as Prica). The breach, which occurred on September 8th, 2019, led to the maintenance requests of Accommod8u being leaked. Issues varied, ranging from heating and cooling issues, to pests, to plumbing and electrical defects, as well as issues like mould and problems with carbon monoxide detectors. In an infographic created by reddit user u/ac commod8u, 14% of the maintenance requests took over a month to be marked completed. The longest wait time was 6 months. There were thousands of complaints, with 1017 of them considered flouting the law. The breach also had many requests marked as completed by Accommod8u, which were then found to be not completed by repeat requests, and sometimes several repeat requests by tenants (u/ac commod8u, 2019).

An Accommod8u spokesperson responded to the leaks saying, “To draw conclusions about a management company’s performance, quality or care without contextual information or response data, is insufficient, if not irresponsible” (Jackson, 2019). Andrew Macallum, president of the Waterloo Regional Apartment Management Association, said he fears the city will use the data leak as an opportunity to create more bylaws and rules around rental housing in the city when the province already has regulations in place (Jackson, 2019).

The type of apartments constructed by developers in the Northdale neighbourhood has also started to shift in recent years. Most purpose-built student accommodation prior to 2015 offered units with three to five bedrooms. Developers like Prica and ICON have now shifted to offer units with two or fewer bedrooms, in addition to units with more. Glen Weppler, the University’s director of housing commented on the five-bedroom units, saying “when you put that many students into a space, it doesn't promote student success” (Outhit, 2017).

According to Nick Revington, a UW PhD student, five financialized landlords own 24% of the housing stock in Waterloo. This boom in purpose-built student accommodations has also coincided with drastic rent increases. Rents in Northdale have increased by 25% from 2003 to 2014, along the same time period student accommodations in the neighbourhood grew. Revington’s study also found that students in Waterloo paid 10% more in rent prices compared to employed households (Revington & August, 2019).

1.6 University Housing System

The University’s housing system largely centres around on-campus accommodations catering to first-year students. In 2017, it added Claudette Millar Hall, with space for 539 first-year students
Chris Read, Associate Provost, Students; has said that after first year, the interest in on-campus accommodation is quite minimal for students. Most choose to live off-campus likely due to several factors, paramount among them being lower costs. He also states that many of the designated upper-year residence spaces often go unoccupied due to a lack of applications.

Sean Strickland, Regional Councillor for Waterloo, proposed the idea of the University partnering with private developers, such as WLU’s partnership with Rez-One. When asked about this, Chris Read said this was considered by University administration, however the quality of off-campus development options was not up to standards deemed suitable by the University’s department of housing and residences. He also said partnering with private companies is not required now or in the near future due to the large supply of units in on-campus residences which can accommodate all first years and often have vacancies for upper-years.

The University also operates an off-campus housing portal open to both students and landlords. The website provides off-campus listings advertised by landlords and classifieds for students looking to sublet their units. As of December 2019, the listings are all up to date and organized by date and term of availability, making the ease of use quite high for all students (University of Waterloo, 2017).

1.7 Other Student Associations

The City of Waterloo accounts for 42% of the purpose-built student accommodations in Canada with 17,567 beds; a number which will only continue to grow (Revington & August, 2019). The dominance of this type of housing in the city puts it in a very unique situations as compared to other Canadian cities with universities. Many of the issues arising by the financialization of these accommodations are the first of their kind anywhere in Canada. Hence, there has been very little action taken in regard to this problem elsewhere. This is no different from other student associations, who have not been faced with a housing crisis to the extent that Waterloo has.

Cities like Montreal and Toronto have faced similar affordability problems of student accommodations; however, these have mostly arisen from the overall market of the cities as the two largest urban metropolises’ in the country.

StudentDwellTO is an organization created in 2017 by the presidents of each University in Toronto. It was formed to research how the current conditions in Toronto’s housing market were affecting students at these universities. It also cultivates student-led research projects in affordable housing strategies, as well as organizing events to address the affordable housing concerns, and students through several ways like focus groups and community arts programming. They’ve held several events since their creation such as a free StudentDwell Symposium with speakers from all four universities including several faculty members, the chair of the Canadian Federation of Students, and representatives from all three levels of government (StudentDwellTO, 2019).

Many student associations such as those from McGill University and the University of Calgary have partnered with Places4Students. The website offers a similar service to that already in place through the University of Waterloo’s off-campus listings portal. The University of Victoria has also partnered with RentSmart. According to their website, RentSmart offers a course which provides prospective tenants with modules regarding legal rights as a tenant, effective
communication and maintenance skills, money management for rent payments, and how to find a home that meets your needs (RentSmart, 2019).

2. Actions by WUSA

2.1 Previous Actions and Reports
Many of the existing problems in the Waterloo student housing environment have existed for a long time. Although they have certainly increased with the financialization of student housing, many of the issues have been seen for a long time. Previous actions taken by what was then known as FEDS include a Legal Resource Office, advocacy efforts, and OUSA policy papers. The Legal Resource Office was a service provided by FEDS in the early 2000s. It essentially acted as a landlord-tenant information office for students. Through office FEDS documents, it was shown to have handled dozens of issues per year, most of which were simply information requests due to many students being unaware or unsure of their rights as tenants. In some ways, it could be said to occupy the same realm of the current legal service provided by WUSA. It could also be seen as redundant today due to the extensive advising and informational efforts WUSA undertakes in order to ensure students are well-aware of their tenant rights.

2.2 Advocacy Efforts
Municipal advocacy in regard to housing has largely been done through dialogue as part of the Town and Gown Committee. The committee also created a student accommodation ad-hoc committee in 2014, to discuss and research the student housing environment in the city and report these findings back to council in a biennial report. The next report is scheduled to be completed by the end of 2020. Members from WUSA have sat on both committees to advocate for students.

WUSA’s provincial advocacy has had success with the VP Education advocating for amendments to the Residential Tenancies Act to include a standardized lease. The amendments were announced in February 2018 with the introduction of a standardized lease. The standardized lease, officially known as the residential tenancy agreement sets out strict guidelines as to what must be included in the lease and how. This amendment likely helps students sign leases as first-time tenants by eliminating the potential for illegitimate and/or complicated clauses in leases created by landlords. Landlords are legally obligated to use this lease (Ministry of Municipal Affairs and Housing, 2018).

2.3 Advising Efforts
WUSA has various online resources for the benefit of students as tenants. These pages include housing tips, tenant rights, and links to the Residential Tenancies Act (Kuepfer, 2018). In 2018, WUSA also created a tenant rights pamphlet in support of a “know your rights” campaign. The campaign included a video shown in UW buildings which informed students of their rights as tenants in Ontario. The Legal Service provides case-by-case legal advice for both non-housing cases and housing such as LTB disputes. The service is only available through phone call, which
can often have long wait times during holds. Due to its relatively recent implementation, there is very little information on student satisfaction rates with the Legal Service and how much it has helped. Through some student testimonials, however, the legal service has been said to be helpful, although slow in its process. This includes the length of time it takes to reach those that provide the service, as well as its response rate when posed with legal inquiries.

**2.4 Actions taken by and in partnership with OUSA**

OUSA’s 2017 policy paper Housing, Transit and Community Development includes both an analysis of transit and housing in various university communities and recommendations for their improvement. The recommendations consisted of:

- Consciously planning and developing near-campus neighbourhoods
- Increasing accessibility of campus for students with mobile concerns
- Monitoring bylaw implementation and enforcement
- The Ministry of Municipal Affairs and Housing developing accountability measures for municipalities to ensure they remain in compliance with the Ontario Human Rights Code and the Municipal Act.

Aside from several articles and blog posts, this remains OUSA’s only advocacy measure on housing (Pierre, 2017).

**3. Enforcement Measures**

**3.1 Landlord and Tenant Board**

The LTB has exclusive jurisdiction over residential tenancy matters, including whether they can be brought to court, making it incredibly vital to the Waterloo housing environment. The LTB has frequently been criticized by students for having excessive fees to file complaints. An application about tenant rights or maintenance requires a fee of $50, and the cost to review an order is $55. During Quarter 1 of 2019, the average number of days to the first LTB hearing was more than 35 days. Quarter 3 of the 2018 was even longer, with the average at nearly 45 days, with only 11% of complaints having a hearing within 25 days (SJTO, 2019). Some have called for a shorter LTB process, which will help short-term residents, most of which are students. This would almost certainly make the eviction process easier as well, likely putting vulnerable groups like students at risk (Revington & August, 2019).

**3.2 Rental Housing Enforcement Unit**

The Rental Housing Enforcement Unit (RHEU) enforces what’s set out in the Residential Tenancies Act. Complaints can only be made through phone call and cannot be anonymous, while documentation is required for complaints of any issue. There is no cost for filing a complaint unlike the LTB. The Ministry of Municipal Affairs and Housing makes certain convictions available online. Waterloo landlord Turnkey Property Management Inc. can be
found in this database for charging and withholding $200 key deposits (Ministry of Municipal Affairs and Housing, 2019).

3.3 City of Waterloo By-law Enforcement Unit

Waterloo residents can request inspections through the City’s eServices portal, by email, or phone call. Responses are said to occur within 2 days and after review of the unit, the city may issue an order to the property owner. The property owner is then free to appeal an order within 14 days. Many of the problems faced by UW students like key deposits, move-in dates, and payment schedules are not regulated by the city. These can be dealt with by the RHEU or LTB. Student groups have called for the bi-weekly inspection of Waterloo’s 25 largest apartment buildings, many of those managed by Prica. The City of Toronto implemented a similar initiative in 2000 to deal with the growing number of high-rises. However, units in buildings in Waterloo can only be inspected through an invitation by one or more of its tenants. Shayne Turner, director of municipal enforcement services for the City of Waterloo, has said he is considering this idea and will discuss its feasibility with municipalities with similar initiatives.

At WUSA’s Tenant Legal Rights seminar in November, Turner also stated enforcement services are usually called less often by students as compared to other residents. He credits this to the relatively new student housing apartments, which likely do not have problems that come with older infrastructure. He also described the nature of most calls from students as centring around heating or water. These problems were also shown to be most prominent in the Accommod8u leaks. This could be because they genuinely occur more often than other issues, or simply due to their impact on daily living conditions which usually outweigh other problems like mould and broken carbon monoxide monitors.

4. Housing Supply, Demand & Pricing

Students attending a post-secondary institution typically do not require housing, however, in recent years, the number of international students and students from outside their host city has steadily increased. As of April 2019, over 1.3 million students enrolled full-time in one of 84 major Canadian universities, 12.5% of which are international students (McLean, 2019). What is dubbed the “Trump Bump”, universities across the country are using their reputation for “openness and safety” to attract students from their home regions, resulting in international, and national, enrolment rates doubling over the past decade (Fischer, 2017). Canada is expected to attract 450,000 international students by 2020, a 22% increase since 2015 (Revington & August, p.5, 2019). With increasingly high enrolment rates, students need housing, and while most universities provide some form of housing to its students, such as on-campus residences, or off-campus housing such as apartments, or townhouses to name a few, host cities are struggling to meet the growing demand.

The Waterloo Region’s population is younger on average than Ontario and Canada, and this is largely due to the student population in the region. Obtained from the Region of Waterloo Planning and Analysis (2019), the graph below illustrates the region’s past and future population:
The Kitchener-Waterloo-Cambridge area, including the townships of Wilmot, Woolwich, and North Dumfries, saw an increase of 2.6% growth from 2017 to 2018; this metropolitan area welcomed over 14,000 newcomers (Davis, 2019). However, the influx of international students accounts for some of this growth (Davis, 2019).

The influx of students has made it difficult to accommodate the student housing market, therefore, in attempt to meet the demand for student housing, particularly the demand for purpose-built student accommodation (PBSA), the region of Waterloo is adjusting their building stock. With over 40,000 university students, Waterloo is “leading the edge of the financialization of PBSA in Canada” (Revington & August, p.5, 2019). With a 40-60% turnover in student housing every year, this means that the region must have the “capacity to house 38% of students” in PBSA’s, compared to the 3% in Canada (Revington & August, p.12, 2019). Yet, despite Waterloo being hailed as one of the most successful cities in addressing the demand for PBSA’s, the number of off-campus developments is still below the student population. With a student population of over 42,000 students attending the University of Waterloo or Wilfrid Laurier University, there’s a little over 23,000 off-campus beds (McLean, 2019).

The growing demand of student housing has not only created a “lost sense of place” for residents who continue to remain in the region, it is driving up the prices of housing, particularly for students who are paying an “estimated 10% more rent employed households” – well over the provinces guidelines for rent increases (Revington & August, p.12, 2019). Landlords are well aware that rent control does not apply to vacant residential units, and with the annual turnover of student housing, with students occupying a space from September to May, these spaces are typically not subject to this provincial guideline. PBSA’s particularly benefit from this, as rent now becomes decontrolled due to the high turnover. Despite the provincial Liberals attempts at ensuring all rental units comply with the rent control guidelines, the provinces Conservative government put a halt to this decision and has since ended “rent control for all newly built or
newly converted units as of November 15, 2018” (Jackson, 2018). Landlords and developers have argued that rent control is the “wrong tool to make housing more affordable”, maintaining that “rent controls lead to a shortage of housing when the price is artificially suppressed, curtailing new supply and stoking demand” (Jackson, 2018).

With the rise in rent rates increasing gradually over the past five years, the disappearance of affordable rental housing is also increasing. The Canadian Mortgage and Housing Corporation (CMHC) saw the “average rent increase from $870 per month in 2012 o $1,042 in 2017” for a two-bedroom apartment (Jackson, 2018). This number is projected to reach $1,300 in 2021 (Senoran, 2019). The rise in rent mirrors the overall increases in prices in the housing market. Due to the rental market competition in neighbouring regions, students are “willing to pay higher prices just to ensure they have a roof over their head”, thus providing landlords the opportunity to further “maximize their rental revenue” (Jackson, 2018). 2018 data collected by the CMHC shows the both the rent and vacancy rates across the region:

- “Bachelor units: 2.5 per cent vacancy, $796 average rent;
- One-bedroom units: 2.9 per cent vacancy, $1,021 average rent;
- Two-bedroom units: 3.1 per cent vacancy, $1,210 average rent;
- Three-bedroom units or larger: 1.7 per cent vacancy, $1,254 average rent” (Jackson, 2018).

With increasing property values across the region, the average cost of a three-bedroom apartment has recently exceeded the average mortgage payment (Jackson, 2018). Due to the increase in the supply that has outpaced the demand[2] the region built over 1600 units in 2018 (Jackson, 2018). However, the ongoing concern is that the affordable units[3] are not being built, and when affordable housing becomes vacant, the potential tenants can be waiting up to eight years. Over the past five years, regional investment saw 200 new affordable housing units being built, however, with only 61 currently in development, this still does not address the ongoing concerns (MacDonald, 2019). Due to the limited availability of affordable housing, the growing housing need in the region, strong population growth, and a decline in vacancy rates in Waterloo, in September 2019, the region approved $5.4 million to create 58 new affordable homes (Senoran, 2019). However, because the definition of affordable housing remains inconsistent, as rent gradually rises, students continue to struggle to afford housing, and the constant pressure to make housing affordable plays a large factor in determining what the rental market looks like.

The CMHC believes that Waterloo will outpace the Toronto rates in student population growth (Davis, 2019). With two high-tech universities and increases in enrolment, particularly international students, Waterloo has one of the most advanced housing markets in Canada (Revington & August, p.15, 2019). Revington and August argue that because development is now heavily concentrated in Waterloo, redesigning the Northdale area both “physically and socially” is in fact “creating a segregated student-oriented district, and engendering displacement and gentrification”, which in turn, is “reshaping local affordability, driving high rents that affect both students and non-students alike” (p.15, 2019). The Ontario Student Assistance Program (OSAP) offers a maximum annual living allowance of $12,540 for full-time students only, however, this amount does not account for the cost of housing. When OSAP estimates your costs, tuition,
education expenses, compulsory student fees charged by the institution, childcare expenses, and living expenses are included, however, the total amount is not explicitly allocated to rent, rather, it is an estimated amount that is calculated according to a particular formula that OSAP uses. This greatly affects students, in particular, who are already taking on debt during their studies, and not to mention, the growing complaints of unsafe and unsanitary living conditions in student rental units (Revington & August, p.15, 2019).

5. Homelessness & Emergency Shelter Options

With student housing market being saturated due to the influx of international students, student homelessness is on the rise. A 2017-2018 Housing Stability Data highlights the number of challenges related to poverty, access to affordable housing and access to services to help those experiencing homelessness in the Waterloo Region (Pye & Schlichter, 2018). It is estimated that 4% of post-secondary students in Canada experience homelessness; this means that about 80,000 students in the country are living on the streets, sleeping in their vehicles, couch-surfing, or live in a homeless shelter (Weissman et.al, 2019). The University of Waterloo and Wilfrid Laurier provide alternate housing options to students, but this does not mean that housing is guaranteed. Students are often forced to seek out other options within the city. In a recent study conducted at York University, it was revealed that many students are “living in slum housing; densely overpopulated regular market town homes, sleeping in cubicles separated by simple sheets of drywall and paying $600-700 CDN for each space to shady landlords” (Weissman et.al, 2019). Despite students living in these illegal and often unsafe conditions, this information was not commonly known until recently (Weissman et.al, 2019). Amongst the most common complaints from student tenants include but not are limited to issues with heating and cooling, electric issues, unsafe appliances, furniture and fixtures, mold, or mechanical concerns.

With a population over 113,000 residents, 65,000 of which are post-secondary students (including 20,000 co-operative education students) the City of Waterloo lacks a homeless shelter. Although homeless shelters exist in the cities of Kitchener and Cambridge, the overcapacity of the shelters not only deter students from seeking the free service, but the conditions further discourage them. The region offers little temporary housing options that are available to students, however, the lack of available affordable housing plays a large role in the increase in the overcapacity (Bueckert, 2019). The House of Friendship, the Lutherwood Homelessness and Housing Umbrella, the YWCA Kitchener-Waterloo Emergency Shelter, and other various emergency shelters in the region are often available to students who do not have a place to sleep. Yet, in an attempt to encourage students to search for affordable housing, some shelters close their doors for a few hours (Bueckert, 2019). Yet, students are “discouraged by the lack of available housing and may be option to not connect with service providers” which perpetuates the cycle of homelessness amongst students (Bueckert, 2019).

The research conducted at York suggests three solutions to address student homelessness in the province:
1. “Institutions need to re-examine their role as landlords and housing providers and must create safe spaces to discuss student housing precarity;
2. Governments, housing ministries and research funders need to support efforts to understand the dimensions of post-secondary student homelessness and explore culturally intelligent solutions to student housing;
3. Students must be involved in creating and designing safer student communities and housing options” (Weissman, 2019).

Although Canada has a national poverty strategy, a program that specifically targets student homelessness in the region does not exist simply because it has “never been identified as a particular problem” in comparison to family poverty, or poverty amongst primary and secondary school student (Fraser, 2018). However, by 2025, the Province’s goal is to end chronic homelessness, while the Federal Government hopes to reduce chronic homelessness by half over the next ten years.

6. Information

There is plenty of information available to students that is easily accessible and understandable. As discussed above, students have various avenues to seek redress namely: The Landlord and Tenant Board (herein referred to as LTB), The Rental Housing Enforcement Unit (RHEU) and the City of Waterloo By-law Enforcement Unit. Information about enforcement and seeking redress from these agencies can be found on their respective websites, alongside contact information and even an online portal (City of Waterloo By-law Enforcement Unit) where students can lodge complaints. The Rental Housing Enforcement Unit is particularly swift in taking action if they establish that an offence under the Residential Tenancies Act has been committed. While seeking redress from the City of Waterloo By-law Enforcement and the RHEU is straightforward and easily accessible for students, the LTB which functions as a legal Tribunal is a process. The LTB does not respond to legal queries and therefore cannot provide advice on disputes. They are able to answer questions on filings and fees. Students are encouraged to read LTB brochures to determine if they should file an application with the Board. Furthermore, students can consult the Legal Protection Program (information available on the WUSA website) to help determine if they should bring an application to the Board and any other assistance students may need. The Legal Protection Program can also provide students with information about their rights and responsibilities as tenants. This information can also be found the LTB website.

In regard to postings, the University of Waterloo has a dedicated website with information on off-campus housing. The website has extensive information including a dedicated portal for student listings and classifieds. On the off-campus housing website, students can also find information about rent, cost of living, tenants’ rights, important tips, community outreach, leasing, subletting and even garbage and recycling. The website really serves as a one-stop shop for all off-campus housing needs. WUSA does not maintain any such website that can provide students with information on housing. However, WUSA provides a Student Legal Protection Service administered by Studentcare. Information about this service can be found on WUSA’s website. Despite all this, the largest platform for listings and landlord reputations is Facebook.
Tens of Facebook groups allow students to connect and share information about landlords, listings and parking information. Students self-list either to transfer their leases, sign a new one or sublet a unit. Facebook is preferred because it easily accessible for most students and produces desired outcomes fast. Students report being able to lockdown housing within hours on Facebook.

Footnotes

[1] Purpose-built student accommodation is a type of housing specific to student needs built by private investors who offer modern and good quality amenities. Some of the PBSA’s are newly built apartments or townhouse condos, or they are redevelopments of existing housing buildings. It is built with the intention of freeing up housing for everyone else, while also providing an opportunity for investors. PBSA’s are typically rented by the bed, and not by the door. This sector was not available nearly two decades ago when the only appealing housing options available to students were university residences or converted homes for multiple occupation (HMOs). The PBSA’s operate under Ontario’s Landlord and Tenant Acts and must “enforce the codes-of-conduct which the local university or college applies to their on-campus residences” (McLean, 2019).

[2] To view the 2016 student housing supply and demand chart collected in 2017 by the Waterloo Town and Gown Committee, please view Appendix A.

[3] Affordable housing is defined as “as housing that does not cost more than 30 per cent of yearly income or is at least 10 per cent below market rates” (Jackson, 2018).
Appendix A

Data obtained from Waterloo’s Town and Gown Committee’s 2017 Report on Waterloo Student Accommodation (The Student Housing Working Group, 2017):

<table>
<thead>
<tr>
<th>Student Housing Demand</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Undergraduate Enrolment</td>
<td># Full-time UG students at UW and WLU Waterloo campuses as of Nov. 2016</td>
<td>36,264</td>
</tr>
<tr>
<td>Total Graduate Enrolment</td>
<td># Full-time Grad students at UW and WLU Waterloo campuses as of Nov. 2016</td>
<td>+4,899</td>
</tr>
<tr>
<td>Local Co-op Work Term Students</td>
<td># students working within driving distance</td>
<td>+1,506</td>
</tr>
<tr>
<td>Non-tenant/Commuter Waterloo Students</td>
<td># students not renting in city, residing at home or traveling to campus</td>
<td>-10,291</td>
</tr>
<tr>
<td>Total Potential Student Tenants</td>
<td># total Waterloo students less non-tenant/commuter students</td>
<td>32,378</td>
</tr>
<tr>
<td>Total Potential Off-Campus Tenants</td>
<td># total potential student tenants less on-campus beds</td>
<td>23,397</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Housing Supply</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus Beds</td>
<td># beds available on-campus in Waterloo as of Nov. 2016</td>
<td>8,981</td>
</tr>
<tr>
<td>Low-Density Licensed Rentals</td>
<td># beds in low density licensed rental units</td>
<td>+6,946</td>
</tr>
<tr>
<td>Multi-Residential Beds</td>
<td># beds in multi-residential buildings in catchment area as of Nov. 15, 2016</td>
<td>+16,175</td>
</tr>
<tr>
<td>Traditional Apartment Beds</td>
<td># beds in traditional apartments</td>
<td>+1,336</td>
</tr>
<tr>
<td>Total Rental Beds Available</td>
<td># on- and off-campus beds</td>
<td>33,438</td>
</tr>
<tr>
<td>Total Off-Campus Beds</td>
<td># total rental beds available less on-campus beds</td>
<td>24,457</td>
</tr>
</tbody>
</table>
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Vice President Student Life
Council Report

October 2020

Prepared by: Nada Abouelnaga

Waterloo Undergraduate Student Association
Formerly known as Federation of Students, University of Waterloo

wusa.ca
200 University Ave W, Student Life Centre, Room 1116, Waterloo, ON N2L 3G1
1.0 General Update

1.1 Services
- The services have been doing well over the past month, with some services adjusting their hours in order to provide in person office hours for students in the Student Life Centre. Aside from that, all of our services continue to operate virtually.
  - Examples of virtual events that services have held last week:
    ▪ OCC – Speed Meeting – Sept 28
    ▪ Co-op Connection – Kahoot Trivia Night – Sept 29
    ▪ Women’s Centre – Movie Night – Sept 29
    ▪ OCC – Movie Night – Sept 30
- Services will be starting to update their volunteer and exec jobs for next term this week as they will be posted next week. Job descriptions and posting for the paid coordinator roles will be done after reading break.
- The Services Manager has met with the new Glow 50th Anniversary exec this past week to continue the work toward the event next Fall as Glow hits its 50th anniversary – yaaaay!
- The Food Support Service 2nd annual Stock the Bank challenge will be happening in November!
  - Currently at the planning stage
  - More details to come in the coming month

1.2 Clubs
- We now have 1200+ members and about 50 clubs/groups participating in our Clubs and Societies Community on Facebook
  - We are looking into other ways that we can adapt this initiative to be more accessible to all students, specifically students who cannot access facebook.
    ▪ Identified as a priority. Areas of improvement to be implemented for Clubs and Societies Days in Winter 2021
- Eagerly following news about the Clubs Admin system and the improvements that the IT department is working on bringing to that portal.

1.3 Special Events
- Event reports on the student engagement that we received during Welcome Week are being compiled in the next week by the Campus Life Department.
- A few upcoming events that our Special Events coordinator is working on are (this is not a comprehensive list; these are just some events that we are working towards):
  - WUSA’s Got Talent – kicking off Oct 5th
  - A couple more mental health workshops throughout the term (Feelings 101 in October and Managing Loneliness while in Self Isolation later in November – exact dates TBD)
  - Series of bingo nights in November (every Wednesday – 18th will be in partnership with OCC)
- DJ night on Oct 31st for Halloween – live (but virtual) DJ taking requests from students, top 40, Halloween-themed
- E-Sports tournament in collaboration with E-Sports club – Nov 14th-15th

1.4 Orientation
- O-Team hiring has been deferred to December, so working on some goal planning for the 2021 program while I have the gift of time
- Students who were Orientation Leaders are still connecting in conversation with first-year students through the Teams groups and other platforms (e.g. Minecraft) that were created by Orientation. Some faculties have flipped their Teams groups to be formal mentorship groups. Others plan to discontinue those Teams but have not yet.
- Becky is working with Meryl to finalize an Orientation 2021 dates proposal to go to the Orientation Steering Committee
  - In addition, Summarizing Orientation debrief from OAs last week to identify priorities for the 2021 cycle

2.0 Key Meetings
- Monthly meeting with Interim AVP HREI, Jean Becker:
  - Connected on the process of involving student voices in the process of restructuring HREI as a unit.
  - Since I am working on reviewing the Equity Policy for WUSA, I will be connecting with the Equity Office on that to gain additional input from an institutional equity perspective

3.0 Committee updates

3.1 Internal Administration Committee
- We are getting a good flow of new club applications with an average of 5 new applications being reviewed by the committee each week.
- The committee has started the process of reviewing the service administration of the Women’s Centre, RAISE and Glow, as per the Services Review Proposal

3.2 Campus Life Advisory Committee
- The service has only had one meeting this term and is reviewing the mandates of the Equity services. No other updates from this committee.
2020-2021
CLAC and IAC Service Review
Proposal

For the Campus Life Advisory Committee (CLAC) and Internal Administration Committee (IAC)
Presented by: Abbie Simpson
Background
The Campus Life Advisory Committee (CLAC) is responsible for conducting regular evaluation of all programs within the student life portfolio to examine the effectiveness and classification of each service, commission, or working group. The Internal Administration Committee (IAC) administers the Federation of Students’ clubs and services in accordance with the provisions of the Council procedures governing clubs and services. Both Committees have a unique opportunity to evaluate different aspects of programming and service administration to create recommendations for improved service operations and internal processes.

After the events of the August 9th Students’ Council meeting members expressed concerns with the level of operations students receive from student-run services. The Executive identified that our student-run services have not had a full review since 2013. However, the Executive believe that our student body has not had opportunity for proper consultation since the 2006 services review, Serving Students in the 21st Century.

At the August 23rd, 2020 Students’ Council meeting, the assembly approved a services review to ensure our services our meeting the diverse needs of our student population.

Scope of the Review
Campus Life Advisory Committee (CLAC) Review
CLAC will review the following areas of the services and provide recommendations for the report.

- User experience,
- Volunteer experience,
- Mandate review,
- Long-term planning.

Internal Administration Committee (IAC) Review

- Service administration
  - Training for Coordinators,
  - Executive structures,
  - Internal (and external) communications,
  - Service oversight.

Proposed Review Process
The review process is expected to take up to 8 months, with multiple services up for review at the same time. The process will begin in September 2020 and continue to the end of the governing year, with possibility for extension. The following section will outline the services which will undergo a full review, the timeline for review, and the method.

Services
CLAC and IAC will review services by grouping and select 3 services per term. The following
services will be evaluated during the 2020-2021 Services Review:

- Co-op Connection
- GLOW Centre for Sexual and Gender Diversity
- International and Canadian Student Network
- MATES
- RAISE – Racial Advocacy for Inclusion, Solidarity, and Equity
- Women’s Centre

In the past few years, some services were already extensively reviewed to modify service operations or do not require a full review at this time. CLAC and IAC identifies the following services as services which do not require full review, and recommend the 2021-2022 Committee undertake a review of the following services in Spring – Fall 2021:

- Bike Centre
- Campus Response Team (CRT)
- Centre for Academic Policy Support (CAPS)
- Food Support Service
- Off-Campus Community (OCC)

Timeline for Review

- Fall 2020 – RAISE – Racial Advocacy for Inclusion, Solidarity, and Equity, Women’s Centre, GLOW Centre for Sexual and Gender Diversity
- Winter 2021 – Co-op Connection, International and Canadian Student Network, MATES

CLAC recommend the following schedule for the 2021-2022 governing year:

- Spring 2021 – Campus Response Team (CRT), Centre for Academic Policy Support (CAPS), Off-Campus Community (OCC)
- Fall 2021 – Food Support Service, Bike Centre

**Method**

CLAC and IAC will review and follow the *Federation of Students Program Evaluation Guide* (2012) and questions created by CLAC and IAC. A needs assessment to find out what (if any) needs are currently not being met by the service will be completed. The following tools will be available to the Committee to meet consultation objectives:

- **Student Surveys**

  CLAC and IAC will create questions for the student services review survey, which will go live in the Fall term. Executive Committee will review survey priorities for the Fall term at the September 10th meeting. The survey will ask questions about service use in general, and about the services under review. The Committee will have the ability to propose survey dates to the President for
Student Focus Groups
CLAC and IAC will establish focus groups, and utilize time within the scheduled Town Halls, to ask questions and learn more about how students interact with the services and what they would like to see from WUSA.

In addition to meeting with students at-large, CLAC and IAC will meet with current coordinators, and the Services Manager, to learn more about their experiences and their understanding of service operations.

Review of Internal Documents
CLAC and IAC will utilize end of term reports and other materials the Committees deem necessary for review, including training materials and past proposals. The Committees will review governing documents and suggest recommended edits to the Policies and Procedures Committee (PPC).

Expected Actions
At the conclusion of each review, the Committees will undergo the following actionable items:

- A revised mandate for each service (if needed),
- An action plan to implement and communicate any changes or decisions made by the Committees,
- Revisions to policies and procedures to reflect mandate and service review process,
- Timeline for future review.
Chair of the Board of Directors
Report to Students’ Council

Benjamin Easton

4 October 2020

Waterloo Undergraduate Student Association
Formerly known as Federation of Students, University of Waterloo

wusa.ca
200 University Ave W, Student Life Centre, Room 1116, Waterloo, ON N2L 3G1
1.0 Meetings of the Board and General Updates

29 September 2020 Regular Meeting

At the time of writing, this meeting has not occurred. It is expected that the Board will discuss the Services Review and Social Media Policy, updates to the Committees of Board Procedure, approval of the Editorial Independence Policy, a letter received by the Engineering Society Board of Directors regarding the WUSA Box initiative, and executive performance evaluation.

2.0 Attendance at Board Meetings

At the time of writing there are no updates for attendance since the Board has not met since the September Council Meeting.

3.0 Other

As always, please do not hesitate to contact me with questions or concerns at any time at chair@wusa.ca.
To: Waterloo Undergraduate Students Association Council
From: John Hunte, Deputy Speaker of Council
Date: 4th October, 2020
Re: Deputy Speaker Report

Dear Council,

The following Councilors have reached or are above the threshold for removal. Explanations for absence have been included where provided.

- Jaineet Singh
  - Councilor Singh is currently studying while living with family and must cope with an 11hr time difference.
- Manas Suri
  - Councilor Suri is currently studying while living with family and must cope with an 9-10hr time difference.

All Councilors have received warnings as per procedure.

Regards,

John Hunte
Policy Title: Assessment Software and Student Intellectual Property
Policy Number: 22
Policy Class: Advocacy
Policy Category: UA

Effective Date: [DATE]
Approval Date: [DATE]
Last Revision Date: [DATE]
Review Year: [YEAR]

Sponsor: Vice President, Education
Attachment: None.
Responsible Bodies: Policies and Procedures Committee
Authority: Federation of Students Bylaw 8.7.(3).

Key Words: Plagiarism, Academic Integrity, Marking, Intellectual Property, Student Discipline

POLICY STATEMENT:
This policy addresses student rights to their own intellectual property, including how this applies to plagiarism and discipline at Waterloo. WUSA believes that any software which is recommended for use by students should be optional, without penalty, and robustly protect students' privacy and security.

PURPOSE:
This policy originated to protect the intellectual property of students from compulsory licensing to anti-plagiarism corporations, and preserve the right of students to have their intellectual property privy to only the university. It has been extended to include WUSA’s positions regarding plagiarism and student intellectual property, generally.

DEFINITIONS:
Academic Integrity- The application of ethics and upstanding behaviour to academic work, including both following established rules within the academy, and a dedication to the spirit of fairness, respect of others' work, accurate representation of your own abilities & the value of the University of Waterloo brand.

Intellectual Property- Property enshrined by law that comes from creativity or production of the human mind, and typically belonging to its creator, unless lawfully acquired by another party.

Plagiarism- A broad class of academic offences stemming from lack of or improper attribution of ideas to those requiring credit, and extends to but is not limited to failure to cite sources for quotes, copying other's assignments, using services either paid or free to create content for assignments, or paraphrasing other material without attribution.
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
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*Plagiarism Detection Software*: Software, such as Turnitin and MOSS that checks submitted work against other submitted work by other students, and a database of other past submissions to highlight potential instances of plagiarism to instructors for further investigation.

**SCOPE & EXEMPTIONS:**
This policy guides the advocacy of the Vice President, Education, to prioritize according to capacity, opportunity and discretion. Any specific measures not included in the recommendations are encouraged to be pursued by the Vice President where they align with the spirit and beliefs of this policy.

**POLICY COMMUNICATION:**
This policy requires no communication plan, and shall be updated on various WUSA information storage systems and website in the usual fashion.

**POLICY:**
1. The Waterloo Undergraduate Student Association believes:
   a. That student assignments and assessments are works that contain thought and personal expression, and therefore answers or student created works are copyrighted works\(^1\).
   b. That submission for marking provided by the university constitutes an exclusive and non-transferrable license of copyrighted works to those staff associated with the course.
   c. That the expectation that students not plagiarize is fair, and instructors have a responsibility to follow disciplinary procedures to punish those who plagiarize to protect the value of a University of Waterloo credential.
   d. That discipline should be fair, but remedial where possible.
   e. Alternatives to automatic plagiarism detection should be fair and equitable
   f. That all members of the university community have a role to play in cultivating a culture of academic integrity
   g. The university should, at all times, safeguard the privacy and security of students’ information.
2. The Waterloo Undergraduate Student Association is concerned:
   a. That use of automatic plagiarism detection software retains copies of students’ intellectual property, and its destruction is not assured.
   b. That automatic plagiarism checking can show similarity due to the large database of other submissions, and onus may easily fall on students to disprove plagiarism from those who they do not know.
   c. That issues of plagiarism are exacerbated by lack of variance in assessment.

\(^1\) [https://www.lib.sfu.ca/help/academic-integrity/copyright/students/protection-students](https://www.lib.sfu.ca/help/academic-integrity/copyright/students/protection-students)
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

d. The University may neglect students’ privacy or security in the use of 3rd party assessment software.

3. Therefore, the Waterloo Undergraduate Student Association recommends:
   a. That the University continue its practice of providing students an alternative to use of private plagiarism detection services, and that such actions be made universal across all courses using plagiarism detection software at the University if not already in place
   b. That the University expand this practice to include all 3rd party assessment software or web applications, including proctoring software
   c. That student permission for any licensing of work, including for marking by individuals other than the instructor or TAs, must be explicit
   d. That students continue to be informed about these options clearly within their course syllabi
   e. That all University of Waterloo plagiarism detection systems must robustly protect the creator’s ownership of intellectual property, as outlined in the company’s privacy statement and policies
   f. That alternatives provided to 3rd party assessment tools should not constitute undue extra burden as a means of dissuading students from exercising their rights including through adding extra work to the assignment or providing bonuses for using automatic software
   g. That the University ensure any software suggested for use in the courses or research robustly protects students’ privacy and security

HISTORY:
Date of Origination unknown
Updated or written, October 2013

COMPLIANCE AND ENFORCEMENT:
This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

APPENDICES: Cipher.
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES
Policy Title: Local and Regional Transit
Policy Number: 27
Policy Class: Advocacy
Policy Category: UA

Effective Date: [DATE]
Approval Date: [DATE]
Last Revision Date: [DATE]
Review Year: 2023

Sponsor: Education Advisory Council
Attachment: None
Responsible Bodies: Education Advisory Council

Authority:
- Charter of the Federation of Students: “To act as the representative of the undergraduate students of the University of Waterloo... including ... those students of various constituent faculties, schools, institutes, departments and colleges, both affiliated and federated, which are or may be from time to time a part of or associated with The University of Waterloo”
- Bylaws, Article 8: Students’ Council: “Council shall have the power ... to set the Policies of the Corporation.”
- Bylaws, Article 9: Officers: “The Vice President, Education shall be generally responsible for advocating on behalf of undergraduate students to the University of Waterloo...”

Key Words: transit, GRT, GO Transit

POLICY STATEMENT:
WUSA believes that University of Waterloo undergraduate students should have access to plentiful, convenient and affordable travel within the region of Waterloo and between regions in Ontario.

PURPOSE:
The intention of this policy is to voice students’ opinions and aid in the development of advocacy objectives pertaining to local and regional transit.

DEFINITIONS:
GRT – Grand River Transit
ION LRT – The Region of Waterloo’s Light Rail Transit System
GO Transit – regional public transit system serving the Greater Golden Horseshoe region of Ontario operated by Metrolinx, an Ontario Crown Corporation.

SCOPE & EXEMPTIONS:
This policy applies to all University of Waterloo undergraduate students, those on the main campus and satellite campuses.
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION

POLICIES

POLICY COMMUNICATION:
The Vice President, Education shall be responsible for informing student representatives and other relevant advocates about this policy.

POLICY:
The Waterloo Undergraduate Student Association believes:
1. Students should have access to reliable and efficient transit.
2. A significant number of students rely heavily on public transit to travel to and from campus, making it a critical component to achieving success in post-secondary education.
   a. Students on the main campus have difficulty reaching satellite campuses, and vice-versa.
3. Students have been inconvenienced by the recent changes to GRT service along the University Avenue corridor.
   a. Students in the area would be further inconvenienced by these changes as density increases in accordance to the Northdale plan.
4. A transit strike occurrence would be detrimental to many students, hindering their access to campus and other resources.
   a. That the Region of Waterloo should not place students and transit riders in a position where they may be affected by a strike.
5. In compulsory pooled purchasing of transit passes for students, under the conditions that fees are not levied while a student is unable to use services, and that the negotiated rate represents savings of 70% compared to the price of full-use passes during the same period of coverage.
6. That as a result of the University of Waterloo transit plaza currently under construction, GRT service changes may be detrimental to the efficiency and accessibility of transit for students throughout campus.
7. That expansion of the Kitchener line to enable two-way, all-day GO train service between Toronto and Waterloo Region would have highly beneficial outcomes for students.
   a. This service would offer students a safe, fast and convenient way to travel within the Toronto-Waterloo Innovation Corridor.
   b. Metrolinx Board of Directors has approved a recommendation for the expansion of the Kitchener Line.

The Waterloo Undergraduate Student Association recommends:
1. That the Regional Municipality of Waterloo create a fiscal environment where GRT is well funded so that it can deliver fair wages, and affordable and expansive service.
2. That in the case of a regional transit strike, students should not be penalized for missed attendance marks.
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
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3. That students have improved mobility options through public transit and/or campus shuttles to access satellite campuses and vice-versa; 
   a. through the expedient construction of Phase 2 LRT in the Region, and future expansions to provide rapid transit options for connectivity.
4. That Vice President, Education advocates for increased transit service levels; including 
   a. that service hours of the GRT, including the LRT, be expanded on Friday and Saturday nights to better service student patrons of local establishments looking for transit connectivity after 12:30AM, and 
   b. that GRT increases service levels along University Avenue.
5. That the Vice President, Education advocates the Region immediately implement funding to support "Bundle 2" proposed in 2020, including 15,000 service hours per year to adjust to changed bus usage as a result of Ion implementation.
6. That the Vice President, Education advocates for the construction of an automated GO Transit ticketing booth/kiosk at Davis Centre (DC).
7. That the Vice President, Education advocates alongside other stakeholders for $1 billion in Provincial funding for Two-Way-All-Day-GO train service between Toronto and Kitchener as detailed and approved in Metrolinx’s Board of Directors’ Initial Business Case on November 22, 2019.
8. That the provincial government should support expansion of GO bus connections to provide direct connections to Hamilton and Guelph from Waterloo.
9. That the Vice President, Education advocates for increased commuter times for the 25F bus route to better accommodate student travel patterns.
10. That federal and provincial governments should take action to fill municipal fiscal gaps in transit strategies originating from the effects of COVID-19.

HISTORY:
Policy was developed in consultation with EAC – September, 2020

COMPLIANCE AND ENFORCEMENT:
This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

APPENDICES: N/A
POLICY STATEMENT:
[Describe issue addressed by the policy including, where appropriate, linkage to the Strategic Plan]

PURPOSE:
This policy establishes the Waterloo Undergraduate Student Association’s position with regard to academic integrity and student discipline, and to guide the work of the Executive with regard to advocacy on University discipline policies.

DEFINITIONS:
Academic Integrity: The application of ethics and upstanding behaviour to academic work, including both following established rules within the academy, and a dedication to the spirit of fairness, respect of others’ work, accurate representation of your own abilities & the value of the University of Waterloo brand.

SCOPE & EXEMPTIONS:
This policy guides the advocacy of the Vice President, Education, and President to prioritize according to their capacity, opportunity and discretion. Any specific measures not included in the recommendations are encouraged to be pursued by Executive where they align with the spirit and beliefs of this policy.

POLICY COMMUNICATION:
This policy requires no communication plan, and shall be updated on various WUSA information storage systems and website in the usual fashion.
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

POLICY:
1. The Waterloo Undergraduate Student Association believes:
   a. That students have an obligation to one another to participate in the University environment in a fair manner reflecting integrity
   b. That academic integrity increases the value and prestige of University of Waterloo degrees, diplomas and other designations, and instills dignity in quality work of all members of the community
   c. That fair academic discipline is required to ensure these benefits.
   d. That academic discipline can, should and must be accompanied by other measures to promote a culture of academic integrity at the University of Waterloo.
   e. That an academic discipline system must balance punitive measures to dissuade actions and remedial opportunity for growth.
   f. That unintentional transgressions of academic integrity are signals of systemic and cultural failure, rather than personal failure.
   g. That all members of the University community have a role to play in cultivating a culture of academic integrity.
   h. That the Waterloo Undergraduate Student Association, as a collective representative for students, should have a prominent role in stakeholder consultation by the University for student discipline policy development.
   i. That a university culture and system of promoting academic integrity must rely on education, practice and reinforcement, leadership, and resources.
   j. That the Waterloo Undergraduate Student Association’s role is that of an advocate for the mistreated, and general compassion within the system, but to support disciplinary decisions where justified and fair.

2. The Waterloo Undergraduate Student Association is concerned:
   a. Punishments for academic misconduct may not be commensurate with the action undertaken and associated circumstances
   b. Students may not understand the value, or reasons for enforcement, of proper academic conduct
   c. The University may prioritize punishment over restorative justice and building a culture of academic integrity
   d. Students may be unfairly punished for the actions of others, particularly as a result of online communications
   e. Students may be unaware of the permissible forms of collaboration for assessments throughout the term
   f. Academic conduct is not equivalently enforced for instructors

3. The Waterloo Undergraduate Student Association therefore recommends:
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION
POLICIES

a. That the University review the assessment penalty guidelines for undergraduates no less often than every five years, and include substantive consultation with the Vice President, Education, or another undergraduate student as the Vice President sees fit.
b. That evaluations of appropriate penalties with regards to academic integrity violations—especially those regarding plagiarism—attempt to ascertain likelihood that the transgression was intentional, and if unintentional, to treat as a mediating factor in applying the penalty assessment guidelines
c. That the University adequately fund and support academic integrity resources on campus, including but not limited to the Academic Integrity Office, the academic integrity app.
d. That students should be exposed, through a portion of a lecture in a mandatory 100-level course in their discipline, information dedicated to the importance and the practice of academic integrity, and academic integrity resources on campus.
e. That specific rules for discipline in the case of wildly circulated communications, such as emails or online messages, be developed in consultation with the Waterloo Undergraduate Student Association
f. That the University create a requirement for each course to explicitly state, in the syllabus, the accepted aids in each assessment
g. That the University uniformly enforce academic integrity for instructors and students

HISTORY:
Date of Origination unknown
Updated or written, June 2013

COMPLIANCE AND ENFORCEMENT:
This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

Students' Council recommends that the Vice President, Education, inquire with appropriate University personnel to determine the prospect of the Waterloo Undergraduate Student Association having involvement in regular review of undergraduate penalty guidelines.

APPENDICES: Cipher.
Policy Title: Enrollment and Quality of Education
Policy Number: 14
Policy Class: Advocacy
Policy Category: UA

Effective Date: [DATE]
Approval Date: [DATE]
Last Revision Date: [DATE]
Review Year: 2023

Sponsor: Vice President, Education
Attachment: None.
Responsible Bodies: Policies & Procedures Committee
Authority: Federation of Students Bylaw 8.7.3

Key Words: Enrollment, Capacity, Students, Infrastructure

POLICY STATEMENT:
Quality of education is a key objective of the Waterloo Undergraduate Student Association, which aligns with the mission of the University, but may conflict with the economic considerations of the university's enrollment strategies.

PURPOSE:
To establish a position of moderated growth for the University of Waterloo that does not interfere with quality of education.

DEFINITIONS:
None.

SCOPE & EXEMPTIONS:
This policy guides the advocacy of the Vice President, Education, to prioritize according to capacity, opportunity and discretion. Any specific measures not included in the recommendations are encouraged to be pursued by Executive where they align with the spirit and beliefs of this policy.

POLICY COMMUNICATION:
This policy requires no communication plan, and shall be updated on various WUSA information storage systems and website in the usual fashion.

POLICY:

1. The Waterloo Undergraduate Student Association believes:
   a. That the university has no shortage of qualified applicants for undergraduate programs, as evidenced by consistently increasing entrance averages;
   b. The university frequently achieves its aggregate undergraduate enrolment targets;
c. The mission of the university should include a commitment to world-class education;
d. That the university deserved commendation for relatively stable faculty to student ratios and maintaining the average below the U15 ratio since 2014;
e. That Waterloo’s improvement on regular faculty hiring and low level of sessional usage both deserves commendation and leaves room for improvement;
f. That full-time ad tenure-track faculty increase quality of educational programming.
g. Every University of Waterloo student deserves the chance for success; and
h. Co-op constitutes a key academic component of University of Waterloo students’ educations.

2. The Waterloo Undergraduate Student Association is concerned:
   a. That market pressures as provincial basic operating grant funding remains stagnant and human resources costs increase will lead to larger class sizes;
   b. That admittance sizes into co-op programs continue, since the 2013 iteration of this policy, to be regulated by their respective departments and not co-op, giving no safeguard against departments’ incentive to over-admit students without regard for consideration of the co-op job market;
   c. Future expansion may put stress on already stressed student services such as, but not limited to, counselling services and the Student Success Office;
   d. Enrollment planning is a largely secretive process without WUSA awareness of the guiding principles of the process, nor the results; and
   e. That current satellite campuses serve as a net negative to student availability to student services and to economies of scale that would make the university more efficient to run without providing increased geographic access to students.

3. Therefore the Waterloo Undergraduate Student Association recommends:
   a. That information about enrollment planning be made more available to the association;
   b. That enrollment levels in all programs should accurately reflect the academic, structural and service capacity and capabilities of the University of Waterloo to accommodate students while maintaining and improving the high quality of their education;
   c. That strategic targeting of higher student-to-faculty ratios must not be used as a mechanism to address financial shortfalls, entailing;
   d. That proportional increases in student population should lead to proportional increases in instructor numbers, and corresponding increases in student services where student-to-staff ratios are meaningful;
   e. That satellite campuses should receive increased attention and strategic targeting to achieve similar levels of student services to those available on main campus;
   f. That the University of Waterloo shall not pursue any new satellite campuses in Southwestern Ontario or the Greater Toronto-Hamilton Area;
   g. That the Provost, in conjunction with Waterloo Co-op develop a protocol enabling the tying of sustained unemployment rates of co-op students in appropriately themed job placements to restrictions on recruitment levels for those programs;
   h. That the university set aggressive public targets for student space, caps on deferred maintenance and student services service levels.; and
i. That the university continue to increase its full-time and tenure-track instructor complement as a proportion of its full academic staff.

HISTORY:
Created or revised, November 14, 2010
Revised, August 3, 2014

COMPLIANCE AND ENFORCEMENT:
This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

APPENDICES: Cipher.
**Policy Title:** Open Data Formats  
**Policy Number:** 17  
**Policy Class:** Corporate  
**Policy Category:** A, G  

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**Sponsor:** Policies & Procedures Committee  
**Attachment:** None  
**Responsible Bodies:** Policies & Procedures Committee, Students’ Council  
**Authority:** Policy 1: *Secrecy in University Governance*

**Key Words:** Platform-neutral formats, data accessibility

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**POLICY STATEMENT:**

Online documents published by WUSA should be available to members in platform-neutral formats.

**PURPOSE:**

This policy addresses concerns of accessibility of information for members of WUSA.

**DEFINITIONS:**

*Platform-neutral formats* refers to digital content which is accessible on any type of computer, cell phone or other device.

**SCOPE & EXEMPTIONS:**

This policy applies to all public documents of the Corporation, except for the Budget which may be published in Microsoft Office Excel format.

**POLICY COMMUNICATION:**

This policy will be available on the Corporation’s website.

**POLICY:**

WHEREAS communications and information from WUSA should be accessible to all members; and,

WHEREAS open data formats are accessible through free software on all major computing platforms, while closed formats may require proprietary software; and,

WHEREAS students may not have access to such proprietary software;
BE IT RESOLVED THAT WUSA shall strive to make documents and promotions available to members on the organization’s website in platform-neutral formats, including plain text, HTML, Adobe portable document format, and rich text format.

HISTORY:
Earliest reference to the policy is 2010-04-30. Amendments to the policy were made effective 2014-11-30. In Fall 2020, PPC reviewed and approved amendments to the policy.

COMPLIANCE AND ENFORCEMENT:
This policy has no formal enforcement mechanism and is left to Council to hold accountable the Executive in the day-to-day operations of WUSA.
**POLICY STATEMENT:**
Affordability is something always on members’ minds. Government funding of student financial aid has been the major component of how university has remained affordable for Canadian student even while tuition rates have steadily increased at this university and others. Effective design of this system and continued investments into the future are essential to continuing to address affordability at the University of Waterloo.

**PURPOSE:**
To address the financial implications of increasing tuition rates, and establish a set of recommendations for government action on increasing equity and affordability in the post-secondary system.

**DEFINITIONS:**
- Canada Student Grants and Loans Programs- Programs of the federal government that give out non-repayable grants and repayable loans, and is integrated under the Canada-Ontario Integrated Student Loans agreement, and is included in OSAP amounts
- Ontario Student Assistance Program- A program of the Ontario government established to improve affordability to students by providing loans and grants
- Post-Secondary Student Support Program- A program of the federal government and administered by band councils intended to provide free tuition and living expenses to Indigenous students in Canada. This program is limited by the funds budgeted for it, and years of decreased funding have led to shortfalls relative to qualified applicants.
- Professional Second Entry Programs- Programs that are entered into after a first undergraduate degree for preparation in a non-academic profession, such as optometry, pharmacy, medicine, public policy, law or masters in business or accounting.
- Repayment Assistance Program- A program of the Ontario government which assists graduates without the financial means to repay their student loans.
Student Access Guarantee - A policy of the provincial government which asserts that no Ontario student shall face an inability to afford post-secondary education. 

Tuition Set Aside - A policy mandate of the provincial government that allocates 10% of any increases in university budgets attributable to tuition increases towards further available support for OSAP-eligible students. This funds Waterloo work-study jobs and some Waterloo bursary funding.

SCOPE & EXEMPTIONS:
This policy guides the advocacy of the Vice President, Education, to prioritize according to capacity, opportunity and discretion. Any specific measures not included in the recommendations are encouraged to be pursued by the Vice President where they align with the spirit and beliefs of this policy.

POLICY COMMUNICATION:
This policy requires no communication plan, and shall be updated on various WUSA information storage systems and website in the usual fashion.

POLICY:
1. The Waterloo Undergraduate Student Association believes:
   a. That post-secondary education should be affordable;
   b. That universities and governments have an obligation to ensure that individuals are not held back from a university education by chance of birth and socio-economic status, and that all willing and qualified students should have access to post-secondary education;
   c. International students play a role in subsidizing the operation of the university, but deserve respect and the same consideration for socio-economic equity as domestic students;
   d. That financial aid, when government facilitated, should generally be geared toward needs-based funding; and
   e. That direct government funding of financial aid, especially the Ontario Student Assistance Program, Canada Student Loans and Grants programs and the Post-Secondary Student Support program, remains necessary to provide equitable access to students.

2. The Waterloo Undergraduate Student Association is concerned:
   a. Tuition continues to expand, with compounding effects;
   b. That though government financial aid kept pace with increased tuition costs until cuts to Ontario funding in 2019, some Waterloo programs are of a significantly higher tuition and may require additional measures beyond direct government funding to make post-secondary education affordable;
   c. That international tuition, if increased at 15% each year, will culminate in tuition doubling every five years, leading to substantial effects for the many Waterloo international students from families with limited financial means; and
   d. That there are multiple improvements that could be made to increase financial security for students that could be implemented to improve financial security for
both domestic and international students, putting them on the right foot to engage fully in the Canadian economy after graduation.

3. Therefore, the Waterloo Undergraduate Student Association recommends:
   a. Increased funding to the Canada Student Grant and Ontario Student Assistance Program grants, targeted based on needs assessments that include regional living disparity and program tuition disparity, including partial or full restoration of funding cut by the Ontario government in 2019.
   b. The Canadian government should assure sufficient funding and administrative reform to the Post-Secondary Student support program such that each Indigenous person who meet admission requirements and wishes to attend university receive tuition, a regionally tailored living stipend based on a needs assessment, and a travel stipend reflecting cost of a round trip at least two times per year;
   c. The Ontario government should remove recent penalties for financial aid in professional second entry programs to reflect the need for highly skilled doctors and lawyers even at a time when professional program tuition is increasing rapidly;
   d. That governments make use of loans as a tool to leverage public dollars further, but should not do so to an extent that saddles students with unreasonable amounts of debt;
   e. That both provincial and federal governments collaborate on improvements to education savings plans, especially those where progressively designed incentives are given, however, priority in public expenditure should be given to needs-based student grants, which are the most accurate way of targeting need equitably in the post-secondary system;
   f. That the Ontario government continue the Repayment Assistance Program;
   g. That the Ontario government continue the Student Access Guarantee for domestic students;
   h. That alongside the provincial domestic tuition set-aside, the provincial government partner with the federal government and international revenue agencies to design a system of 10% international tuition set-asides across Ontario;
   i. That the Ontario government require annual public reporting on set-aside funding and operations at each university;
   j. That the Ontario government mandate a minimum university percentage expenditure of set-aside funds in direct aid not related to employment; and
   k. That the Ontario government permit unneeded set-aside funding to be placed in investment accounts for further use.

HISTORY:
Created or revised, April 30, 2010
Revised, July 6, 2014

COMPLIANCE AND ENFORCEMENT:
This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.
APPENDICES: Cipher.
Review of Policies and Procedures

A. Overview

I. Purpose of Procedure

This procedure:

1. Provides for the periodic review of the policies & procedures of Students' Council by the Policies and Procedures Committee (PPC) or by other committees of Council.
2. Gives the PPC the power to make editorial changes to the policies & procedures.

II. Purpose of Policy Review

1. The purpose of a policy review is to perform a cursory examination of how circumstances may have changed since the adoption of a policy and to determine whether the policy has become obsolete, is in need of re-examination, or continues to apply.
2. The review also serves to ensure that Students' Council is informed of any potentially expiring policy before its expiry date.
3. A policy review may also suggest amendments of a minor nature, such as updating statistical facts or making insubstantial changes, or may suggest more substantive changes to reflect the changing priorities and goals of the organization.

III. Purpose of Procedure Review

1. The purpose of a procedure review is to comprehensively examine a procedure and update it as needed.
2. A procedure review may suggest any action related to the subject-matter of the policy procedure, including that an existing procedure be followed or enforced.

B. Review Process

1. When a policy or procedure is due to be reviewed, the committee responsible shall initiate a review of that policy or procedure. It is the chair’s responsibility to ensure that the review be started by the committee.
   a. An advocacy policy is due to be reviewed if it expires in less than a year.
   b. A corporate policy is due to be reviewed if it was last adopted or reviewed more than three years ago, or it may specify a more frequent interval for review.
   c. A procedure is due to be reviewed if it was last adopted or reviewed more than
four years ago, or it may specify a more frequent interval for review.

2. Nothing in this policy should be interpreted as preventing the committee from initiating a review before the policy or procedure becomes due.

3. Except as otherwise specified in the procedures or policy, or as ordered by Council on a case-by-case basis, or as outlined in the policy or procedure itself, the PPC is responsible for all reviews. The PPC may delegate such reviews to other committees as part of that responsibility without requirement of approval by Council.

4. The committee shall report the results of the review (or its lack of agreement on the recommendations) to Student’s Council upon its completion, usually in the form of a motion to renew, amend or rescind.

5. The committee should recommend action to be taken on the policy or procedure under review, such as that the policy or procedure be rescinded, amended, and/or renewed, or that Council or another (specified or unspecified) committee should consider the merits of the policy in more detail.

54. In the event of failure to renew an expiring policy by the time it expires but wishes to pursue its review, PPC shall request the Secretary of Students’ Council to note the expired status in the review date section of the policy or procedure.

65. In the event that PPC foresees no reasonable instance in which the expired policy shall be renewed or reviewed, it shall request the Secretary of Students’ Council to make note at the next Council meeting, and, if there should be no objection, remove the body of the policy from the organization’s policy document.

76. A renumbering of policy shall occur every ten years, in years ending with the digit “5”, beginning in May of that year, where expired policies are removed and PPC engages in a review of policy ordering and numbering, and recommends any proposed changes to the order to Students’ Council in the consent agenda of the September meeting, or a later meeting of that governing year if PPC so chooses.

C. Editorial Changes

1. The Policies and Procedures Committee may make editorial changes to policies & procedures, including reformatting, correcting typographical or grammatical errors, renumbering sections, and updating cross-references.

2. Such changes must not affect any substantive aspect of the policy or procedure, and may not include the renumbering of a policy or procedure.

3. When Council makes an amendment to a policy or procedure that relies on out-dated
references, the Speaker shall inform Council of the correct intended interpretation of the amendment as soon as it is discovered and this shall be noted in the minutes, and the amendment shall be interpreted accordingly.
Policy Title: University Records
Policy Number: 8
Policy Class: Advocacy
Policy Category: UA

Effective Date: [DATE]
Approval Date: [DATE]
Last Revision Date: June 8, 2014
Review Year: 2023

Sponsor: WUSA President
Attachment: Register of designated university contraventions of this policy.
Responsible Bodies: Policies & Procedures Committee
Authority: Federation of Students Bylaws 8.7.3

Key Words: Transparency, University Committees, Communication, Archival

POLICY STATEMENT:
This policy addresses access to university information, which are of benefit to association membership and leadership.

PURPOSE:
The decisions of University bodies are of interest to both the effective operation of the Waterloo Undergraduate Student Association and to its members. Having such records be available where appropriate, clear, accessible, and otherwise user-friendly is in the interests of students and the broader University of Waterloo community.

DEFINITIONS:
Appropriate Student Representation- Undergraduate student membership on a committee, in either a non-voting or voting role on a committee, either elected, appointed by the association, or selected by a meritocratic process with clear
Committee- For the purposes of this policy, a group of two or more individuals convened either officially or casually with the purpose or intent to undergo deliberation or some process, or to achieve some result.
Competitive Advantage- Differentiating “trade secrets” or innovations of the University of Waterloo which improve its operation, teaching quality, or research output, not to be construed to include information that is simply kept quiet to avoid bad press.
Confidential- Committees or processes that occur without documentation available to either the public or to all members of the University of Waterloo community
Deliberation- Any formalized process of decision-making, not excluding committees or processes that create reports or recommendations, or committees that act in an advisory fashion. Excludes decision making made by an individual.
**Process**- Any prescribed or typical set of actions taken by a formal or semi-formal group designed to weigh considerations to deliver an end result which then carries authority or sets direction for other actions within the university.

**Results**- The outcome of a process, or a decision made by an individual weighing considerations to exercise discretion under their authority, that sets direction for other actions. Also, reports, memos or other documents created through deliberation or as a result of a process.

**SCOPE & EXEMPTIONS:**

1. This policy does not take a stance on whether university committees should be open to public attendance.
2. Certain exceptions to provisions under 2.c. and 2.d. may be revocably sanctioned by the Executive Committee.
3. Other exceptions to the broad statements of this policy are to be adjudged by the executive most responsible for that area pursuant to 2.f.
4. For avoidance of doubt, this policy does not bind the University of Waterloo as it is a separate legal entity, and simply illustrates the principles under which the Waterloo Undergraduate Student Association believes the university should act.
5. The register attached serves not as an element of this policy, but as an organizational structure to record a certain subclass of Council stances.
6. This policy does not address student membership on non-confidential committees.
7. This policy guides the advocacy of the Vice President, Education, to prioritize according to capacity, opportunity and discretion, except with regard to the specific stakeholder communication requirements of 2.h. Any specific measures not included in the recommendations are encouraged to be pursued by Executive where they align with the spirit and beliefs of this policy.

**POLICY COMMUNICATION:**

This policy requires no communication plan, and shall be updated on various WUSA information storage systems and website in the usual fashion.

**POLICY:**

1. The Waterloo Undergraduate Student Association believes:
   a. In achieving functioning governance at the University of Waterloo that instills trust in all stakeholders in its decision-making;
   b. That decisions generally engender trust when processes, deliberation and results can be clearly explained to members of affected communities;
   c. In balancing the value of proprietary information where such sensitivity of information has benefits for some or all stakeholders in a decision-making process;
   d. That the Waterloo Undergraduate Student Association plays an accountability role on behalf of its members, and as such has a distinct claim to information that must be balanced against value arising from sensitive information; and
   e. That in many instances the accountability function of the association necessitates a division in information between the Executive leadership and Board of the association, and its membership.
2. Therefore the Waterloo Undergraduate Student Association establishes
   a. That unless there are strong articulable reasons related to protecting the University of Waterloo’s competitiveness, the association expects full transparency from the University on deliberative processes, decision making timelines, and clear identification of decision-making authorities;
   b. That university committees and their deliberation should be by default non-confidential when substantially and directly affecting the affairs of undergraduate students, unless there are legitimate articulable reasons that outweigh the benefits of having those committees be public in nature;
   c. That where a committee is to be confidential, and where items or discussion normally under the purview of that committee have substantial direct impacts on undergraduate students or upon the association, the University must compensate for such balancing by providing the option of association executive or other appropriate student membership on that committee. Justifications for confidentiality may be broad and inclusive of but not limited to, substantial risk to decision quality due to lack of candor, deliberation over issues of sensitive personal nature, or discussion of legal, fiduciary or competitive details of university affairs;
   d. That both confidential and non-confidential committees should engage in minute-taking of the substance of discussions of their deliberations;
   e. That results of decision-making processes should generally be made public, and done so in an expedient manner. Exceptions to results of deliberations may include sensitive personnel matters, matters of competitive advantage, and matters that require particular sequencing of release of information;
   f. Where any executive, acting as a subject-matter expert of the association, is of the opinion that a university process or body is lacking in such transparency as befits the principles of this policy, or where there is justified belief that the University is unfairly withholding results of a certain process that should be public, that executive may bring a motion to amend the register attached to this policy, to be approved by a simple majority of Students’ Council. Such an addition should clearly indicate the date of the meeting, and if desired, a date for automatic removal from the register;
   g. Non-automatic removal of a process, body, or result may be initiated by any executive, with the same threshold, or may be initiated by the Policies and Procedures Committee if it feels that such a designation is obsolete. Should such a motion be discussed and rejected at Council, the date of discussion should be added to the Register; and
   h. Upon being added to the register, the executive who made the original motion shall indicate to an appropriate university personnel member that such an action has occurred.

HISTORY:
Created or revised, July, 11, 2010
Revised, June 8, 2014
**COMPLIANCE AND ENFORCEMENT:**
This policy has no compliance and enforcement plan, as is typical fashion with regard to advocacy policies.

**APPENDICES:**

**REGISTER**

1. University processes:
   a. None.
2. University unreasonably confidential committees:
   a. None.
3. Confidential university committees requiring appropriate student representation:
   a. None.
4. Decisions, Reports or other Documents requested for public sphere:
   a. None.
**Policy Title:** Editorial Independence and Codes of Ethics for Student Publications  
**Policy Number:** TBD  
**Policy Class:** Corporate  
**Policy Category:** G, A  

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**Sponsor:** Board of Directors  
**Attachment:** None  
**Responsible Bodies:** Board of Publications, Board of Directors  
**Authority:**  
- Charter, Object 7: “To initiate, sponsor and promote activities in which the interest of the member students at The University of Waterloo are involved…”  
- Charter, Object 9: “To sell and publish books, papers, journals, reports, periodicals and printed material generally”  
- Constitution of the Federation of Students (UW Board of Governors, 1965). Chapter 3: “To determine which clubs, societies, organizations and publications shall receive recognition… and to make grants of money” [to the same]. “To administer the finances of the Federation [including recognized groups]”; Chapter 7: To provide for the fees from students and dues from members of Societies subject to approval by the Student Council; “in all matters to remain subject to the ruling of the Student Council”, and “… to draw up regulations [and agreements] for the better fulfillment of its duties… [subject to] approval by the Student Council”.  

**Other Reference Documents:**  
- Board of Publications Report and Proceedings (1978): The Report of the Board of Publication at the culmination of the so-called “Chevron Affair”, and the resulting recommendations for the separate incorporation of a tangentially related corporation from the then Imprint Publications student newspaper (which was accountable to the Students' Council), to be accountable to the students and overseen by the student government indirectly but not directly administered thereby.  
- Report to the Board of Directors of the Imprint Acquisition Working Group (16 April 2020), as accepted on 22 April 2020.  
- Letter of Intent regarding the Proposal to Purchase the Assets of the student publishing house at the University of Waterloo operated by Imprint Publications, as executed on 29 May 2020, and any successors thereto (i.e. the Definitive Purchase and Gift Agreement)  
- Letter of Understanding re: mathNEWS (14 March 1988, as amended): Initial letter provided for mathNEWS to be under the custodial administration of the Dean of Mathematics, acting as an independent steward for mathNEWS after a series of editorial independence concerns with relation to the Mathematics Society, as agreed to by the society, editors, and Dean, and approved by the Students’ Council; amended in 1996 to
reflect regularity of funding to resolve budget disputes with the Mathematics Society, under mediation by the Federation’s Ombudsman and the Dean.

- Constitutions, agreements, and operating procedures of the MathNEWS (Mathematics Society) and the Iron Warrior (Engineering Society), as amended.

Key Words: editorial independence, code of ethics, student publications

POLICY STATEMENT:
The Federation of Students, University of Waterloo, operating as the Waterloo Undergraduate Student Association believes that all undergraduate students have the right to contribute to Student Publications. The Waterloo Undergraduate Student Association is committed to editorial autonomy of Student Publications and any chartered/constituted student newspapers under WUSA or any constituency thereof (e.g., specific student publications serving a faculty or college student body).

PURPOSE:
It is the responsibility of Student Publications (and including any chartered/constituted student newspapers thereunder) to serve as a watchdog of the student government, the University of Waterloo and the administration thereof, and the broader university community as it affects students. The Student Government, including its constituency Societies, involvement in day-to-day publication decisions or practices would compromise the objectivity of Student Publications, and therefore WUSA has established this Policy to ensure that the role of Student Publications to remain responsible but autonomous of its Publisher is respected.

DEFINITIONS:
Board of Publications – The Board of Publications shall be constituted by Board of Directors procedure, in accordance with this Policy. Broadly, the Board of Publications provides oversight for all Student Publications, although day-to-day operations, publishing, and management shall be administered in accordance with the Student Publication Charter of the relevant Student Publication.

Editor(s) – The Editor(s) of Student Publication shall refer to the parties responsible for editorial functions of a Student Publication.

Editorial Board – The Editorial Board is the management board of a given Student Publication composed of its Editors, including the Executive Editor of that publication if applicable, or an alternative structure provided for in the Student Publication’s Charter.

Executive Editor – The Executive Editor is the editor who is ultimately responsible for the publication and oversight of the publication staff and volunteers for a specific Student Publication, or alternative(s) provided for in the Student Publication’s Charter (e.g., multiple Editors that share this responsibility).

Commented [SJV1]: Per MathNEWS request, this was opened up a bit. They make a fair point that a small volunteer based publication like them runs a lot less formally. So their charter ought to have a way to provide alternative structures.
Improper Content – Any materials deemed libelous or otherwise contrary to law, or materials contrary to the bylaws, corporate policies or the Student Publications’ own operating procedures (including charter, constitution, and/or memorandum of understanding, as the case may be).

Student Publication Charter – The charter, constitution, and/or or memorandum of understanding that constitutes a grant by which a specific Student Publication is founded and its rights, privileges, and objects defined.

Student Publications – Student Publications refers to any of the following print and digital newspapers or journals currently in publication: Student newspapers, Quetzal, Waterloo Journal of Environmental Studies, and any chartered/constituted student newspaper including, but not limited to, MathNEWS and Iron Warrior, whether they be operated by charter, constitution, and/or memorandum of understanding; or any publications hereafter established, chartered or modified by the Board of Publications. Student Publications do not include WUSA’s internal, directly managed communications (i.e., those administered by the Communications & Media Relations Manager).

Participants in WUSA’s governance – Participants specifically include those who are elected to WUSA positions and those serving as members on WUSA committees. This includes but is not limited to, Councilors, Executives, and at-large members serving on committees. Students at-large engaging in the process and constituency society executive, representatives and management board members are specifically excluded.

Publication Processes – Publication Processes include all operations undertaken by Student Publications in the fulfillment of their objects. This includes, but is not limited to, research, writing, editing, photography, layout, and management.

Publication staff and volunteers – Publication staff and volunteers include all paid and unpaid roles within a Student Publication. This includes, but is not limited, researchers, writers, journalists, editors, photographers, support staff, management, and other contributors, including artists.

Publisher – Unless otherwise specified, or delegated by the Board of Publications in accordance with the governing documents, the Publisher of all Student Publications is the Waterloo Undergraduate Student Association (WUSA).

SCOPE & EXEMPTIONS:
This policy requires the establishment of a permanent Board of Publications, to be under the auspices of the Board of Directors, and applies to the Board of Publications and all Student Publications, including any chartered/constituted student newspaper.

POLICY COMMUNICATION:
The policy will be posted on the Corporation’s website and internal network drives. The Board of Directors, Board of Publications, and all Student Publications will be advised of the new policy via distribution by the President, or a designate. Similarly, prior to revision, the President shall consult with the Board of Directors, Board of Publications, and all Student Publications.

POLICY:

1. This policy consists of principles for general application: the morals, scruples, and rules to which all specific publication content of Student Publications should adhere.
2. This policy is the framework upon which the charters and constitutions governing documents of Student Publications are governed and operated, and a...
2.1 Applicable procedures of Student Publications shall adhere with this policy.
3. Editorial Independence, implemented through this policy, shall
   a. Maintain and protect Student Publications’ status as editorially independent and organizationally autonomous from its Publisher in all respects, and particularly in respect of publication content, without regard to the sources of funding by WUSA or advertisers, or otherwise by virtue of the University of Waterloo’s administration.

   i. The Board of Publications may provide for, delegate, or otherwise establish subsidiary Publishers for constituency Student Publications where provided for in the applicable Student Publication Charter.
   ii. The Publisher[s], with or without consultation or consensus of the Editorial Board, shall have the final authority and responsibility for all publication content in each paper, Student Publication, subject to the oversight and authority of the Board of Publications, and any constraints imposed in the Student Publication Charter thereof. The WUSA Board of Directors ultimately has the power to rule that materials published are deemed Improper Content, as determined by a qualified member of the Ontario Bar, with serving the public good held as the ultimate editorial priority.
   iii. Those participating in WUSA’s governance, directors, fiduciaries, and paid staff, exempting those staff directly associated with the Student Publications themselves, will not be involved in the Publication Processes of any publications without approval of the Executive Editor or Editorial Board, as the case may be, of the Student Publication in question, and may not, under any circumstances dictate content for publication, exempting the prohibition of Improper Content and the submission of content.
   iv. All opinions published shall be strictly those of the authors of said publication and shall not necessarily reflect the opinions of WUSA, any Student Publications, or their officers and publication staff and volunteers.
   b. Ensure that Student Publications’ publication content for publication is researched, written, confirmed, edited and approved for publication in accordance with professional journalistic standards and best practices, and with the goal of continuous improvement in all aspects, but without prejudice to, or the
diminishment of, historic iconoclastic, humourous, and lampooning style as Student Publications.
c. Facilitate Student Publications’ ability to inform, educate, entertain, and provoke discussion and thought on the part of Waterloo students by the publication of interesting, relevant, accurate, objective, funny, critical, satirical, creative, insightful, and well-researched articles, graphics, cartoon, photographs, or other media.
d. Promote the journalistic education and fulfillment of every contributing member of Student Publications, both on an individualistic and team basis.

4. The Board of Publications shall be responsible for adopting a Code of Ethics, as adapted from the Canadian Association of Journalists’ Statement of Principles, which at minimum shall will include the following principles and their definitions:

a. Inclusiveness and Discrimination. Exempting satire, to the extent compliant with and respecting Policy 21: Freedom of Speech and Expression on Campus. That all Student Publications should foster an environment of inclusiveness for all, regardless of race, religion, sexual orientation, disabilities or gender. Student Publications will not refer to a person’s race, colour or religion unless it is relevant to the story; they will avoid stereotypes of race, gender, age, religion, ethnicity, sexual orientation or social status.

b. Independence. All Student Publications must be free of any obligation to any interest other than informing and serving Waterloo students, including and serving their readership’s right-to-know. WUSA will ensure that Student Publications will remain free of associations that may compromise integrity or damage organizational credibility. Student Publications should be empowered to be vigilant and courageous about holding those with power accountable.

c. Accuracy. Student Publications must guard against inaccuracies, bias, distortions or omissions. The publication staff and volunteers must work diligently to ensure the accuracy of their publications, including images, prior to publication. Editors specifically responsible for the accuracy of any facts they add or changes they make to publications. Student Publications shall not unreasonably refuse to publish corrections as they arise.

d. Fairness. Reporting must be fair, accurate, honest, and in context. When mistakes are made, they should be corrected, and facts must not be ignored or tempered for the publication’s or individual’s own interests. Student Publications’ staff and volunteers will strive to uphold the same high standards as professional journalists.

e. Identification. Student Publications’ staff and volunteers should clearly identify themselves as members of a Student Publication to avoid misleading sources in any interviewing context. Reporters should only go undercover in rare cases when the public interest justifies it as a last resort. The Editorial Board of the respective Student Publication may allow for anonymity in publication (by use of a pseudonym).

f. Balanced coverage. There can be multiple sides to every news story. A duty of responsible Student Publications is to seek information from various sources and perspectives and appropriately acknowledge sides of any controversy or
dispute. Every effort must be made to contact all sides and to notify the readership if one side did not wish to comment. Opinion pieces shall be exempt from the requirement for balanced coverage.

g. Impartiality. To be impartial does not require Student Publications to be unquestioning or to refrain from editorial expression. All Student Publications must maintain a clear distinction for the reader between news and opinion. Articles that contain explicit opinion or personal interpretation should be clearly identified. 

h. Sources. Typically, use of anonymous sources shall be avoided. If anonymous sources are used, reporters will independently corroborate facts. Anonymous sources shall not be permitted to make malicious and destructive comments about individuals or organizations. Student Publications shall strive to treat everyone — editors, publication staff and volunteers, sources and readers — in the most fair and open manner. Sources and subjects of stories will be treated as human beings deserving of respect, not merely as means to a journalistic end. Fairness also requires that sources of information should be identified, except when there is a clear and pressing reason to protect their anonymity. Persons publicly accused should promptly be given the opportunity to respond.

i. Privacy and Confidentiality. All parties have a right to privacy and at times confidentiality under the law, which may arise from time to time require care and due consideration. There are inevitable conflicts between the right to privacy or confidentiality and the public good or the right to be informed about the conduct of public affairs. Each case should be judged in the light of common sense and humanity.

j. Conflicts of Interest. In accordance with this Policy and the various governing rules pertaining to conflicts of interest, Student Publications must make a tireless effort to avoid conflict of interest in a story. Conflicts of interest, biases or the appearance thereof, must be avoided in all instances to maintain a high standard of journalism. Publication staff and volunteers — Editors of Student Publications should neither accept nor pursue any activity that might compromise or seem to compromise their integrity or that of the Student Publication. All publication staff and volunteers — Editors of Student Publications shall be responsible for disclosing any actual, perceived or potential conflict of interest to the Executive Editor and/or the Editorial Board, of the Student Publication. The Executive Editor, or otherwise a representative of the Editorial Board as the case may be, shall be responsible for disclosing their actual, perceived or potential conflict of interest to the Board of Publications.

k. Affiliations and External Organizations. The following general provisions shall apply with respect to affiliations and external organizations:

i. Publication staff and volunteers — Editors of Student Publications may not be a representative of a political party or be involved with organizing events for political parties on campus without public disclosure of the potential conflicts of interest this may create reported to the Board of Publications.
ii. Those participating in WUSA’s governance, including directors, fiduciaries, and paid staff, shall not simultaneously serve as Editors of any Student Publication or publication staff or volunteers.

iii. Unless otherwise determined by the Executive Editor or Editorial Board, as the case may be, of the respective Student Publication, such participants in WUSA governance individuals are permitted to contribute opinion pieces, must have where their position is readily disclosed when authoring content for publication.

iv. Furthermore, contributors to a Student Publication the paper should disclose any affiliations to organizations to the Executive Editor or Editorial Board, as the case may be, of the respective Student Publication, any relevant affiliations to organizations which may cause their contribution to appear biased.

v. Editors of Student Publications should not be participating in, campaigning in, organizing or sponsoring any specific topic about which they are reporting.

vi. Exceptions to any requirement in this section may be approved by the Executive Editor or Editorial Board, as the case may be, and shall be reported to the Board of Publications for reasonable and inconsequential involvement with the prohibited item.

l. General Provision. It should be borne in mind that no policy can anticipate every eventuality in the day-to-day operation of a publication. Common sense and good judgment should govern conduct at all times as Student Publications strive to adhere to the determined principles.

5. Autonomy of Constituency Student Publications – Those publications that are constituted by, operated by, or affiliated with a specific constituency or constituency society, shall be entitled to operationally autonomy or continuation of such affiliation. WUSA shall not unreasonably interfere with constituency student publication affairs, and shall respect operating agreements, memoranda of understanding, and Student Publication Charters heretofore established.

6. Notice of Amendment – Notice of amendments to be made to this Policy must be provided at least fifteen (15) business days prior to the Council meeting at which they are to be voted upon, and shall normally require review by all affected student publications, and other appropriate parties as determined by the Board of Publications.

Further, all amendments to this policy shall normally originate with the Board of Publications or a Student Publication, prior to any consideration by the Students’ Council.

7. Interpretation and Conflict – The Board of Publications shall be responsible for interpretation of this Policy. In case of any conflict between the terms of this Policy and the terms of a Student Publication Charter, where interpretation alone cannot reconcile the same, the terms of this Policy shall prevail.

8. Suspension – This policy may not be suspended.
COMPLIANCE AND ENFORCEMENT:
The Board of Directors has a fiduciary responsibility to supervise the management of Student Publications, which shall be directly administered by a Board of Publications on its behalf, in a manner determined in procedure. The Board of Publications shall be responsible for adopting and upholding the Code of Ethics, chartering Student Publications, and establishing procedures to regulate the affairs of Student Publications, or delegating the same.

There shall be an appeal mechanism administered by the Board of Publications for any alleged breaches whether claimed by a Student Publication or the Publisher of this Policy, a Student Publication’s Charter, applicable procedures established hereunder, or other matters of germane to student publications and their relation to WUSA including without limiting the generality of the foregoing the case of Improper Content. The Board of Publications shall have both original and appellate jurisdiction on any such matter, and the decision of the Board of Publication shall be considered final and may not be further appealed.

This policy shall be interpreted and compliance ensured by the Board of Publications.

APPENDICES:
N/A