

Student Association of George Brown College

Board of Directors Meeting Agenda

Date: Monday, July 17, 2017

Time: 2:00pm – 4:00pm

Location: St James – Career Centre

Board of Directors – Voting Members:		
Executive Members:		
Director, Communications & Internal	Riddhi Modi	
Director, Campus Life	Mercedes Burrowes	
Director, Education	Tiffany White	
Director, Equity	Alex Stewart	
Director, Operations - Interim	Francis Torres	
Campus Directors:		
Casa Loma Campus Director	Jasmyn St. Hilaire	
St. James Campus Director	Francis Torres	
Satellite Campuses Director	Ashley Cammisa	
Waterfront Campus Director	Vacant	
Educational Representatives:		
Arts, Design and Information Technology Representative	Alejandro Prieto	
Business Representative	Ron Greenberg	
Community Services and Early Childhood Representative	Tisha Graham	
Construction and Engineering Technologies	Vacant	
Health Sciences Representative	Vacant	
Hospitality and Culinary Arts Representative	Chioma Adaeze Ogbonna	
Preparatory and Liberal Studies Representative	Vanessa Truong	
Constituency Representatives:		
Accessibility Representative	Yuseph Jackman	
First Nations, Métis and Inuit Students’ Representative	Leslie Van Every	
LGBTQ Students’ Representative	Garth Vernon	
International Students’ Representative	Kushagra Manchanda	
Women and Transgendered Students’ Representative	Tiah Beckles	
Black Students’ Representative	Sabrina Mohammed	
Non-Voting Members:		
General Manager	Vacant	
Resources:		
Chair	Alastair Woods	
Operations Manager	Faris Lehn	
Equity and Advocacy Manager	Rosalyn Miller	
George Brown College Representative	Gerard Hayes	
Minute Taker	Jessica Pasion	
Interpreters		
Guests:	Mick Sweetman	Stephanie Foster
	Emmett Meacher	Joe Stapleton
	Lori Nave	Doug MacLeod
	Silvia Caicedo	Steff Pinch

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1. Roll Call:

Board of Directors: Voting Members	Present	Absent	Regrets Sent
Executive Members:			
Director, Communications & Internal	X		
Director, Campus Life	X		
Director, Education	X		
Director, Equity	X		
Director, Operations - Interim	X		
Campus Directors:			
Casa Loma Campus Director	X		
St. James Campus Director	X		
Satellite Campuses Director			X
Waterfront Campus Director	N/A		
Educational Representatives:			
Arts, Design and Information Technology Representative	X		
Business Representative	X		
Community Services and Early Childhood Representative	X		
Construction and Engineering Technologies Representative	N/A		
Health Sciences Representative	N/A		
Hospitality and Culinary Arts Representative	X		
Preparatory and Liberal Studies	X		
Constituency Representatives:			
Accessibility Representative	X		
First Nations, Métis and Inuit Students' Representative	X		
LGBTQ Students' Representative	X		
International Students' Representative	X		
Women and Transgendered Students' Representative		X	
Black Students' Representative	X		
Non-Voting Members:			
General Manager	N/A		

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Land Recognition Statement:

I would like to take a moment before we continue to recognize that as many of us are settlers on this land, it is our collective responsibility to pay respect and recognize that this land is traditional territory of the Mississaugas of the New Credit First Nation and that we are here because this land was occupied. In recognition that this space occupies colonized First Nation territories, and out of respect for the rights of Indigenous people, it is our collective responsibility to honour, protect and sustain this land.

2. Call to Order

Time: 2:20 P.M.

3. Approval of the Agenda

Be it resolved that the Board of Directors accept the agenda as presented. Any amendments to the Agenda should be made at this point in time.

Moved by: Riddhi Modi, Director of Communications and Internal

Seconded: Chioma Ogbonna, Hospitality and Culinary Arts Representative

Vote: Carries

4. Speaking Time

Be it resolved that the Board of Directors, resource persons and guests respect Robert's Rules of Order and, when invited to speak by the Chair, limit their speaking time to 3 minutes per item.

Moved by: Alex Stewart, Director of Equity

Seconded: Riddhi Modi, Director of Communications and Internal

Vote: Carries

5. Limitation of Speakers

Be it resolved that all discussions and/or debates be limited to four (4) speakers for and four (4) speakers against each individual motion.

Moved by: Tiffany White, Director of Education

Seconded: Alex Stewart, Director of Equity

Vote: Carries

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6. **Approval of Meeting Minutes**

Whereas the meeting minutes from the June 19, 2017 board meeting requires approval (see **Appendix 1**); therefore

Be it resolved that the Board of Directors accept the meeting minutes as presented (please refer to **Appendix 1**). Any amendments to the meeting minutes should be made at this time.

Moved by: Riddhi Modi, Director of Communications and Internal

Seconded: Mercedes Burrowes, Director of Campus Life

Vote: Carries

7. **UPDATE: New Blackboard**

Presentation: Lori Nave and Silvia Caicedo, George Brown College

Speakers List – Yuseph, Tiffany, Jasmyn, Alex, Mercedes, Yuseph, Riddhi, Rose, Vanessa, Mercedes, Jasmyn

For more information and to reach out with any inquiries Sara.macintyre@georgbrown.ca

8. **UPDATE: Dropbike and SAGBC Partnership**

Presentation: Emmett Meacher

Whereas Dropbike is a new app-based, dock less bike-sharing start-up based in Toronto, Ontario (refer to information contained in **Appendix 2**); and

Whereas Dropbike kicked off a pilot project at the University of Toronto’s St. George Campus on June 15, 2017 in collaboration with the University of Toronto Students’ Union (UTSU); and

Whereas the Bike Share Toronto bikes, which are owned by the Toronto Parking Authority, are often inaccessible due to the need to find a bike rack and physically insert a credit card into the system at a dock; and

Whereas Dropbike allows users to search for the nearest bike location, as opposed to having to go to a Bike Share Toronto dock to see if bikes are available; and

Whereas Dropbike costs nothing to initiate in any campus, as it merely requires physical spaces to act as “havens” for users to drop bikes off when finished their journey; and

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Whereas Dropbike rates are starting at \$1/hour compared to Bike Share Toronto's rates of the first 30 minutes free, then \$1.50 for the first additional 30 minutes, \$4 for another additional 30 minutes, and \$7 for each 30 minute time block after that, as well as daily, 3-day, and annual rates for more frequent users; therefore

Be it resolved that the Board of Directors of the Student Association of George Brown College accepts to initiate a partnership with Dropbike to implement a pilot project at the Casa Loma, St. James, and Waterfront campuses

Be it further resolved that the Student Association of George Brown College lobby the College to participate in the partnership and pilot project by providing spaces for the Dropbike "havens".

Moved by: Tiffany White, Director of Education

Seconded: Mercedes Burrowes, Director of Campus Life

Discussion:

Speaker List – Gerard, Alex, Jasmyn, Gerard, Rose, Alex, Jasmyn, Yuseph

To contact speaker for more information emmett@dropbike.ca

Vote: Carries

9. In-Camera

Be it resolved that the Board of Directors will move in-camera

Moved by: Riddhi Modi, Director of Communications and Internal

Seconded: Alex Stewart, Director of Equity

Motion to amend: Be it resolved that the board invite Rosalyn Miller, Faris Lehn and Doug MacLeod in camera

Moved by: Mercedes Burrowes, Director of Campus Life

Seconded: Yuseph Jackman, Accessibility Representative

Vote: Carries

Vote: Carries

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Be it resolved that the Board of Directors will move out of in-camera.

Moved by: Sabrina Mohammed, Black Students' Representative

Seconded: Alejandro Prieto, Arts, Design and Information Technology Representative

Vote: Carries

Be it resolved that the bargaining committee hear the mandate to bargain on behalf of the SA within the SA's budgeting constraints

Moved by: Alex Stewart, Director of Equity

Seconded: Francis Torres, Director of Operations (Interim)

Vote: Carries

10. UPDATE: SA AGM accessibility report

Presentation: Steff Pinch, Community Action Centre

Whereas the Student Association mission statement declares that the Student Association is "committed to supporting each other in the struggle for students' rights, the pursuit of quality education and the provision of services in a safe, equitable and **accessible** environment"; and

Whereas an accessibility audit was delegated by the Executive committee to the Accessibility representative in the 2016-2017 term, which was completed by the Community Action Centre, based on the most recent Student Association General Meeting; and

Whereas simple changes in planning could allow the Student Association to move towards barrier-free General Meetings and Special Meetings of the Members where all members can fully participate; therefore

Be it resolved that the Board of Directors of the Student Association of George Brown College accepts and adopts the recommendations made in the SA AGM Accessibility Report (**Appendix 3**) and Timeline Checklist (**Appendix 3.1**).

Moved by: Alex Stewart, Director of Equity

Seconded: Riddhi Modi, Director of Communications and Internal

Motion to table to next meeting

Moved by: Yuseph Jackman, Accessibility Representative

Seconded: Leslie Van Every, First Nations, Métis and Inuit Students' Representative

Vote: Carries

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Abstentions: Mercedes Burrowes, Director of Campus Life, Jasmyn St. Hilaire, Casa Loma Campus Director, Alex Stewart, Director of Equity, Riddhi Modi, Director of Communications and Internal

Vote: motion has been tabled

11. Update: U-Pass Campaign

Presentation: Tiffany White, Director of Education

Please refer to **Appendix 4** for presentation.

Be it resolved that the Board of Directors accepts the brief provided by the University of Toronto's Students' Union (UTSU) regarding the U-Pass.

Be it further resolved that the Board of Directors supports the collaboration between the UTSU, OCAD, RSU and SAGBC.

Be it further resolved that the Board of Directors refer all work surrounding the collaboration on the development and implementation of a U-Pass to the Director of Education.

Moved by: Tiffany White, Director of Education

Seconded: Francis Torres, Director of Operations (Interim)

Vote: Carries

12. CFS-Ontario Annual General Meeting Delegates

Whereas the Student Association of George Brown College, Local 92, is a voting member of the Canadian Federation of Students; and

Whereas the Canadian Federation of Students Ontario component is having its Annual General Meeting from August 17-20 in Toronto, Ontario; and

Whereas the Board of Directors must either send two (2) to eight (8) delegates to the meeting or submit its vote by proxy to another member local; therefore

Be it resolved that the Board of Directors of the Student Association of George Brown College will send the following delegates to the CFS-Ontario Annual General Meeting: Ashley Cammisa, Garth Vernon, Vanessa Truong, Kushagra Manchanda, Leslie Van Every, and Francis Torres.

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Moved by: Tiffany White, Director of Education

Seconded: Riddhi Modi, Director of Communications and Internal

Motion to amend:

Be it resolved that the Board of Directors of the Student Association of George Brown College will send the following delegates to the CFS-Ontario Annual General Meeting: Ashley Cammisa, Garth Vernon, Vanessa Truong, Kushagra Manchanda, Leslie Van Every, and Francis Torres and 2 representatives from the Community Action Centre

Moved by: Jasmyn St. Hilaire, Casa Loma Campus Director

Seconded: Chioma Ogbonna, Hospitality and Culinary Arts Representative

Vote: Carries

Vote: Carries

13. UPDATE: SA Operations

Presentation: Francis Torres, Director of Operations – Interim

- Space at CL update
- Fit for Life contract ends August
- Operations Meeting at the end of this week

14. Other Business

- August 2 Gerard is away for back surgery and Joe Stapleton will be stepping in

15. Motion to Adjourn

Moved by: Jasmyn St. Hilaire, Casa Loma Campus Director

Seconded: Francis Torres, Director of Operations - Interim

Vote: Carries

Adjourn at 4:14 P.M.

APPENDIX 2

(Dropbike presentation)



drOpbike

Freedom to go.

Smart bike sharing.



Table of contents.

Summary. This is the future.

Overview. How it works.

Hardware. Here's the bike.

Software. Dropbike Havens.

Plan. Why it works.

About us. Proudly Canadian.

Our vision. Everyone wins.

This is the future.

Dropbike is smart bike sharing. Dropbikes can be picked up and dropped off at any pre-existing bike parking infrastructure—we call these bike rings and racks “Havens”. There are no physical docks. Dropbike is a sustainable company that requires **no subsidies** to get started. Dropbike runs its own operations, and keeps costs low because it’s **unencumbered by costly docks**.



How it works.

First-generation pilot bikes.



1. Scan

Find a Dropbike through your smartphone. Scan the QR code to receive the combination for the lock. You're set!



2. Ride

It's all yours! You're encouraged to wear a helmet, and you must follow all local laws while riding a bicycle.



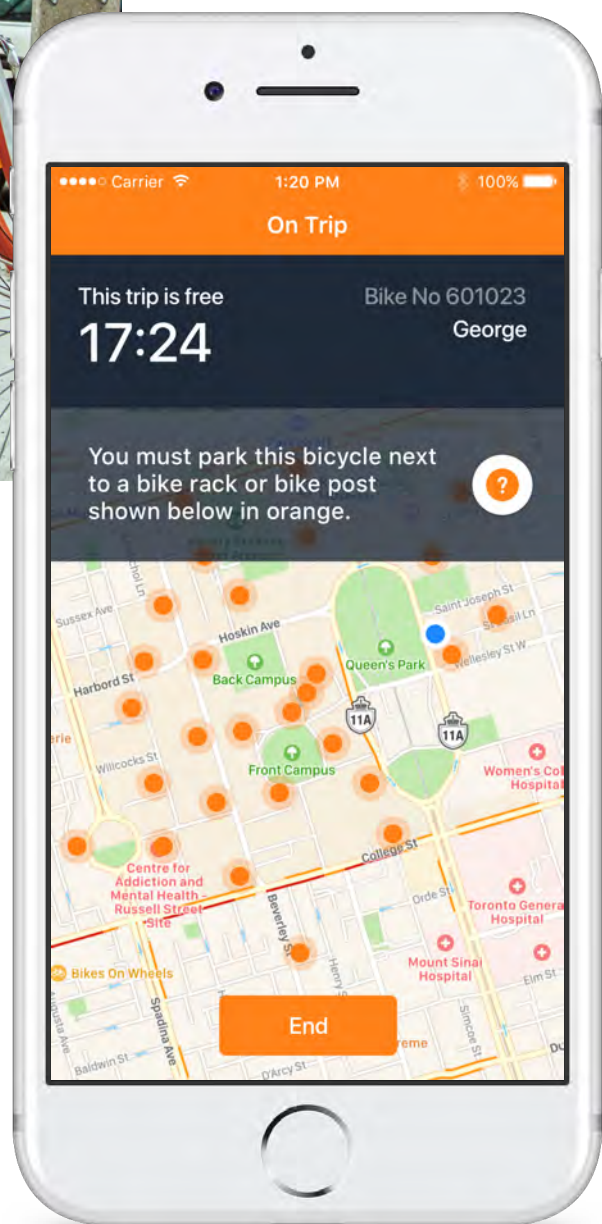
That's it!

**Dropbike starts at
\$1/hour.**

Remember to always park your
bicycle next to a haven. They are
handily pointed out inside the
Dropbike app.

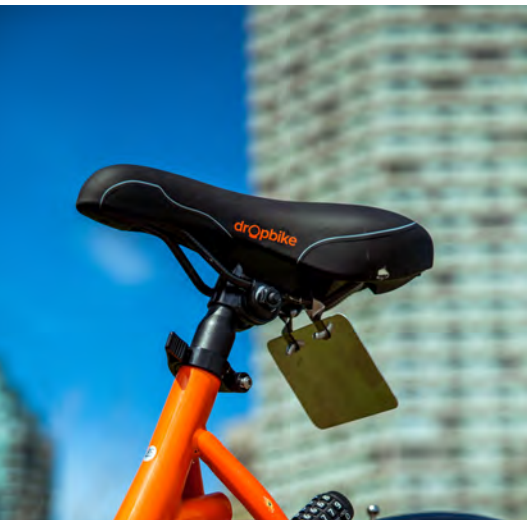
3. Park

Dropbikes can be parked
at any haven. Havens are
bike posts and bike racks
marked in the app.



Here's the bike.

First-generation pilot bikes.



Dropbike Havens: What are they?

Havens are bike posts and bike racks (marked in the Dropbike smartphone application) that will be used by Dropbike riders to safely park their dropbikes within the duration of the program, as deemed appropriate.

Working together to build Havens.

In addition to what has been proposed in this document, Dropbike is open to hearing from partners about where the most appropriate locations for the Havens should be. After all, one of Dropbike's core tenets is to ensure that it works with partners, and that everyone wins.

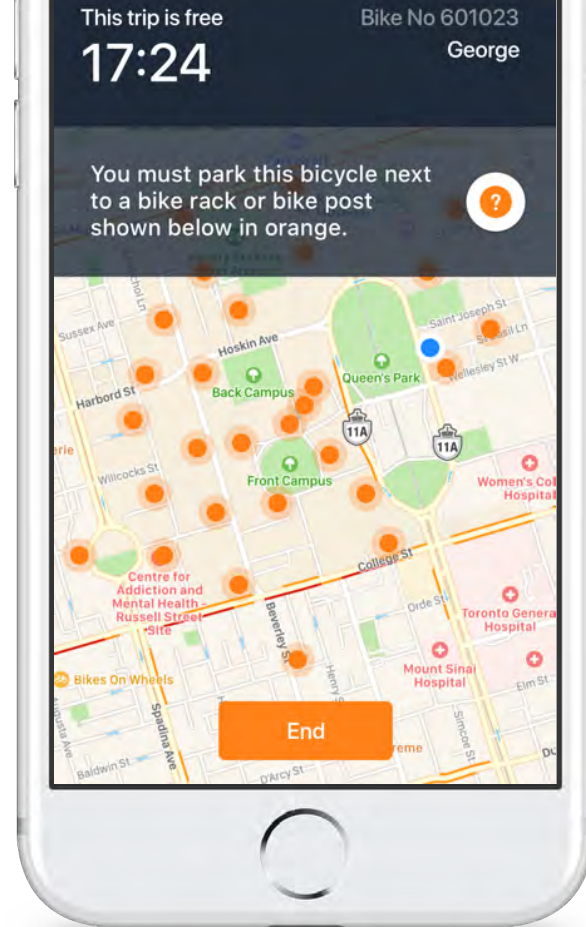
Software makes Havens adaptive.

Dropbike is also a software company. In the event that physical locations are not the constraint, adaptive Havens can be introduced for sporting events, music festivals, parades, and other large movements of residents. These are GPS-

based spots where dropbikes can be parked, combined with temporary posts on the ground. Cities become truly alive with Dropbike.

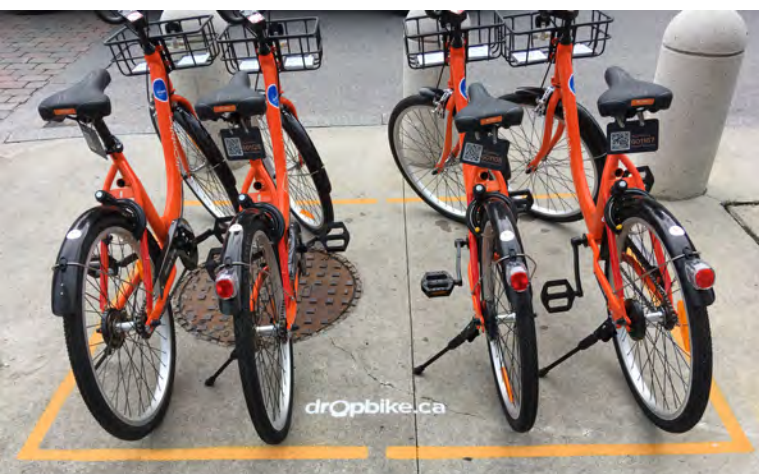
Encouraging positive user behaviour.

If riders do not park at a Haven, they are penalized a small amount via their \$49 deposit to Dropbike. If the negative user behaviour persists, Dropbike will remove riders from the Dropbike app. Dropbike hopes this will play a strong role in encouraging positive user behaviour in the community.



Here are the Havens.

Virtual parking spots (photos of bikes in Kingston, ON).



Why it works. Hint: it's smarter.

Our long-term plan is to work with everyone.

Start by going dockless.

Remove the largest cost.

Docks are the most expensive part of a bike sharing system: up to \$3,500/bike. Dropbike is dockless. With software, it can do everything docks can, without the physical cost and issues.

Jumpstart the network.

Dropbike turns a designated space into a station on our map—instantly creating thousands of stations.

The value of bike share increases with the number of stations. Just 100 or 200 stations aren't enough to be useful—residents don't always live near a station and they're not always going to a station, so the mental overhead turns most users away.



Scale a smarter network.

Build the right infrastructure.

Dropbike's analytics system knows where residents park bikes the most. With this information, partners can build more infrastructure in the right places.

Become adaptive.

Adapt to events. Dropbike helps a city become alive.

Dropbike is a software company. When physical locations are not the constraint, adaptive havens can be introduced for sporting events, music festivals, parades, and other large movements of residents. These are GPS-based spots where you can park the bike, combined with temporary posts on the ground. Cities become truly alive with Dropbike.

With partners. Actually.

Dropbike requires no subsidies from partners.

Dropbike is a sustainable company that requires no subsidies to get started. The company runs its own operations, and keeps costs low because it's unencumbered by costly docks.

Proudly Canadian.

Started here. Grown here. And here to stick around.

Dropbike is based in downtown Toronto. We believe in local managers, local operators, and within a few months from now, local manufacturing. We also believe in diversity and experience. The team includes Silicon Valley tech entrepreneurship, municipal and federal government experience, and supply chain and operational experience across continents.



Everyone wins.

Biking is good for everyone.

If just 1% of drivers switch to cycling, traffic can be reduced by up to 18%.



Residents win.

Affordable, accessible, and healthy transit options.



Cities win.

Reduced congestion, insights on transportation data, local jobs.



Environment wins.

Lower emissions. Dropbike encourages sustainable transit even in winter months (see footnotes).

Aligned with the Climate Change Action Plan

The Ontario Plan outlines specific programs that could total \$8.3B over five years, and reduce greenhouse gas emissions by 9.8M tonnes by 2020.

Greenhouse Gas Reduction Account (GGRA)
Funding for Action 3.1 over 4 years, to support cycling and walking, is expected to be \$150-\$225 M

Action 3.1

Improve commuter cycling network: The government will accelerate and enhance implementation of Ontario's Cycling Strategy and Action Plan and promote cycling. **Timeline: 2017-2018**

Action 3.1.1

A better cycling network: Commuter cycling networks will be established across Ontario, targeting routes with high-commuting volume such as between residential communities, major transit stations and employment areas.

Action 3.1.2

Safe cycling: There will be more cycling facilities in urban areas, including grade-separated routes and cycling signals.

Action 3.1.3

Convenient cycling: There will be more bike parking at transit stations and provincially owned, publicly accessible facilities.

Appendix: FAQs, details, risks & opportunities.

We thought you'd never ask. A breakdown of everything else—the elephants in the room.

User deposit

Dropbike charges a \$50 deposit upon sign-up. This serves as a disincentive for users to mistreat the system. Dropbike returns the deposit if users deactivate their account. This also means that because riders use Dropbike through smartphones, they don't need membership or a card.

Anti-theft

Dropbikes are equipped with anti-theft screws, and onboard locks (i.e., the bike is not required to be locked against a bike rack). The company itself is liable for all theft. Our GPS technology allows us identify which bicycles were subject to theft and at which location(s) and share that data with law enforcement officials should they find it useful for improving security within those areas.

Liability

Users sign a waiver during registration. Also, Dropbike indemnifies partners so users deal exclusively with the company.

24/7 operations

24/7, Dropbike's operational team monitors the real time locations of each bicycle. There is a fast response team to immediately pick up any bicycles left in inappropriate places. Based on the chain of custody, Dropbike is able to effectively and efficiently identify the individual responsible.

GPS monitoring

Dropbike's second-generation bikes are equipped with onboard GPS units. An operational backend monitors these units in real time to ensure bikes are not placed in inappropriate locations. If they are, our on-the-ground operations team is on-call to ensure that the bicycles are returned to their appropriate location(s).

Chain of custody

Users check-in and check-out bicycles. For security reasons, Dropbike tracks which users were using the bicycles at given times throughout the day, week or month. This allows Dropbike to pinpoint any negative behaviour and community misconduct. We will then assign responsibility, warn and/or potentially remove users engaging in misconduct.

Parking pictures

Users are asked to take a picture when they return the bike and complete the trip in the Dropbike smartphone application. This allows Dropbike to identify the location where a user has left a bike, and also serves as a second piece of evidence when a bike is misplaced.

Software geo-fencing

A user cannot end a Dropbike trip if they are too far from a known haven (e.g, a Dropbike station). A combination of physical locks and software fencing helps make Dropbike secure.

Enforcement partnerships

When working with local governments, Dropbike can partner with parking police to identify misplaced bikes. The operations team always has on-the-ground manpower to relocate bikes that are missing. Dropbike will ensure that any lawful tickets are passed on to the right user through our chain of custody. If nobody can be identified, Dropbike will volunteer to pay for the charges itself.

Local repairs, warehouses

Dropbike builds repair centres with local interests in mind. Repair centres hire and train local talent. Operational teams are also sourced locally. Manufacturing is moving to Ontario soon.

Sharing user data with partners

Dropbike offers an unprecedented opportunity for partners to better understand their cycling infrastructure. In a formal partnership, Dropbike shares relevant (anonymized) traffic that helps partners and cities make better decisions about where to grow infrastructure—from parking to bike lanes... and even showers. One study from the Mississauga Cycling Master Plan suggested 13.4% of employees were more likely to bike to work if they had secure bicycle parking and shower/change room facilities at work.

Engineering care

Dropbike is a software company. Moving from physical to virtual docks is an opportunity, but also creates challenges. In a software-driven bike share, it is imperative to incentivize positive user behaviour. Dropbike uses a combination of rewards, negative reinforcements and other user experience strategies (like naming bicycles to personify them) to nudge user behaviour in a positive direction. We strongly believe in leveraging technology to help build a community that respects the bikes and the place in which they are used.

How is personal information of users protected?

We take privacy extremely seriously at Dropbike. All login information is stored using industry standard bcrypt encryption.

Dropbike does not store credit cards, and instead uses an industry leading service provider, Stripe. More info on their privacy can be found here: (<https://stripe.com/docs/security/stripe>). Dropbike does not share or sell personal information to any third parties. Dropbike is, however, open to sharing anonymized cycling activity data with a partner to make better decisions when it pertains to investments in cycling infrastructure.

Dropbike requests a \$50 deposit - how do riders get the deposit back?

Un-subscribing from Dropbike's smartphone application is as simple as pressing a few buttons. Users can deactivate and unsubscribe their accounts in a matter of seconds, at which point their \$50 deposit will be fully refunded on their billing cycle as quickly as a refund at a retail store. (<https://stripe.com/docs/refunds>)

How are users protected from vandalism and theft that is no fault of their own?

When a user completes a ride, the user is requested to take a picture of his or her dropbike before officially ending the trip. This method is foolproof in that it allows Dropbike to have a clear image of the condition in which the dropbike was left by the user after the trip.

If a bike is found vandalized or stolen, and the picture of the bike was intact, there is nothing to implicate the last user. We will take traditional approaches with law enforcement to find those responsible.

What is the dispute mechanism if there is a disagreement on usage charges?

Dropbike has a support line (+1 855 341 2453) that users will be able to call.

Dropbike will also have a full-time customer support team that will be monitoring all messages (including disputes, complaints, etc.) from users.

Support messages can easily be sent by users to Dropbike Headquarters through the Dropbike mobile app. Disputes will be settled with our team, but we expect to be generous, and we can credit users if they forget to lock a bike, etc. We use state-of-the-art customer support systems like Zendesk to monitor and track support requests.

Footnotes

An Ottawa study found that 57% of cyclists turned to other sustainable modes of transit in the winter.

APPENDIX 3, 3.1

(SA AGM accessibility report, Timeline Checklist)

Accessibility Audit

Student Association Annual General Meeting

March 6th 2017

For the Attention of the: Director of Communications Internal, Equity and Advocacy Manager and Director of Equity

RATIONALE

According to the Student Association's mission statement, the SA is committed to "the provision of services in a safe, **accessible** and equitable environment" (bold mine). By modelling fully accessible spaces at the SA, the SA demonstrates to students and administration what true inclusion might look like at George Brown College and allows membership to participate fully. Creating accessible spaces also helps students assert that accommodations are not too difficult or expensive. The SA can lead the charge for accessible campus events by modelling it at the biggest SA meeting for membership (the Annual General Meeting). At the Annual General Meeting, the priorities of the strategic plan highlighted included increasing accessibility and student engagement. Both of those goals are accomplished when the SA creates accessible spaces.

Accessibility was also specifically investigated by the Deputy Returning Officer and highlighted in the Chief Returning Officer's report on the 2017 spring elections at the Student Association. Of those recommendations discussed, several that were successfully implemented such as targeted AODA training for interactions with membership, larger print font on posters and documents (ie ballots) can be easily replicated for the AGM. Although the report connotes recommendations that were not followed through on, many have been adapted and included in this report. By implementing these recommendations, the SA would be able to report back the success of putting the CRO's report into action.

METHOD

I used the free Accessibility Audit Template provided by the Radical Access Mapping Project in Vancouver. Though not exhaustive, this audit is a comprehensive checklist of elements of accessibility of the space and how the event is run. I also used the checklist produced by George Brown College on Planning an Event to Ensure Accessibility to inspire further comments. My lens of accessibility has been developed by workshops on accessible activist spaces hosted by Tools for Change, the accessibility planning written into the events planning package at the Community Action Centre, recommendations from the accessibility support staff and lived experiences of membership with disabilities who access the Community Action Centre.

KEY RECOMMENDATIONS

These recommendations have been divided into the following sections. Recommendations are based not only on the audit itself but feedback from students in attendance as well. Though the sections are meant to organize the feedback gathered, they are not entirely distinct. All accessibility recommendations impact participation of membership in interlocking and complicated ways. They are jumping off points that all impact each other. Improving accessibility benefits the SA in many different ways, including allowing for better student

participation. The recommendations listed are comprehensive and achievable. We can be more accessible. It is not too hard or too expensive.

The majority of the recommendations are zero-cost actions that can be done through planning and care. The recommendations that are italicized are adapted from the CRO's report.

ENGAGEMENT

Allowing for enough time to outreach to membership is an accessibility issue. Membership need enough time in advance to prepare for the AGM, to plan to attend and know that their participation is valued.

- Announcement of the AGM included in SA newsletter and on social media one month prior to the meeting
- Announcement of the AGM replicated in special bulletin to all student staff and other newsletters that engage members by SA departments (ie Clubs, CAC)
- **Posters in accessible font hung in SA and around campus spaces one month prior to the meeting including accommodations such as:**
 - ASL
 - **food provided (with vegan and gluten free options)**
 - **request for members to avoid wearing strong scents to maintain a scent-free space**
 - **child minding being available or on request**
 - **what students need to register (ie student card or other ID) and contact information for members to make further accommodation requests (ie dietary restrictions, ASL, child minding)**
- Poster playing on all SA screens for a month prior to the meeting
- Having the agenda for the AGM made available for all members two weeks prior to the meeting in large font and accessible font at SA offices, including information about how to register for the AGM and what is required to do so in printed large font copies via the SA offices at all campuses
- Posting the agenda, cheat sheets and registration information on the homepage of the SA website two weeks prior to the meeting, along with further accessibility resources
- Announcing accommodations and linking to documents on SA social media
- Board members completing class talks to members in the two weeks leading up to the AGM
- Tabling outside the King's Lounge the week before the AGM with accessible promotional materials (ie large font posters, agenda) in the week before the AGM
- At registration, having a greeter to welcome members and take care of spur of the moment accommodations (ie if someone needs the interpreters or someone needs a quieter space than the registration table)
- Making the registration table a welcoming spot for members to land with balloons, banners and snacks
- Ensuring that staff are following a registration script which uses accessible plain language
- Making accessibility options visible and clearly apparent, along with the point person for accommodations throughout the meeting
- Ensuring that staff wear identifying name badges with name/pronoun/their role

- At the beginning of the meeting the speaker can:
 - Identify where the washrooms are, including accessible and gender neutral washrooms
 - Offer options for membership engagement (ie texting a question to the speaker or having an active listener who can ask their question instead of talking at the mic)
 - Indicate how membership should report on going accessibility needs or accommodations
 - Indicate how membership can ask questions throughout about procedure or documents (ie identify an active listener)
 - Indicate how to not be photographed or recorded
 - Indicate where water is for membership
- The speaker asking for feedback and clarification throughout provides an opportunity for folks to identify any changing accessibility needs
- Offering multiple ways for members to engage outside of getting up at a mic (ie having an active listener present or texting a number with their comment)
- Having a staff member be in charge of running the mic during the AGM
- Having a staff member responsible for accommodations throughout the AGM and introducing them to the membership as the meeting starts

PHYSICAL ACCESSIBILITY

All members need to be able to access all aspects of the AGM to participate fully in meaningful ways. Providing all possible physical accommodations show a level of care to members who need them, as they don't have to do the labour of requesting accommodations.

- Consistent directional signs in place at least an hour before the AGM with large (22pt) bold font, hung 5ft off the ground from all college entrances, stairwells and elevators to the location of the AGM in high contrast colors (yellow/blue)
- Setting up at least an hour before the AGM and clearly mark the space so that members know which area is the AGM
- Keeping the main area around where the meeting is to be held relatively quiet (free of distracting chatter and background noise)
- Highlighting a clear, non-cluttered route to enter the AGM space easily accessed by mobility devices, including wheelchairs
- Offering a variety of seating, including alternatives to flat back folding chairs (armchairs, high backed chairs, rest seating)
- **Booking at least two ASL interpreters in advance of the AGM**
- Giving interpreters advance notice to look over all agendas and materials
- Accessible seating clearly indicated and marked off (ie where members can best see ASL interpreters, where folks can read lips, areas with room for mobility devices)
- Arrange the seating in such a way where membership can easily leave their seat and return without having to shuffle through rows. Allow for multiple, clear exit paths
- Water provided to membership as well as the board
- Having a seating area at the registration table for members who can't stand for long periods while ensuring their place in the queue is maintained
- Providing magnifying screens for members with low vision at registration tables
- All food provided including substantial vegan, halal and gluten free options

- Offering the ingredients list for all food
- Providing TTC tokens to students who attend
- Clearly marking accessible entrances from accessible TTC stops to the location
- Arranging for child minders so that members who are parents can participate fully in the meeting (perhaps use the Quiet Lounge as a child minding space with games and activities)
- Having a mix of soft lighting as an alternative to the overhead fluorescents
- Being aware of possible glare of light reflected from the floor (ie do not wax floors too shiny)
- Offering all documents in large font versions with all the same coloured, high contrast font and a legend for any changes (ie what does it mean when things are crossed out)
- Creating a “cheat sheet” for the SA AGM which covers:
 - What the voting card means and how to use it
 - What Robert’s Rules mean (refer to Robert’s Rules cheat sheet)
 - Options for participation (ie texting a question)
 - Contact person for accommodations
- Adding page numbers on all documents
- Displaying all written content in large font on a screen that is unobstructed by the board members
- Providing fidget toys and coloring for members who listen better when fidgeting
- Ensuring all accessibility buttons for opening doors are unobstructed by garbage cans

CONSENT

Consent is an accessibility issue. When members don’t know how photos are being used or whether or not they can participate if they don’t want to be recorded, it is a barrier to contributing to the meeting.

- Formally identifying all people with cameras and letting members know what will be captured as far as pictures and films, how it will be used and where the content might live (ie social media, reports etc.)
- **Giving membership clear ways to revoke consent from being photographed or filmed which does not bar people who want to speak from participation**
- Posting notices in the space in a large font letting members know what is being captured, why and how to revoke their consent for this
- Having the chair of the AGM confirm that folks are understanding before continuing with the agenda
- Making clear on event descriptions and advertising that the King’s Lounge will not be open and the space will not be functioning as a bar during the AGM (ie it is a sober space)
- Indicate the anti-oppression policy of the SA at the beginning of the AGM and how to report any harassment (and to whom)
- When registering students, staff ask for the student’s name and pronouns. Staff then register the student under their name, regardless of whether their legal name may be different
- Ensuring that the registration table greeter is trained to hold people’s accommodation information in confidence through consent training

- Positioning the registration table greeter so that they can speak confidentially to members about their accommodations without having to disclose publically in front of other members
- Outlining the conditions of child minding available (will there be programing or just general toys, qualifications of child minders)
- Prior to the AGM, offering AODA training specifically on disability competent service provision
- Host a role play session on assisting various members of various disabilities with accommodations throughout the meeting for all involved SA staff

CONCLUSION

Many of the presented recommendations are easy to do. The awareness of accessibility and making barrier free access for members a priority is not only good policy; more students will be able to access the AGM and participate in meaningful ways.

SAMPLE TIMELINE FOR SA AGM

RATIONALE

This sample timeline has been prepared as an appendix to the March 2017 Accessibility Audit.

DEADLINE	ACTIVITIES
Three months before AGM (June 2017)	<input type="checkbox"/> _____ to look for spaces that are accessible, fewest barriers. <input type="checkbox"/> _____ to research what kind of AODA training options could be made available to board members. Plan for training to happen one month before the AGM with a month's notice. <input type="checkbox"/> _____ to secure academic amnesty from the college for the AGM. <input type="checkbox"/> _____ to source ASL interpreters. <input type="checkbox"/> _____ to book space for AGM. <input type="checkbox"/> _____ to book a child minding space.
Two months before AGM (July 2017)	<input type="checkbox"/> _____ to get board members' availability for the AGM. <input type="checkbox"/> _____ to announce date for AODA training for the board in relation to the AGM. <input type="checkbox"/> _____ to reach out to education reps with class talk script for AGM, expectations and timeline. <input type="checkbox"/> _____ to send a design request for the poster and Dialog ad to Graphics. Include all accessibility measures that have been confirmed, contact person and deadline for accommodations. <input type="checkbox"/> _____ to run a physical accessibility audit on the space – what needs to happen so that most physical accessibility recommendations can be implemented? <input type="checkbox"/> _____ to confirm child minders. <input type="checkbox"/> _____ to confirm two ASL interpreters. <input type="checkbox"/> _____ to book space in high traffic areas to table between September 11 th and September 22 nd to outreach about the AGM for a total of four times lasting three hours each. Submit to the board and get two board members to sign up per shift.
One month before AGM (August 2017)	<input type="checkbox"/> _____ to create roles for board members to fill during the AGM (ie child minder, active listener, food handler, registration etc) <input type="checkbox"/> _____ to encourage board members to sign up for roles and ensure every role is filled. <input type="checkbox"/> _____ to ensure that accessibility and AODA training is booked and will be completed by all board members in regards with the AGM. <input type="checkbox"/> _____ to make sure the poster is completed and ready. <input type="checkbox"/> _____ to send the poster to all board and education reps. <input type="checkbox"/> _____ to poster the collage and SA spaces. <input type="checkbox"/> _____ to create a Facebook event for the AGM.

	<ul style="list-style-type: none"> <input type="checkbox"/> _____ to prepare social media posts about the AGM and submit through the social media request form including countdowns to documents being released, info re: academic amnesty etc. <input type="checkbox"/> _____ to ensure all SA screens are running the AGM poster. <input type="checkbox"/> _____ to send graphic to the Dialog. <input type="checkbox"/> _____ to draft a motion to amend the SA Bylaws to include ASL as a mandatory service to be offered during the SA AGM <input type="checkbox"/> _____ to confirm catering for the AGM including water, coffee and multiple dietary options (vegan, halal, gluten free)
Three weeks before AGM (August 28 th - September 6 th 2017)	<ul style="list-style-type: none"> <input type="checkbox"/> _____ to review drafted agenda and supporting documents for the AGM. Make any edits, amendments or changes during this time. Confirm and finalize the agenda and supporting documents in a format to be released publically (ie clearly indicated where changes are to be noted, editable font sizes). <input type="checkbox"/> _____ to develop a plain language script for staff at the registration table to follow, highlighting consent and accessibility. <input type="checkbox"/> _____ to create a checklist for the speaker to cover of all accessibility options including basic housekeeping (location of gender neutral bathrooms, breaks, timelines, etc) and how to revoke consent for being filmed or photographer. Include thank yous for after the meeting. <input type="checkbox"/> _____ to create a “cheat sheet” for membership around how to participate in the AGM including active listeners or point people for accommodations the day of. <input type="checkbox"/> _____ to develop a plain language script for staff at the registration table to follow, highlighting consent and accessibility.
Two weeks before AGM (September 6 th - 13 th 2017)	<ul style="list-style-type: none"> <input type="checkbox"/> _____ to make agenda and all supporting documents available in print copy and large font copy at all SA offices for membership. <input type="checkbox"/> _____ to post the agenda and supporting documents on the SA website, accessible via a homepage link. <input type="checkbox"/> _____ to send all documents to the ASL interpreters to look over. <input type="checkbox"/> _____ to ensure two board members have tabled at least once for a minimum of three hours at a time about the AGM. <input type="checkbox"/> _____ to send script to all board members working the registration table before their shifts. <input type="checkbox"/> _____ to draft a room plan of what the AGM can look like, given the space, based on the accessibility audit.
One week before AGM	<ul style="list-style-type: none"> <input type="checkbox"/> _____ to ensure board members table at least three separate occasions for a minimum of three hours at a time about the AGM.

(September 13 th -20 th 2017)	<ul style="list-style-type: none"> <input type="checkbox"/> _____ to secure all tech and alternative seating for AGM. <input type="checkbox"/> _____ to acquire petty cash and purchase any materials needed for the registration table (ie snacks, balloons, etc) or child minding space (toys etc) or fidget toys for membership (coloring books, squishy balls etc). <input type="checkbox"/> _____ to ensure that all materials for the registration desk are in the same spot and ready to go, including all printed materials in large fonts, snacks and decorations (ie balloons, signage etc). <input type="checkbox"/> _____ to confirm Education Reps have reached out to their programs at least once about the AGM, circulated poster to professors and posted the poster in common program specific areas (program info boards, program specific floors, etc.)
Day of the AGM (September 27 th 2017)	<ul style="list-style-type: none"> <input type="checkbox"/> _____ to ensure all board members are wearing name badges so members can find them. <input type="checkbox"/> _____ to put up signage for location of AGM to go up from all campus entrances, elevators and stairwells to AGM. <input type="checkbox"/> _____ to print ingredient lists for food being served at the AGM. <input type="checkbox"/> _____ to help set up the space so that it is ready at least one hour prior to the AGM, including a variety of seating options (high backed chairs, couches etc). <input type="checkbox"/> _____ to clearly mark AGM seating area with streamers and signs. <input type="checkbox"/> _____ to put up signs indicating where folks will be filmed or photographed including how to revoke consent. <input type="checkbox"/> _____ to put out fidget toys in the meeting space. <input type="checkbox"/> _____ to set up the child minding space so that it is ready at least one hour before the AGM. <input type="checkbox"/> _____ to ensure interpreters arrive on time (before the AGM starts) and have copies of all documents and know where to stand for maximum visibility. <input type="checkbox"/> _____ to put out food and water in areas that are easily accessible to membership and can accommodate mobility devices. <input type="checkbox"/> _____ to act as an accessibility point person for the day to help with any accommodations

APPENDIX 4

(Implementing a U-Pass for our post-secondary students)

Transit Accessibility and Toronto's Students:

Implementing a U-Pass for our post-secondary students

Brief for Participants and their Members | July 2017

What is a U-Pass

A U-Pass is a service that allows for the unlimited use of transit by students. In other words, when a student has a U-Pass, they can get on and off the pre-determined transit provider's transit infrastructure, i.e. its buses, subways, streetcars, etc. as much as they want.

Typically, a U-Pass is a two-way relationship between one post-secondary institution and one transit provider. Every semester, each student at the post-secondary institution pays an ancillary fee, which is usually determined through negotiation with the transit provider. The student then has a more accessible transit experience through peer-to-peer subsidization, and the transit provider has a more stable source of income. It's a win-win.

What is *this* U-Pass

This U-Pass initiative is a little different than the aforementioned example. **U-Commute**, which will be the name used for the pass going forward, would be a pass made available to all downtown campuses: University of Toronto St. George, OCAD University, Ryerson University, and George Brown College. In addition, the immediate target is TTC and Metrolinx (GO, specifically). In other words, rather than *one* institution and *one* transit provider, U-Commute would include *four* institutions and *two* transit providers, with the hopes of eventual expansion with other transit providers.

With the TTC's transition to Presto and GO's use of Presto, the infrastructure is already in place for us. If Presto can support TTC Metropasses (it has recently begun to handle the service), Presto can support U-Commute passes the same way. Getting U-Commute implemented is a matter of gaining the right support and presenting the right arguments.

The last attempt for a Toronto-wide U-Pass was in 2008—almost 10 years ago. It's time we try this again, and it's time we do this the right way. The context we currently find ourselves in really

works in our favour. Provincial elections are coming up. Municipal elections are coming up. We are in a political sweet spot. I'm optimistic that with the right direction, we may be looking at a U-Pass in our near future.

Getting the U-Pass Implemented

As I've already mentioned, getting U-Commute implemented is a matter of gaining the right support and presenting the right arguments. This may seem pretty loaded, but I assure you all that your tasks in the project are straightforward and manageable.

The UTSU has carefully and vigilantly formulated the structure of U-Commute, organized with the other students' unions, and formulated the materials that will be required in making the pass a success. The UTSU is also committed to continuing with all communications for the project. We are continuously working toward garnering support at the provincial level, the municipal level, and at the commercial level. Consequently, if there are any stakeholders you believe are worth reaching out to, we ask that you get in contact with us (vpexternal@utsu.ca). It prevents duplication of communications, gives U-Commute a clear point of contact, and ensures that the project is presented in a consistent manner. We ask the same of media—please reach out to me prior to contacting media outlets!

That said, the project is nothing without all of us contributing to the project. ***We are all not going to go anywhere with this, without all of us being in this together—fully.*** It's great to have the structure formulated, but the structure is useless without participation. It's great to have a pretty policy brief, but it's useless without the proper data. And it's great to have solid arguments, but they're useless without the proper support.

Next Steps for You

As a participant, there are a few tasks to do that are vital for the success of U-Commute:

- **Take the measures necessary to send out the survey to your membership.**
 - We are only as strong as our data, so the survey is one of the most crucial parts of this entire project.
 - The survey template will be sent to you promptly as a Word Doc and as a PDF. The template is to be used for whichever survey platform is suitable for your students' union.
 - All four institutions will be sending out the survey at the same time, and the date will be decided among the four main points of contact, i.e. the students' unions' designates: Anne (UTSU), Leif (OCADSU), Daniel (RSU), and Tiffany (SA of GBC).

- **Advertise the survey to your membership to the best of your abilities.**
 - o Again, the data is really important here. If we don't get enough responses, our case not only weakens, but we risk having inaccurate data.
 - o Advertise on all social media platforms, through newsletters, and through outreach. Catching students on their way to class or making class announcements can also be very effective.
 - o Aim for a 5-7% response rate from your membership.
- **Meet with your administration and ask for a letter of support.**
 - o A pre-data policy brief will be sent to you promptly, so that your administration has an understanding of U-Commute and why it's in their interest to support the initiative.
- **Write a letter of support from your students' union.**
 - o I'm all for sustainability (I'm an environmental studies major, I literally wince when I see someone throw out something that should be recycled, etc.) but the more letters we can present at the table, i.e. the bigger the pile of paper, the better.
- **Send the UTSU your raw survey results.**
 - o This makes it easy for you (rather than have to filter through & summarize everything), and makes for a consistent interpretation of the results!
- **Prepare for a referendum well in advance.**
 - o Should U-Commute be implemented, we will each need to hold a referendum at our respective campuses in order to add the ancillary fee to our members' tuition. ***This process takes a long time***, so take the steps necessary now. That way, your referendum can be held promptly.

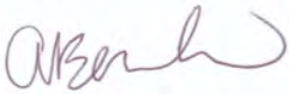
Post-Implementation: Next Steps (fingers crossed!)

It may seem premature, but it's good to think ahead and get a sense of what it would look like for you if U-Commute were to be implemented. Regardless of what the exact details of U-Commute will be (e.g. things like the price of the pass will be determined by the data we receive from the survey), you'll need to **determine who will be dealing with the day-to-day operation of the pass**. That is, who will be: answering general questions & inquiries from your membership, taking care of opt-outs (which will be available to those living within 1km of their respective campus), along with the distribution of/sign-ups of passes. It may be something your entire team decides to engage with, or it may be something that is delegated to a specific staff member.

This is all very exciting, and I am so happy that we are all on board with the initiative. Please do not hesitate to get in contact with me if you have any questions, concerns, or additional input. Weekly updates will be sent to each students' union's designate, so that we can all be on the same page and know what's going on. In addition, I would be more than happy to present this to your team or board.

Again, thank you so much for being on board.

Sincerely,

A handwritten signature in purple ink, appearing to read 'ABoucher', with a stylized flourish at the end.

Anne Boucher

UTSU VP External