Student Association of George Brown College
Board of Directors Meeting Minutes
Date: Monday, November 14, 2016
Time: 6:00pm-8:30pm
Location: Casa Loma – Board Room

Board of Directors – Voting Members:	
Executive Members:	
Director, Communications & Internal	**Vacant**
Director, Campus Life	Brittney DaCosta
Director, Education	Tiffany White
Director, Equity	Rajai Refai
Director, Operations	Gemeda Beker
Campus Directors:	
St. James Campus Director	Francis Torres
Casa Loma Campus Director	Naqeeb Omar
Satellite Campus Director	**Vacant**
Waterfront Campus Director	**Vacant**
Educational Representatives:	
Business	Ron Greenberg
Community Services	Andrew Murrell
Construction and Engineering Technologies	**Vacant**
Health Sciences	**Vacant**
Hospitality and Culinary Arts	Cathy Chung
Liberal and Preparatory Studies	Michelle Harrypaul
Art and Design	Rajat Sood
Constituency Representatives:	
Accessibility Representative	Carolyn Mooney
First Nations, Métis and Inuit Representative	Leslie Van Every
LGBTQ Representative	Sheldon Mortimore
International Student Representative	Gurjot Singh
Women and Trans People Representative	**Vacant**
Non-Voting Members:	
Executive Director	Lorraine Gajadharsingh
Resources:	
Chair	Alastair Woods
Operations Manager	Faris Lehn
Equity and Advocacy Manager	Rosalyn Miller
George Brown College Representative	Gerard Hayes
Minute Taker	Jessica Pasion
Interim Finance Coordinator	Galina Chible
Interpreters	
Guests:	Michael Panjvani
	Riddhi Modi
	Gracel Quibrantar
	Mufasa Fashina
	Nikki Shumaker
	Jimberly Cotoner

Student Association of George Brown College

Board of Directors Meeting Minutes
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Time: 6:00pm-8:30pm
Location: Casa Loma – Board Room

1. **Roll Call:**

Board of Directors: Voting Members	Present	Absent	Regrets Sent
Executive Members:			
Director, Communications & Internal	N / A		
Director, Campus Life	✓		
Director, Education	✓		
Director, Equity			✓
Director, Operations	✓		
Campus Directors:			
St. James Campus Director	✓		
Casa Loma Campus Director	✓		
Satellite Campus Director	N / A		
Waterfront Campus Director	N / A		
Educational Representatives:			
Business	✓		
Community Services	✓		
Construction and Engineering Technologies	N / A		
Health Sciences	N / A		
Hospitality and Culinary Arts	✓		
Liberal and Preparatory Studies	✓		
Art and Design			✓
Constituency Representatives:			
Accessibility	✓		
First Nations, Métis and Inuit			✓
LGBTQ	✓		
International Student	✓		
Women and Trans People	N / A		
Non-Voting Members:			
Executive Director			

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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: 6:11PM

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: Director of Education, Tiffany White
   Seconded: St. James Campus Director, Francis Torres
   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: Director of Education, Tiffany White
   Seconded: Casa Loma Campus Director, Naqeeb Omar
   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: Director of Education, Tiffany White
   Seconded: Hospitality and Culinary Arts Representative, Cathy Chung
   Vote: Carries

6. **Presentation of the SAGBC Financial Audit**

   Presentation: Michael Panjvani, Grant Thornton LLP

   Be it resolved that the Board accepts the Financial Audit Report for the 2015-16 fiscal year as presented.

   Moved by: Director Operations, Gemeda Beker
   Seconded: Business Representative, Ron Greenberg
   Vote: Carries

   > **Motion to** reconsider motion 6
   > **Moved by:** Accessibility Representative, Carolyn Mooney
   > **Seconded**: St. James Campus Director, Francis Torres
   > **Vote:** Carries

   > **Be it further resolve** that Grant Thorton LLP be retained as the auditor for the 2016-2017 fiscal year.

   > **Moved by:** Casa Loma Campus Director, Naqeeb Omar
   > **Seconded**: St. James Campus Director, Francis Torres
   > **Vote:** Carries

7. **Approval of Meeting Minutes**

   Whereas the meeting minutes from the July 18, 2016, board meeting requires approval (see Appendix I); therefore

   Whereas the meeting minutes from the October 17, 2016, board meeting requires approval (see Appendix II); therefore

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

   Moved by: Director of Education, Tiffany White
   Seconded: Casa Loma Campus Director, Naqeeb Omar

   Discussion: 2 minutes to review the document(s) provided

   Vote: Carries

8. **Elections Results Ratification**

   Be it resolved that the 2016 SAGBC By-Elections CRO Report (Appendix I) be ratified as presented.

   Be it further resolved that the 2016 Student Association By-Elections DRO (Appendix II) Report be ratified as presented.

   Be it further resolved that the ballots be destroyed.

   Be it further resolved that the newly elected/acclaimed Board Members begin their roles effective November 15, 2016.

   Moved by: Director of Education, Tiffany White
   Seconded: Director of Campus Life, Brittney DaCosta

   Discussion:

   - Carolyn: How quickly can they get access?
   - Carolyn: Robert's Rule of Order for new members
   - Michelle: Provides her Robert's Rule to make copies and have board members share

   Motion to amend, begin their role immediately

   Moved by: Director of Education, Tiffany White
   Seconded: LGBTQ Representative, Sheldon Mortimore
   Vote: Carries

   Be it further resolved that the newly elected/acclaimed Board Members begin their roles effective, immediately on November 14, 2016.

   Vote: Carries

9. **Report Back: The Truth and Reconciliation Retreat**

   Presentation: First Nations, Métis, and Inuit Representative, Leslie Van Every

   Motion to table item.

   Moved by: Director of Education, Tiffany White
   Seconded: Accessibility Representative, Carolyn Mooney
   Vote: Carries

10. **Report Back: National Day of Action**

    Presentation: Director of Education, Tiffany White

    - Four buses were booked for the event (3 at St. James and 1 at Casa Loma)
    - Over 100 students attended
    - In regards to board member support, Naqeeb, Sheldon, and Gem
    - Staff presence at the event; all managers, Cameron, Rob, Angela and placement student, The Dialog and CAC
    - Some of the safewalk team were there acting as marshals
    - Over 4000 signatures

11. **Update: Internal & Communications Committee – Bylaws Review and Revisions**

    Presentation: Director of Education, Tiffany White

    - Bylaw review and revisions were being prepared and ready for the AGM however, not in compliance with our corporation act.
    - This means we cannot bring to the AGM for a vote.
    - A second general meeting will take place in the New Year.
    - Some changes to occur; Black Student Rep, recombining Director, Education and Director, Equity back at it again.

12. **Motion to Go In-Camera**

    Be it resolved that the Board will move into an in-camera discussion at this time.

    Moved by: Director of Education, Tiffany White
    Seconded by: Hospitality and Culinary Arts Representative, Cathy Chung
    Vote: Carries

    - **Time:** 7:42PM
    - **Present:** Board of Directors; Lorraine Gajadharsingh, Alastair Woods
    - **Excused:** Rosalyn Miller, Faris Lehn, Gerard Hayes, Michael Panjvani, Galina Chible and Jessica Pasion
    - **Out of Camera:** 8:02PM

13. **Acknowledgement of Resignation**

    Whereas Rajai Refai, Director Equity, submitted a written notice of resignation on Sunday, November 13, 2016; therefore

    Be it resolved that the Board accepts the resignation of Rajai Refai from the office of Director Equity.

Be it further resolved that the Board shall appoint a new member to the office of Director Equity within 30 days of the date of resignation.

Moved by: Director of Education, Tiffany White
Seconded: St. James Campus Director, Francis Torres

Discussion:
- Carolyn - Is it not formal to send a formal letter?
- Tiffany – the email is his formal letter

Vote: Carries

14. **Update from Executive Director**

Presentation: Executive Director, Lorraine Gajadharsingh

- Lorraine – Snack run: last year Lindt chocolate, gummy packs, granola etc. Great for outreach, hand out flyers and meet more people
- Tiffany – possibly let have a hot chocolate and high five day, using the snack run for that budget
- Lorraine – let's have folks sign up now?
- Tiffany and Brittney to email and Brittney to steward the email
- Carolyn – wants to be a part of the organizing body
- Ron – great idea; how will this work for those who have exams?
- Faris – will be asking Yaw for the library posters
- Sheldon – promo for Genderful event – just in time for trans remembrance day Friday November 18th from 8pm to 1pm at the Kings Lounge
- Rose – Foodbank Holiday food drive. Goal is to fill 300 grocery bags in order to provide food to students in need of support. Challenge to board members, fill a bag with non-perishable. Promote in classes, class talks, approach chairs and deans of each program.
- Fairs
  - GBC Got Talent next week; Thursday November 24th at 7PM
  - Next Friday is Fuego Night, featuring Fito Blanko ($2 cover) goes toward United Way
  - Desi Night is scheduled for December 9th
  - Holiday Jam pub night December 16th
  - November 30th Brian Jackson
  - Oasis Week December 13, 14 and 15
- Lorraine
  - Coordinating the audit with Galina and Gem
  - Collective Bargaining (Rose, Gem, Tiffany and Lorraine) has begun. The Union stewards are the following, Neil, Robert and Angela

- Rose
  - The following full time staff are not a part of the union, Jason, Yukiko, Jessica, Ronnie and Galina
  - Collective bargaining, meet last week and started with non-monetary items
  - Twenty (20) page proposal from the union
  - December 5th and 6th is the next scheduled dates
  - Will keep the board updated
  - AGM – Nov. 16 , 2016 at SJ from 1PM to 5PM
    - 30 people needed for quorum
    - Up to 5 proxies per person

15. **Other Business**

Any discussions regarding other business will be brought forth at this time.

- Carolyn – anyone who is creative and can brainstorm to help work with the college on a digital story. It will take an entire weekend in February. Any ideas? Currently Moving Minds is the theme. Need assistance on coming up with a theme.
  - Lorraine – send an FYI email to include staff input
- Tiffany – sent an email out regarding town hall. Important to please read

16. **Motion to Adjourn**

Moved by: Hospitality and Culinary Arts Representative, Cathy Chung
Seconded: St. James Campus Director, Francis Torres
Vote: Carries

Time: 8:41PM

2016 By-Election Report

Author: Khadijah Suleman

Chief Returning Officer

28th October, 2016

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1.   Key Election Dates

CRO work period:	20th September to 28th October, 2016
DRO work period:	26th September to 26th October, 2016
Nomination period:	26th September to 5th October, 2016
Nomination period (Board of Governors):	29th September to 5th October, 2016
Campaign period:	7th to 21st October, 2016
Voting period:	17th to 21st October, 2016
Ballot count:	21st October, 2016
Wrap up:	24th to 28th October, 2016

2.   Administration and Logistics

Jessica Pasion was an invaluable resource in responding to questions, setting up the office for the CRO and DRO, securing polling locations and rooms for training and All Candidates Meeting. She was patient and supportive and we truly appreciate her help.

The Facilities team of Jason, Deb and Dennis were always willing to help, particularly in setting up and wrapping up the polling stations on a daily basis. We would like to acknowledge their supportive role, as without it, we would not have been able to achieve our deliverables.

Mick Sweetman was a good resource and guided the election team through timelines and requirements for The Dialog.

Member services team showed exceptional team spirit and were always available to help the election team during the nomination and voting period.

Dan Murrell, Manager, Scheduling/Enrolment Planning & Reporting, Registrar Office: Registrar Admin, was very helpful and prompt in providing the student list for Instavote. Without his support and collaboration, it would have been very difficult to obtain the list of eligible voters.

Yukiko Ito's help was invaluable with ensuring that member services staff was available to assist with giving out and receiving daily election supplies.

Tiffany, Brittany, Francis, Naqeeb and Carolyn from the Executive Board were very supportive and always available to provide advice and support.

Challenges:
- The notification period was already in progress when the CRO was hired and the Election Committee had already announced dates for the nomination period. This placed the election team in a constant reactive mode in trying to meet deadlines rather than engage in proper planning from the onset so that they could apply the most efficient mode of meeting project deliverables.
- There was a lapse of four days between the time I joined and the start of the nomination period. On my first day, I was informed that the SA did not have any files from prior elections and to have access to past documents and best practices, I would have to sift through e-mails and locate files, if there were any. As a result, I had to invest significant time and effort in sifting through e-mails to find important documents. I also spent significant amount of time creating documents, which was not the best use of already stretched resources.

Recommendations:
- Recruit the CRO prior to the start of notification period.

- Implement proper record keeping system so that documents are stored on the SA network and are easily accessible by the next CRO and DRO.
- Good record keeping will ensure prudent use of SA's financial and human resources and eliminate the risk of errors and litigation.

3.   Budget

The CRO was given annual election budget without the exact amount allocated for the by-election and with the instruction to use "as little of it as possible." As SA did not have records from the past, the CRO could not use previous election budgets to form analysis and make an informed decision.

The CRO sifted through emails and was able to locate 2014 by-election budget. At that point, the CRO was advised to use 2014 budget as a guideline, especially to manage the cost of manpower. This put the CRO in an untenable position as per hour wage for each election position had increased as follows:

Position	2014 per hour wage	2016 per hour wage	% increase in wage
CRO	$15	$17	14%
DRO	$14	$16	13%
Poll clerk	$13.75	$14.25	4%

Using 2014 hours worked, this roughly, this added an extra $1,100 to the cost of manpower in 2016 even if the current team matched the hours worked in 2014.

Refer to appendix 2 for a comparison of costs between 2016 and 2014 by-election.

Later, in her conversations with the board members, the CRO was informed that the board had set aside approximately $20,000 for the by-election.

Challenges:

- Budget is a critical component of any project and the SA may not be able to hold the CRO accountable in the absence of transparency related to budget. In this instance, I was able to apply my extensive project management abilities and experience to create line items and allocate funds.
- CRO spent a significant number of hours sifting through archived emails to locate files, including, budgets from prior elections. This increased the manpower cost.
- The CRO had to regularly deal with concerns related to hours worked by the CRO and DRO. The election project, with clear timelines and deliverables, is governed by by-laws, which have to be adhered to. That sets the election project, with its short duration and regular timelines, apart from a regular full-time job with predictable hours of work.
- The election team did not have access to SA offices on weekends. This led to the team working longer hours during the week to complete project tasks particularly prior to and after the long weekend to compensate for the loss of one working day.
- There was an expectation related to matching manpower expenses in 2016 to that in 2014 although the wage per hour had increased for every position.

Recommendations:

- It is important to be transparent with the CRO with regards to the current budget so that s/he can plan effectively and be held accountable.
- Create awareness within the SA team that the election project team may not have the luxury of working regular hours. The project has clear timelines and deliverables and the team has to ensure they are delivering as per the by-laws.

- Allow access to office on weekends or allow the flexibility to work remotely so that the CRO and DRO are able to pace themselves.
- Maintain proper records of files so that SA can save on manpower costs by having CRO and DRO reference materials rather than taking the time-consuming task of creating them.
- Coach staff so that budget expectations are realistic and take into account increased cost of manpower and inflation.

4. Outreach

Voter engagement continues to act as a barrier to candidate and voter participation. To engage the student community, we used a multi-pronged approach as follows;

- Posters
- Social media (Twitter, Facebook, Instagram)
- Target marketing through GBC Facebook groups
- Dialog ads
- SA website ads
- Dialog candidate bios
- Welcome desk at various campuses
- Poll clerk outreach
- Club fairs
- Campus screens (SA and GBC) to promote nomination period
- Classroom presentation at Ryerson
- Mobile voting

Poll clerks were instrumental in promoting the by-election and the impressive turnout can be attributed to them as they engaged students and encouraged them to vote.

The CRO and DRO worked out of St. James, Waterfront and Casa Loma Campuses. This helped with meeting staff, candidates and poll clerks face-to-face and build relationships.

Challenges:
- The DRO request for promoting the election on GBC and SA screens was not fulfilled. As a result, an important avenue for promoting elections was missed. These screens were used only to advertise the nomination period.
- A candidate contacted the CRO with the complaint that his bio in The Dialog had been replaced with the bio of a candidate who had run in the past.
- A candidate contacted the CRO with the complaint that her name in The Dialog had been misspelt.
- It was not always possible for the CRO and DRO to find space and computer to work at different campuses.

Recommendations:
- Hire CRO and DRO prior to the notification period so they can design and implement a robust outreach strategy.
- At Ryerson, engage instructors to promote election. Also, continue outreach by poll clerks in the class and lab to encourage students to vote.
- Continue with mobile polling which was very successful at Casa Loma, St. James and Waterfront, where the poll clerks took the polling station (ballots, ballot box and laptop with student info) to the voters in the food court.

- Continue to recruit a floater poll clerk at busy polling locations, such as, Casa Loma, St. James and Waterfront, to reach out to voters and promote election and to cover breaks.
- Clarity regarding who does what related to graphic design and creation of promotion materials is necessary to avoid missing out on opportunities to promote election.
- Adherence to timelines related to graphic design so that CRO/DRO have time to properly proof read and correct any mistakes before materials are published in The Dialog.
- Year round outreach is important to attract good candidates and high voter turnout. Solid relationships with different faculties and campuses, particularly at Ryerson, Sunnybrook and Distillery (satellite campuses) will go a long way to get potential candidates for the hard-to-fill Satellite Campus Representative position.
- Plan for office space and laptop at campuses for the CRO and DRO. A lot of our work was facilitated due to forging and nurturing strong relationships with staff at various campuses.

5.   Nomination Period

Nomination period ran from 26th September to 5th October for the Executive Board and from 29th September to 5th October for the Board of Governors position. A total of 25 packages were picked up from the SA offices, of which 14 were returned.

	Packages picked up	Packages returned	Status
Director Communications and internal	5	2	Contested
Waterfront Director	4	3	Contested
Engineering and construction Representative	7	6	Contested
Board of Governors	1	1	Vacant (disqualified due to ineligible student status)
Women and Trans* Representative	6	1	Acclaimed
Health Sciences Representative	2	1	Acclaimed
Satellite Campus Director	0	0	Vacant

Challenge:

- The Election Committee deliberated until 26th September about whether to run the Board of Governors position or not until finally deciding to run the position.

Recommendations:

- Provide electronic copies of the nomination packages. While this is an environmentally friendly option, it also establishes a relationship between the CRO and the candidates from the onset without creating extra work for the front desk staff or finding alternatives in case the office closes early due to staff meeting.
- The issue of whether to run or not run the Board of Governors position needs to be made in advance to avoid a two-tiered nomination system with two different nomination periods.

6.   All Candidates Meeting

Since we already had the list of students from the Registrar's Office, we were able to verify signatures as nomination packages were received. A total of 14 nomination packages were verified (13 - Executive Board; 1 - Board of Governors, which was deemed ineligible). Qualified candidates were invited to attend the ACM on 6th October at 7:00 p.m. in the Quiet Room at St. James campus. Of 13 candidates, 10

candidates and 1 proxy attended the ACM. Brittany, Naqeeb, Francis and Sheldon represented the Executive Board. Remaining two candidates met with the CRO and DRO within 24 hours of the ACM.

Recommendations:

- Create a plain language "how to campaign" document that explain how to campaign and pull the vote and make it available on the SA website prior to the start of nomination so that potential candidates are able to make an informed decision about whether to run or not.
- Obtain list of students from the Registrar's Office prior to the end of nomination period to facilitate verification of signatures. Having the list with us helped tremendously in verifying signatures and informing candidates ahead of time that they had qualified.

7.   Accessibility

Through Dan Murrell, I was put in contact with Anne Moore, Manager, Academic and Student Affairs, Disability Services, to obtain a list of students registered under ALS program. In spite of strong efforts by Carolyn Mooney, Accessibility Representative, Dan and myself, we were unable to obtain a list from Anne Moore. As a result, ALS (and TPE) students used a double envelope system to cast their ballots.

Challenge:

- Using a double envelope voting system for ALS (and TPE) system leads to inequity, public disclosure of a student's status and a barrier to voting. It is important that ALS students are treated and processed in the same manner as rest of the voters.

Recommendation:

- The Election Committee and the Accessibility Representative need to meet with the ALS team to sort this issue out prior to the 2017 general election.

8.   Campaign Period

Campaign period ran from 5th to 21st October which included the Thanksgiving long weekend.

Challenges:

- Campaign period ran over the Thanksgiving long weekend (8th to 10th October). As per by-laws, the CRO is required to respond to complaints related to campaign within 48 hours of the incident. Consequently, the CRO was required to work during the long weekend.
- As campaign period commenced on the Friday before the long weekend, the candidates requested that the CRO and DRO be available to respond to their queries and approve materials so that they could take advantage of the extra one day due to the long weekend.

Recommendations:

- To avoid issues related to working remotely by the CRO and DRO, it is best to commence campaign period mid-week, for example, on a Tuesday or Wednesday, so that the CRO and DRO are able to respond to candidate's queries prior to the weekend.
- Amend the by-laws and change response time from 48 hours to 2 days with regards to campaign complaints. This will alleviate the issue of project team working remotely or logistics of obtaining an access card to work on-site.

9.   Voters List

Dan Murrell from the Registrar's Office was very responsive and helpful will providing a list that met Instavote software developer and our requirements.

Challenges:

- Dan was unable to obtain the list from ALS which created issues for us. While no candidates were disqualified during the nomination process for invalid signatures, there were some signatures in the nomination package that we were unable to verify, which may have been for students registered with ALS, which could have led to disqualification of a potential candidate.
- As the voters list was missing the information on students registered with ALS, some voters had to use the double envelope system to vote. This created an unnecessary barrier for them.
- The CRO sent ALS manager a list of students who had used the double envelope voting system on days 1, 2 and 3 of the by-election. ALS was able to verify the eligibility or ineligibility of the student by mid-day on day 4 of the election. The CRO sent another list on day 4 of voting, a response to which was received five days after the by-election was over and the unofficial result had been released.
- Lack of timely response may result in votes of those students, who used the double envelope system, not getting counted which leads to inequity.

Recommendations:

- The double envelope system worked extremely well. However, it requires extra time by the poll clerks to process the voter and for the voter to vote.
- The Election Committee and the Accessibility Representative need to work closely with the team at ALS to ensure that these students have same access as rest of the voters.

10.   Ballots and Ballot Box Supplies

- Elections Canada supplied all ballot boxes, screens and seals.
- Each polling station received five ballots boxes with supplies (seals, pens, forms, etc.) for each day of the week in addition to five voting screens.
- St. James served as the hub for Ryerson, St. James and Waterfront campuses. A poll clerk from Waterfront and Ryerson picking up and dropping off ballots, ballot boxes plus forms at the beginning and end of each day at St. James.
- Poll clerks signed on a ballot tracker form at the time of pick up and drop off to ensure accuracy of ballots.
- Ballots for different positions were printed on different coloured paper to facilitate easy sorting.
- Ballot boxes from Waterfront, Ryerson and St. James were stored in a locked office at the St. James campus while ballot boxes used at the Casa Loma campus were kept in the storage room there.
- During the election week ballot boxes, screens, laptops and other polling station supplies were kept in the SA offices Laptops were locked up overnight in a secure location that only front desk staff could access. Poll clerks picked up and dropped off supplies and laptops each day.
- The CRO, in consultation with Tiffany White, Director of Education and Member, Elections Committee, made a decision to print the following quantities of ballots for the contested positions:
  - 3,400 ballots – Director Communications and Internal
    - Approximately 15% of the total student population
  - 1,000 – Construction and Engineering Representative
    - Approximately 20% of the total CCET student population (with six candidates, we expected a tight race)
  - 600 – Waterfront Campus Director
    - Approximately 15% of the total students at the Waterfront Campus (which is 525, but printer was only to print in batches of 100, hence, 600 ballots)

Challenges:

- There were conflicting messages given to the election team about designing the ballots. Four business days prior to the voting week, we were informed that we would be responsible for designing the ballot. While the DRO worked over the long weekend to design ballots, this last minute information made it difficult to find a printer to print ballots at short notice. Copy-Rite, which normally prints ballots, declined as they needed much more than 4 days to complete the work.
- Due to lack of time, none of the printers contacted were willing to offer perforation service. As a result, poll clerks had to use scissors or ruler to tear the ballot, which not only took more time but could also lead to more spoiled ballots if ballots are torn incorrectly.
- The team spent a whole day trying to find printers willing to print in three days (we needed one day to sort ballots and allocate the right quantities by campus). Of several printing presses contacted, only three agreed to print but imposed a premium for the rush job (quotes ranged from $700 to $1,600). We were able to negotiate with the printer with the lowest quote and knock off another $250 from the quote. The final cost of printing ballots was $450 plus tax.

Recommendations:

- Clear expectations related to graphic design of ballots is needed so that the election team can design and send them for printing ahead of time and save costs (extra hours worked to identify a printer, premium for rush printing) and unnecessary stress.
- Print ballot books with perforation to save time and effort.

11. Poll Clerks

A total of 25 poll clerks were recruited of which, four quit for various reasons, including the pressure of mid-term exams. To be prepared for any no-shows and for lunch coverage, we had one floater working each day who covered lunch breaks at Waterfront, St. James and Ryerson. One of the floater took on the role of DRO on day four of polling as the DRO was unavailable for work on that day.

Two training sessions were held for the poll clerks on 11th and 12th October in the Quiet Room at St. James Campus. Brittany, Naqeeb, Francis and Sheldon from the Executive Team observed the training. The poll clerks were trained not only in the election and voting procedures but also in engaging students and encouraging them to vote. The fact 1,570 students cast their ballots during a by-election is a solid testament to the efficacy of this engagement strategy.

Challenges:

- Hiring poll clerks to work during mid-terms was a challenge.
- An even bigger challenge was trying to schedule them to work in between their exams. This led to attrition of poll clerks and we had to scramble to reschedule poll clerks.
- Not having a DRO on day 4 of the election added extra pressure on the CRO who had to manage all four campuses plus 11 candidates on her own.

Recommendations:

- Avoid holding election during mid-term exams. It poses a challenge in recruiting due to low availability of students to work shifts, leads to hiring many more students and creates a challenge in managing schedules for more than two dozen poll clerks over only five days of work. It also increases HR cost as more poll clerks need to be trained and paid for attending training.
- Add a question "Are you available to work every day from the time you are hired to the end of contract?" when interviewing CRO and DRO to ensure they are available to work throughout the election period.

12. Election Week

Voting was held from Monday, 17th October to Friday, 21st October from 10:00 a.m. to 4:00 p.m. each day. Polling stations were set up as follows:

1. Kings Lounge, St. James Campus
2. Student Centre, Casa Loma Campus
3. Main Lobby, Waterfront Campus
4. 5th floor, SHE Building, Ryerson Campus

While the CRO and DRO had their own permanent, multiple use passwords for Instavote, the CRO requested the software developer to create one-time use temporary usernames and passwords for each day for each polling location. This proved to be very efficient and allowed the CRO and DRO to focus on supporting the poll clerks in the morning rather than run around from campus to campus to log them into Instavote.

On some occasions, particularly around lunch time, mobile polling was used at Casa Loma, St. James and Waterfront campus, where the poll clerks carried the ballots, ballot box and the laptop with them to where the students were. This increased voter participation significantly. Students appreciated the convenience of the mobile polling station. Most students cast their ballots and only a very small number of voters declined to cast their ballots.

Challenge:

- At St. James campus, the election team shared space with vendors (perfume seller, fitness group and BMO) in the Kings Lounge. While the perfume vendor was set up in the space outside the convenience store, the fitness group and the BMO booth (on two occasions) were set up side-by-side to the polling station (in the area closer to the SA office). This seriously compromised the confidentiality of the ballot and did not provide the voter the privacy they needed to mark their ballots.

Recommendations:

- Allow vendors must set up booth/table during the election week in the area outside the convenience store.
- Request Instavote to supply one-time use passwords for each day and each location.
- Continue using mobile polling station, particularly around lunch time.

13. Voting Procedure

Poll clerks asked each voter to present their GBC student card or one piece of government-issued ID and their student number in case the student card was not available. The student name was verified against information in Instavote which already had the student name, program, campus and faculty uploaded in it. Instavote indicated to the poll clerks if the student was an eligible voter and the which position ballots to give. The voter was given the instruction to go behind the voting screen to mark "x" or "√" mark against a candidate of their choice. In the meantime, the poll clerk would mark "voted" against the voter's name on Instavote.

In the event a voter's name could not be found in Instavote, the poll clerks used the double envelope system. After marking their vote, the voter placed their ballot in the smaller (inner) envelope and sealed it. The small envelope was then deposited into the larger (outer) envelope with their name and student number on it and then sealed and dropped into the ballot box. The voter information was recorded on the double envelope tracker and their eligibility was verified with the ALS Office.

Challenges and Recommendations:

Refer to the sections 7 and 9.

14. Ballot Count

Ballot count commenced at 7:30 p.m. on 21st October, 2016 in the Games Room at Casa Loma Campus.

CRO, DRO, four poll clerks, one scrutineer and one member of the Election Committee were present. The CRO and DRO were set up at one table each with two poll clerks. Each table counted two different positions simultaneously. The CRO and DRO broke the seals on the ballot box, opened one box at a time per campus and sorted the ballots by colour (position). All already verified double envelopes were opened, the outer envelope was discarded and the ballot from the inner envelope was dropped into the ballot box without opening it to ensure sanctity of the marked ballot.

Next, all ballots from the box were emptied out onto the table, poll clerks verified that the box was empty. The CRO/DRO read out the result of each ballot. One poll clerk tracked the total votes and the other poll clerk tracked votes per day. If the ballot count for each candidate with each poll clerk matched with the number of ballots CRO or DRO counted, the count was considered accurate and over.

It took approximately 4.5 hours to count 1,570 ballots for three different positions.

Recommendation:

Continue use of different colours to print ballots for different positions for ease of sorting.

15. Official List of Candidates and Result

Total ballots cast: 1,570

Position	Candidate	Votes Received
Director of Communications and Internal	Riddhi Modi (Elected)	820
	Conrad Ozemoyah	605
Waterfront Campus Director	Jamie Jamieson	93
	Gracel Quibrantar (Elected)	212
	Goldie Vipulanandan	148
Construction and Engineering Representative	Mufasa Fashina (Elected)	134
	Marc Grant Vanasse	74
	Uzzair Khan	60
	Maple Quizon	77
	Audrie Williams	67
	Vincent Wong	37
Women and Trans Representative	Jimbo Cotoner	Acclaimed
Health Sciences Representative	Nikki Shumaker	Acclaimed
Board of Governors	Vacant	Vacant
Satellite Campus Representative	Vacant	Vacant

Appendix I: Instavote Summary Report

Final Poll Stats

Total
1570

	gbc_waterfront	gbc_ryerson	gbc_sjkingslounge	gbc_dro	gbc_clsafoodcourt	Total
2016-10-17	68	58	80	0	78	284
2016-10-18	109	9	119	0	113	350
2016-10-19	106	15	79	0	72	272
2016-10-20	66	13	67	0	130	276
2016-10-21	129	4	149	0	106	388

Votes by Polls:

Votes by Poll

30.4% | 31.8% | 31.5% | 6.3%

gbc_waterfront	gbc_ryerson
478	99

gbc_sjkingslounge	gbc_dro
494	0

gbc_clsafoodcourt
499

gbc_wate... | gbc_ryer... | gbc_sjkin... | gbc_clsaf...
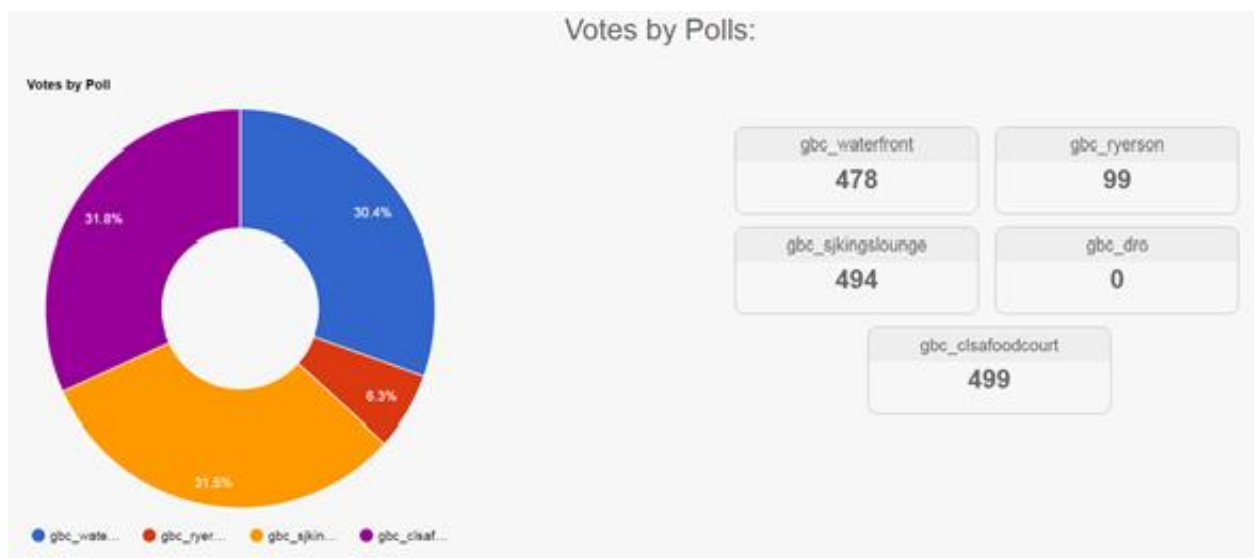
Appendix II: Financial Analysis

Summary:

Item	Amount	Saving
2016 election budget	$47,317.50	
2016 by-election budget	$20,000	
2016 actual by-election	$14,554.37	
2016 by-election savings	$5,445.63	27%

2016 By-Election Expenses

	2014		2016	
	Actual	Hours	Actual	Hours
Pay CRO	$4,342.50	289.50	$4,870.50	286.50
Pay DRO	$2,656.50	189.75	$2,832.00	177.00
Pay poll clerks	$5,011.88	364.50	$5,457.75	383.00
TTC tokens + taxi	$434.80		$174.85	
Supplies + The Dialog	$1,900.37		$23.17	
Ballot printing	$102.27		$502.18	
Candidate reimbursement	$151.49		$647.11	
Ballot count refreshments	$35.00		$46.81	
TOTAL	**$14,634.81**		**$14,554.37**	

2014 vs. 2016 Manpower Comparison: By Wage

	2014 pay @2016 rate	Hourly rate	2016 Pay	Hourly rate	% difference 2014 vs. 2016	
CRO	$4,921.50	$15	$4,870.50	$17	1%	Under in 2016
DRO	$3,036.00	$14	$2,832.00	$16	7%	Under in 2016
Poll clerks	$5,194.13	$13.75	$5,457.75	$14.25	-5%	Over in 2016
Overall manpower	$13,151.63		$13,160.25		.07%	Over in 2016

2014 vs. 2016 Manpower Comparison: By Hours

	2014 hours	2016	% difference 2014 vs. 2016	
CRO	289.50	286.50	1%	Less in 2016
DRO	189.75	177.00	7%	Less in 2016
Poll clerks	364.50	383.00	-5%	More in 2016

Report of the Deputy Returning Officer
Student Association of George Brown College
2016 By-Elections

Anuja Jeeva
Deputy Returning Officer
10/26/2016

IMPORTANT ELECTION DATES
STUDENT ASSOCIATION OF GEORGE BROWN COLLEGE
2016 BY ELECTION

NOMINATION PERIOD

OPENED: Monday, September 26, 2016
CLOSED: Wednesday October 5, 2016

ALL CANDIDATES MEETING:

The All Candidates Meeting was held Thursday, October 6, 2016 at 7pm in the Quiet Room – King's Lounge at the St. James Campus.

CAMPAIGN PERIOD:

OPENED: Friday, October 7, 2016
CLOSED: Friday, October 21, 2016

VOTING:

The voting period ran from Monday October 17th, 2016 to Friday, October 21, 2016

The voting times for each day were as follows:
10:00 AM – 4:00 PM

POLL STATION LOCATIONS:

1. Casa Loma – Main floor/food court

2. St. James – King's Lounge

3. Waterfront – Main Lobby

4. Ryerson – SHE Building, 5th floor

BALLOT COUNTING:

Friday, October 21, 2016 from 7:00 PM-12:00 AM
SA Games Room – Casa Loma

OFFICIAL LIST OF CANDIDATES FOR 2016 SA BY-ELECTION

Director of Communications and Internal

Riddhi Modi (Slate name: The Student's Party)

Conrad Ozemoyah

Waterfront Director

Jamie Jamieson

Gracel Quibrantar

Goldie Vipulanandan

Construction and Engineering Representative

Uzzair Khan

Maple Quizon

Mufasa Fashina

Marc Grant Vanasse

Audrie Williams

Vincent Wong

ACCLAIMED POSITIONS

Jimbo Cotoner – Women and Trans Representative (Slate name: The Student's Party)

Nikki Shumaker – Health Sciences Representative

VACANT

Board of Governors

Satellite Campus Representative

ELECTION RESULTS – 2016 SA BY ELECTION

Waterfront Campus Director
Jamie Jamieson   93
Gracel Quibrantar   212
Goldie Vipulanandan 148

Construction and Engineering Representative
Mufasa Fashina   134
Marc Grant-Vanasse   74
Uzzair Khan   60
Maple Quizon   77
Audrie Williams   67
Vincent Wong   37

Director of Communications and Internal
Riddhi Modi   820
Conrad Ozemoyah   605

Acclaimed
Jimbo Cotoner – Women and Trans Representative
Nikki Shumaker – Health Sciences Representative

VACANT
Board of Governors
Satellite Campus Representative

NOMINATION PERIOD

The nomination period for the 2016 By-election commenced on September 26, 2016 at 10:00 AM and concluded on October 5th, 2016 at 4:00 PM. The following positions were open: Director of Communication and Internal, Waterfront Campus Representative, Health Science Representative, Construction and Engineering representative, Women and Trans* Representative and Board of Governors. A total of 24 nomination packages were picked up from various campuses of which 14 completed packages were returned as followed:

Director of Communication and Internal	5 packages picked up; 2 applications returned; remaining 2 candidates contested the by-election.
Waterfront Campus Director	4 packages picked up; 3 applications returned; remaining 3 candidates contested the by-election.
Health Science Representative	2 packages picked up; 1 Application returned; Candidate acclaimed
Women and Trans* Representative	6 packages picked up; 1 application returned; Candidate acclaimed
Board of Governor	1 Application returned, Disqualified due to ineligible student status; **Position is vacant**.
Construction and Engineering Representative	7 packages picked up; 6 applications returned; remaining 6 candidates contested the by-election.
Satellite Representative	0 packages picked up; **Position is vacant.**

With the help of the SA front desk staff we were able to keep track of how many applications were being picked up and dropped off at each campus. This helped the election team with understanding were we were with the election process as the week progressed. For example, we noticed that Health Science representative applications were not being picked up, so we decided to target the election posters at Waterfront at the Health science office and at the welcome desks to ensure that the Health science student were aware that the position was available for them if they wanted to run.

Nomination Period ended on October 5th, 2016 at 4:00. With Khadijah's past experience with elections, we started to verify applicant nomination packages as they were dropped off which helped us tremendously with time, just in case we ran into any problems. By doing this we were able to send out emails to successful candidates by October 6, 2016 at Noon to invite them to the All Candidates Meeting. Although we were able to verify everyone in time for the ACM, I would recommend that for the future, we have a day in between to verify and send out the email, since we had to send the ACM invitation the same day as the ACM, which is problematic as it is very short notice. Thankfully we had a good turn out.

ALL CANDIDATES MEETING

The All Candidates Meeting (ACM) took place at St. James on October 6th at 7:00 PM. We had 10 Candidates present, and 1 proxy. Two candidates were not present, but as by-laws state, they had 24 hours to meet with the CRO and received information before deemed disqualified. Both candidates met with the elections team the next day. During the ACM, CRO went over the rules and regulations with a brief overview of the By-Laws. The CRO made it clear to the Candidates that they were responsible for understanding the rules and to act accordingly to avoid demerit points. I was allocated the task of going over Social media rules for the election, as this was a common use for campaigning. Prior to the ACM meeting, the elections team created social media channels for the Candidates to add and follow to ensure that social media guidelines were followed. All passwords and account information has been forwarded to Internal Coordinator, Jessica Pasion if any future DRO/CRO would like to use.

During the ACM, the Elections team took 'Passport style' headshots of each Candidate, for The Dialog, which would accompany the bios and questionnaires they submitted with their application. We took two of the Candidates headshots, which were not present during the ACM the following day when they came in for their meeting with the Elections team. One candidate did not make the deadline for submitting her headshot; therefore, their photo was not submitted in The Dialog to be fair to the other candidates who did submit theirs in a timely manner.

CAMPAIGN PERIOD

Campaign period commenced at 12:01 AM of October 7th, 2016. We did not have many candidates send in material to be approved right away, but we started to see them sent in the following week during voting period. There were a few instances where candidates did not follow campaigning rules, where we assigned warnings and demerit points as warned. For most part, Candidates were sure to check with us if they had any doubts on campaigning rules.

ELECTION LOGISTICS

The DRO was responsible for the logistics of the elections such as facilities logistics and ballots. We were able to secure 4 polling stations (one at each campus) for the By-elections through requests for space. As noted in previous DRO/CRO reports, we wanted to ensure that tape to mark boundaries during voting week were not going to be removed, so we made sure to ask what brand of tape we may use to avoid issues of removed tape on campus.

The elections team faced a challenge in the process of ballots logistics, as there was a huge miscommunication with the SA graphic designer on who will design the ballots. Since I have design experience, I designed the ballots for the by-election since we did not have time to wait, and as well print the ballots. Ballots were printed with Ink Drip, an external company in

Scarborough who was able to provide the elections team with a discount and respond immediately in a short time crunch. We received a quote from 3 external printing companies before proceeding with Ink Drip. Unfortunately, with the time crunch, we were unable to perforate the ballots, which was a struggle for the poll clerks who had to rip-fold-tear or cut ballots. My recommendation would be for future DRO/CRO's to discuss ballot design and printing in early stages, to avoid this challenging situation.

POLL CLERKS

A total of 21 poll clerks were hired for the 2016 by-elections. The interview process took three days where the election team held interviews at Casa Loma, St James and Waterfront. The poll clerk position was advertised on social media, as well through posters, which were postered around each major campus. The elections team had a certain list of criteria's that we expected from poll clerks, and each person hired embodied these strengths. One of those strengths that we looked for in our poll clerks was whether they were comfortable with speaking to student and engaging voters in the election. Another important strength we looked for was their ability to follow the guidelines and ensure that the electoral process was held with integrity.

During voting week, we had floaters that went campus to campus to help relieve other poll clerks for breaks as well market the election. This helped make the week go smoothly without a lot of travelling for the CRO/DRO so they could give candidates their undivided attention if an issue arose.

The final turnout for the by-election was a roaring success, mainly due to our poll clerks and their ability to bring in large volume of voters everyday. With the help of the poll clerks we had over 1500 students come out and place their votes in the by-election, a number that is quite shocking for a by-election.

BALLOT COUNT

During the voting period, we had our floaters bring ballot boxes to St James, where they would meet with the CRO to drop off each day's ballots. This helped the process go smoothly, whereas in previous years the CRO or DRO would have to travel and take the boxes, which was not good time management. With this process, we were able to keep track of how many ballots we used and have left over for each day and allocate more ballots for the next day depending on how the poll clerks were doing at each campus.

On October 21st, the CRO went to each campus and picked up all remaining ballot boxes and brought them to Casa Loma campus where we had our ballot count. Ballot count commenced at 7:00 PM in the Quiet Lounge, where 4 poll clerks, 1 scrutiniser, as well as two board members were present in watching the ballot counting process alongside the CRO and DRO.

We split the groups into two teams – team one was the DRO, and two poll clerks and the other team was the CRO and two poll clerks. The CRO/DRO were responsible for handling the ballots

while the poll clerks were responsible for keeping track using a bingo sheet. By separating into two teams, this made the process go quickly, as we were able to get through over 1500 ballots in the span of 4 hours. By 12:00 AM we had finished counting and announcing the results. The unofficial results were sent to the SA team and posted on each SA office door by Monday morning.

SOCIAL MEDIA/MARKETING REPORT

The 2016 by-elections were successful for many reasons, but mainly due to the marketing of the elections to George brown students. We began our marketing on the first day of nominations period where we announced on SA channels such as Facebook, Twitter and Instagram about the nomination packages and letting students know which positions were vacant. With the help of posters, we were able to poster around each campus to garner attention about the nominations and let students know there was a by-election happening. In the span of a week we saw that our posts reached a total of 1200 students on Facebook, which we were able to track through Facebook's new marketing tools. We also used Social media to advertise our poll clerk positions, which were seen as a huge success as we had over 30 resumes submitted for the position.

Our marketing was also a huge success due to the school newspaper, The Dialog. With the help of Mick, the manager for The Dialog, we were able to advertise the elections, as well as create a spread for the candidates, which the poll clerks used to garner student votes during the elections.

As mentioned above, we also practised target marketing, where we would place flyers in certain faculty offices to cater towards certain positions. The elections team also made announcements during events such as the Clubs fair, which catered to over 100 students.

RECOMMENDATIONS

- **Hiring of Election officials**

The hiring of the DRO took place on Thursday, September 22, 2016 was hired to immediately start the week after on Monday September 26, 2016—the same day that nomination period started. As someone who was managing the social media for the elections, it would have been nice to start a few days in advance to promote the nomination packages and assist the CRO with any pre-election tasks and duties. The DRO takes on the role of co-managing a project, and I felt like I was pushed into the role and had to quickly learn the ropes of the election/Student association process really fast. My recommendation would be to hire the DRO 1-2 weeks, so they are able to accustom to the tasks that need to be done.

- **No leftover election materials from previous CRO/DRO**

One of the biggest hindrances the election team faced was not having any files leftover to review from previous elections. As a team we had to create many templates, files and manuals from scratch, which cut into planning time, as well finding ourselves asking many questions. We

were also unable to access many accounts such as the 'RUN GBC' social media accounts used to monitor Candidates' and their social media campaigning. My recommendation would be for SA to ensure that there are left over files for future CRO/DRO's to work with as a guide so they are not left asking questions or creating new material.

- **Support and Assistance from SA**

During the election process, the election team did not always have general support from the SA, which was a huge detriment during the elections. The elections team did not have clear expectations, guidelines to work with, which did not allow us to do our jobs effectively. This became an issue in the case of the design work for the elections, as we did not get clear guidelines for who would be designing ballots, which resulted in the DRO to design the ballots, cutting into the deadline of getting them sent to print. My recommendation would be to have a formal sit down with the SA team and go over everyone's responsibilities so we know who is accountable and so there isn't any confusion on roles in future elections.

- **Access into office spaces**

Another huge problem we had as a team was the lack of card access into the offices. Often, the DRO and CRO would travel campus to campus with no proper access to offices, which became hard when working outside of office hours in the morning/evening. We also found ourselves struggling to find space to work in, as we would occasionally not have a workspace, especially in the early stages of the elections at St. James. My recommendation would be to designate a workstation for elections team for the remainder of the election period at each campus, if possible.

- **Timeline for Elections**

One of the issues that the elections team faced was the timeline where the elections took place. With the thanksgiving long weekend, as well as midterm season and reading week taking place all during the election period, we found our selves working really hard to meet deadlines, or having to work longer hours to ensure that everything was still on schedule. Many GBC students had midterms during the week of voting which made it harder to garner attention from students about the elections. We also faced problems with scheduling our poll clerks during this week as many of them wanted to take off work shifts to study. My recommendation would be to move the By-elections away from exam/midterm season, or during holidays, for example in November.

- **Election By-Laws**

The elections team was often met with confusion when delegating rules and restrictions for our poll clerks and candidates. The by-laws had contradicting statements, which made it hard to answer questions asked by candidates. My recommendation is to go through the By-laws that pertain to the Elections processes and procedures to make sure that there are clear and concise guidelines for all parties. Then, making sure that all election materials follow the by-laws as well.