

15.1 Call to Order

15.2 Land Acknowledgment

15.3 Acceptance of the Agenda

15.4 Acceptance of Minutes

15.4.1 Council Meeting Minutes: 2023-05-08

15.5 New Business

15.5.1 Ratification of 2023 BCITSA Election Results

*-Stewart M.*

15.5.2 Sustainability Strategy Plan Proposal- VP Support

*-Yasmin G.*

15.6 Open Forum

15.7 Meeting Adjournment

**Council Meeting**  
**Monday, May 8, 2023**  
**Minutes**

<b>Executives:</b>	<p>Mia Bui – VP Finance and Administration          Tanya Fuchs – VP Student Experience          Liam Lauren – President          Celine Loriot – Chair, School of Health Sciences          Nolan Nordwall – VP External          Sally Poon – Chair, Downtown Campus          Vrishank Prabhu – Chair, School of Energy          Joshua Luu – Chair, School of Business+Media          Ashley Obeck - BMC Satellite Councillor          Yasmin Gardy – VP Equity &amp; Sustainability          Cody Pallin – Chair, Transportation, Construction &amp; Environment</p>	
<b>Staff:</b>	<p>Yael Zachs – Executive Director          Minnu Bennichan – Administrative Coordinator          Stewart McGillivray – Government Relations Strategist          Roland Gagel – Director, Finance &amp; Administration</p>	
<b>Councillors:</b>	<p>Dan Minster          Daniel Mah          Catherine Lam          Alyssa Ilich          Laurel Kinahan          Shelby Woida          Nicolas Johnson          Karandeep Singh Kullar          Parastoo Ghanbari          Andrew Warren          Ponnapat Ratiwan</p>	<p>Crystal Man          Matthew Puyat          Dennis Phan          Ruby Hsu          Andrea Obnamia          Jadon Matthias          Andrew Pham          Sha Gilani          Owen Rains          Aahil Bhayani          Lata Kumari</p>
<b>Regrets:</b>	<p>Theo Robson          Carrie Liang          Mo Baydoun          Gary Moon</p>	<p>Sharon Madavana Govindan          Ashley Le          Laurie Solkoski</p>
<b>Guest:</b>	<p>Artur Mamenko          Simran Anand</p>	<p>Charlene Steeves</p>

#### 14.1 Meeting Called to Order

The Chair, Liam, calls the meeting to order at 17:32 (34 voting members, including the Chair).

#### 14.2 Land Acknowledgment

#### 14.3 Acceptance of Agenda

**Motion:**

Be it resolved that the agenda be accepted as presented.

*Moved by: Joshua Luu*

*Seconded by: Sally Poon*

**Unanimous**

**Carried**

#### 14.4 Acceptance of the minutes

**Motion:**

Be it resolved that the Council Meeting minutes from 2023-04-24 be accepted as distributed.

*Moved by: Nolan Nordwall*

*Seconded by: Joshua Luu*

*29/0/2*

**Carried**

- How much profit was made from the Karaoke Night event which generated \$10,000 in revenue?
  - The \$10,000 in revenue was not solely from Karaoke Night, but in combination with another event held on Saturday.
  - In general, what is the profit margin for the pub?
    - The typical profit margin of the pub depends on the events being held. However, for events in general, the profit margin is usually around 65% including the fixed cost (food and labour).
  - Would it be fair to say that the pub typically generates a profit of 20% on an average night?
    - The target is normally around 70% cost and 30% profit.

#### 14.5 Reports

##### 14.5.1 Executive Directors Report

- As submitted.
- Nouran Abdelrazik recently joined the Wellness and Advocacy team as an advocacy specialist. Gurleen is expected to return from maternity leave soon.

- There were two recent job fairs held in April. The first was a hiring fair in Burnaby, which had an impressive turnout of over 771 students and alumni and featured 23 employers. The second was a Career Fair and Headshot event at ATC, which had over 125 attendees and 11 employers.
- Applications are being accepted for the Career Mentorship for the fall semester. It is a great opportunity for students to be paired with an industry professional. Consider this opportunity and share this information with your classmates.
- Operations are slowing down except for Geared Up. Geared Up made \$26,000 for the last month, exceeding its budget by \$1,000.
- Stand South made \$31,000 which accounted for 52% of its budget.
- The Pub generated \$51,000 which was 69% of its budget.
- Pavilion made \$93,000 for April, which is a decrease from the previous month.
- The Kitchen Food sales for the month were \$28,000.
- Stand Central was able to achieve only 66% of its budget.
- The Commissary Kitchen is receiving an increasing number of catering requests, which is a positive revenue stream for us.
- The events department is increasing the Pipe and Drape rental fees. We haven't raised the rates for a while.
- Numerous events are happening in the Great Hall. For Clubs events, the SA is working with faculty sponsors and BCIT to ensure that they understand the process and the SA's roles in those events. Those unsure about SA's role in helping with executive events, please make sure to reach out to Jeffery, the Club's Coordinator.
- The SA is conducting a survey for students to gather feedback on this year's activities to plan the right activities for next year.
- The Publications team recently signed a deal with CU Media, a national advertiser which will generate \$5000 to cover the cost of the Link/Career workbook.

Discussions:

- Is this survey for students strictly via email?
  - It is posted on social media.

## **14.6 Old Business**

### **14.6.1 Executive Update**

- As submitted.
- Vrishank updated that he is working with Cody and Joshua on getting the SA-branded merchandise, with an order placed, and plans to create more designs in the summer for next year. They are also planning to order SA hoodies.
- The Focus group for the Set Rep Program went well.
- Liam shared that the Feed the Need campaign is currently active, with a target of \$10,000. The marketing team is working on advertising online.

## **14.7 New Business**

#### 14.7.1 2023-2024 Strategic Objectives

- As submitted.
- Yael presented the Strategic Objectives for 2023/2024. The Executive team developed the priorities for the upcoming year, and the staff developed the objectives based on these priorities.
- The executive team came up with the following priorities:
  - Increase collaboration with BCIT to educate staff and faculty about SA services, create more opportunities to engage with students across all campuses, leverage partnerships to achieve common goals, and increase student participation in BCIT.
  - Develop a cohesive brand for the SA that sets it apart from BCIT.
  - Through the support of dedicated staff, streamline the Set Rep program to increase engagement, educate stakeholders about the program's purpose, and develop efficiencies across schools.
  - Through the development of an IT strategic plan, determine how to better serve our members.  
Develop and implement a staff retention strategy to adapt to the current labour market needs and demands.
  - Develop opportunities for interactive events for students across all campuses.
  - Increase opportunities for collaboration between Executives and SA Staff, particularly around the planning and execution of objectives.
  - Expand the Food Pantry program through dedicated staff focused on program delivery and funds development.
  - Increase and diversify revenue opportunities for BCITSA, reducing the amount of reliance on Student Fees

#### **Motion:**

Be it resolved that BCITSA accepts the 2023/2024 Strategic Objectives as distributed.

*Moved by: Liam Lauren*

*Seconded by: Andrea Obnamia*

29/0/3

**Carried**

#### 14.7.2 2023-2024 Budget

- As submitted.
- Rolland presented the proposed budget for 2024.

#### **Motion:**

Be it resolved that the Executive honorarium for 2023/2024 be increased from \$730 to \$770 and the Specialty Campus honorarium for 2023/2024 be increased from \$280 to \$300.

*Moved by: Mia Bui*

*Seconded by: Finance Committee*

**Not Carried**

- I would like to split the motion.

**Motion:**

Be it resolved that the motion be amended to separate the executive honorarium and speciality councillor honorarium into separate motions.

*Moved by: Cody Pallin*

*Seconded by: Vrishank Prabhu*

22/6/5

**Carried**

**Motion:**

Be it resolved that the Executive honorarium for 2023/2024 be increased from \$730 to \$770.

*Moved by: Cody Pallin*

*Seconded by: Owen Rains*

14/9/4

**Carried**

**Discussion:**

- Is the \$770 per month?
  - Yes, from September to May. Except for STC and DTC who are paid for the full year.
- Why do we need to pass a specific motion to approve the honorarium when it is already included in the budget?
  - It provides more transparency.
  - It is also required by the bylaw to have a separate vote.
- Can incoming executives vote for this motion?
  - It is best if the incoming executives are not voting for this motion.
- The current councillors may vote since it is unknown which councillors will be recruited for the next term.

**Motion:**

Be it resolved that the Speciality Campus honorarium for 2023/2024 be increased from \$280 to \$300.

*Moved by: Cody Pallin*

*Seconded by: Nolan Nordwall*

21/5/2

**Carried**

**Motion:**

Be it resolved that the Councillor Meeting fee be increased from \$40 to \$45 per meeting.

*Moved by: Mia Bui*

*Seconded by: Finance Committee*

**Not Carried**

- On average what is the percentage of councillor attendance?
  - It's between 70 to 80 percent.
- The amount should probably be higher around \$50 or \$55.
- Does paying the councillors to attend the meeting send the right message?
- While I don't object to changing the amount, the councillors can attend the meeting in person or online, so accessibility is good.
- This is not meant to be a wage.
- I would still like to propose the motion to increase the amount to \$50 per meeting.

**Motion:**

Be it resolved that the motion be amended to increase the councillor meeting fees to \$50 instead of \$45 per meeting.

*Moved by: Nolan Nordwall*

*Seconded by: Joshua Luu*

23/8/0

**Carried**

**Motion:**

Be it resolved that the councillor meeting fees be increased from \$40 to \$50 per meeting for the 2023/2024 fiscal year.

*Moved by: Mia Bui*

*Seconded by: Joshua Luu*

23/7/1

**Carried**

**Motion:**

Be it resolved that BCITSA accepts the 2023/2024 capital and operating budget as distributed.

*Moved by: Mia Bui*

*Seconded by: Finance Committee*

28/0/0

**Carried**

- There were a few different numbers mentioned about the deficit. What are they?
  - The SA has outstanding loans with the bank which by the end of the 2023 fiscal year will be a balance of \$4.3 million. The \$2.6 million mentioned is the amount paid to BCIT in 2012 which enabled the SA to occupy the 3<sup>rd</sup> floor of SE2 and flows through the income statement as prepaid rent until fiscal 2026.
- Has there been a situation in the past where we had a deficit and what was done to address it?
  - Starting in 2012, a series of investments in the organization was made totally approximating \$11.6 million. These investments flow through the income statement as leasehold amortization expenses. As this amortization represents past cash transactions it flows through the current income statement as a non-cash item and drives in large part the bottom-line deficit. Prior to 2012, the SA had no significant large non-cash items flowing through the income statement and as such, with the exception of 2006, generally had a balanced income statement.
- I feel like the amount of money expended on Childcare is excessive.
  - The Childcare expenses are more than balanced by the revenues and as such the childcare service is cashflow positive and it is not a drain on the SA. We even have a waiting list for admissions.
- In the objectives, it is mentioned that we will be diversifying the revenue. Can you please talk about that?

- We are hiring a Funds Development officer to increase the fundraising, and we are planning to increase the revenue through the print shop, food, and retail.
- I just want to suggest that we extend the meeting to 8:00 pm.

**Motion:**

Be it resolved that we extend the meeting to 8:00 pm.

*Moved by: Nolan Nordwall*

*Seconded by: Jadon Matthias*

17/8/4

**Carried**

- Why are there large variances in certain G/L accounts between the 2024 budget and the 2023 projections and budget?
  - In fiscal 2023 the SA changed to a new accounting system and rebuilt the General Ledger. As a result, not all the G/L codes from 2023 as budgeted aligned with the new G/L codes actually used in fiscal 2023 and as such were combined in the new accounting G/L in a number of different ways. The bottom line of the 2023 budget as constructed with the old accounting system equals the bottom line of the 2023 budget translated into the new accounting system. For example, when we look at the budget of 2023 that was passed last year, \$22,000 was approved for grant expenses and we have approximately \$90,000 budgeted for 2024; this is an example of how the G/Ls were changed. Also, some of the line items in 2024 are place-holding budget items. The Student Development Fund is an example as the actual expense related to this line item will flow into other expense accounts, but the new accounting system will allow us to track those expenses to Student Development.
- External lobbying budget was increased to \$12,000 for 2023 and was not completely used. So, it makes sense that this amount was decreased in the 2024 budget. For 2023, we were only able to do one or two external lobbying trips. If we have the opportunity to do more lobbying, we will have to ask the council for the resources to do so in 2024.
- On external lobbying trips, are Councillors able to represent the SA?
  - As far as I know they can represent the interest.
- Looking at the approved budget for 2023 we actually decreased the expenses. I appreciate the effort that went into it.
- Did the budget for wages for 2024 with respect to the Cost-of-living Adjustment (COLA) increase using the 2023 budget or the 2023 projections as the basis of the increase and in either case why do the total wages appear to be greater than the COLA of 6.9%?
  - The 2023 projections were used to budget the amounts for 2024.
  - We have four people returning from maternity leave and two new positions.
- I actually think it is a good approach we don't want to make the extreme budget cut once. So overall I am happy with the proposed budget.



### 14.7.3 2023 Election Updates

- The number of students who participated in the election and referendum has increased with almost 1000 students casting their votes.
- There were no instances of rule-breaking or misconduct during the process and everyone completed the required paperwork.
- Every year there are a few applications for waivers of the eligibility criteria. This year we declined one such waiver request.
- There was a login issue reported, and it was resolved within a few hours.
- A percentage comparison of the election results was conducted.
- Please make sure to vote in the by-elections, happening from Friday, May 12th to Friday, May 19<sup>th</sup>.

#### **Motion:**

Be it resolved that Council ratifies the results of the 2023 BCITSA Elections and that the following members of the Association are declared elected to the following offices for a term beginning June 1st, 2023 and ending May 31st, 2024:

President: Céline Lorient

Vice President Finance and Administration: Mia Bui

Vice President Student Experience: Joshua Luu

Vice President External: Jimmy Wang

Chair of the School of Business + Media: Simran Anand

Chair of the School of Health Sciences: Charlene Steeves

Chair of the School of Energy: Vrishank Prabhu

Chair of the School of Transportation, Construction and Environment: Abdul Aziz Ansari

Chair of the School of Computing and Academic Studies: Justin Saint

Chair of the Downtown Campus: Matthew Puyat

*Moved by: Liam Lauren*

*Seconded by: Jadon Mathias*

24/0/4

**Carried**

### 14.7.4 Ext-10 Sexual Violence Policy

- The government is provincially reviewing the policy. We have also put together a policy to formalize a more comprehensive BCITSA position on this issue.
- BCIT is also reviewing their policy and they are asking for our input for it, which is great.

#### **Motion:**

Be it resolved that proposed external policy position "EXT-10 Sexual Violence Policies" be adopted.

*Moved by: Nolan Nordwall*

*Seconded by: Advocacy and Policy Committee*

28/0/0

**Carried**

### 14.7.4 Student Spaces Development Committee Updates

- Cody and Sally went through all the expenses that were approved the Student Spaces Development Committee to make improvements to students spaces across all five campuses.
- The goal of this year's committee was to ensure that all Specialty Campuses have access and can benefit from improvements to their student spaces.
- The committee had a budget of \$130,000. The money was allocated after consultation and voting.

**Discussion:**

- We had a successful event at DTC, and I suggest getting a console for the Burnaby campus as well.
  - Are you advising that SA should purchase a console and let the students use them too?
    - o SA should purchase the console and the executives can use them for the events and even the students can use it.

**14.8 Open Forum**

- We will be having a short council meeting via Microsoft Teams on May 29<sup>th</sup> to ratify the election result.

**14.9 Reminders**

**14.9.1 Next Council Meeting: 2022-05-29 at 17:30 via Microsoft Teams**

**14.10 Meeting Adjournment**

It was moved by Liam Lauren seconded by Owen Rains that the meeting be adjourned.

**Unanimous Carried**

The meeting was adjourned at 19:54.

## DECISION NOTE

May 26, 2023

<b>PREPARED FOR:</b>	BCITSA Council
<b>PREPARED BY:</b>	The BCITSA Elections Committee
<b>ISSUE:</b>	Ratification and report on 2023 By-elections

### RECOMMENDATION:

That Council adopt a motion to ratify the results of the 2023 BCITSA by-elections which concluded on May 19th, in accordance with Bylaw 5.10.

#### MOTION:

*Be it resolved that Council ratifies the results of the 2023 BCITSA by-elections and that the following members of the Association are declared elected to the following offices for a term beginning June 1st, 2023 and ending May 31st, 2024:*

*Vice President Equity and Sustainability: Shelby Woida  
Chair of the Specialized Transport Campuses: Daniel Wong*

(In this instance, members of Council named in the motion are encouraged to abstain. Any such abstentions do not affect quorum, so long as they are recorded as abstentions)

### SUMMARY:

Under the Bylaws, the members of the Executive Board are elected annually in the spring, and this occurred most recently in March 2023. As there were two unfilled positions at that time, additional nominations and voting dates were scheduled for April and May, concluding on May 19th. Although the phrase “by-election” has been used consistently, it is a bit of a misnomer because no positions were vacant at the time of the by-election, i.e. there were Executives serving in all 12 positions at the time. If anything, the latest round of nominations and voting should be viewed as a delayed extension of the earlier elections.

Clear results were announced on May 19th but all such results are subject to ratification by Council. What this means is that Council agrees that the election was conducted fairly and that the results should stand. It does not mean that Council is expressing an opinion on whether or not individuals named in the motion should become Executives - that was for students to decide during the election. The administration of BCITSA elections is a complex process including staff, the BCIT Registrar’s Office, a Selection Committee of members of Council, and an independent Elections Committee and independent Appeals Committee, both composed of students at large who are not involved in the Association.

Below is the Elections Committee’s final report for 2022/23. Much of the language overlaps with the prior report submitted to Council but the content has of course been updated accordingly.

## **REPORT ON THE SPRING 2023 “BY-ELECTIONS”**

**May 25th, 2023**

**Prepared by:**

**Artur Mamenko (Chief Returning Officer)  
Donna Gamboa (Deputy Returning Officer)  
Michael Meade (Deputy Returning Officer)  
Stewart McGillivray (Elections Administrator, non-voting)**

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## 1. Introduction

The Elections Committee once again appreciates this opportunity to provide a detailed update to Council on the administration of the elections that took place in April and May. The Student Association plays a unique and indispensable role in representing all BCIT students, and the opportunity for members of the Association to elect their peers to lead the organization is an essential element in enabling the Association to fulfill its mandate.

This “by-election” was able to proceed and succeed thanks to tremendous collaboration across the entire team. From the moment nominations closed and these two upcoming vacancies were known, the Elections Committee and student Executives and staff, especially Marketing and Communications, began to contemplate ways of quickly filling these spots. In late March, it was identified that May was an option. Around that time, BCIT finalized the dates for its own student, staff, and faculty elections to the Education Council and the Board of Governors. On that basis, the team decided to align BCITSA’s dates with the election which BCIT planned to run. The process, beginning with the launch of nominations in early to mid-April, was formally wrapped up within four weeks or so.

This report provides Council, and the members of the Association generally, with an overview of what happened during those four weeks, any challenges or decisions that the Committee was called upon to address, and ends with some analysis and conclusions.

## 2. Background

The election of Executives annually flows from the B.C. *Societies Act* requirements that registered societies have a board of directors, while the precise form of BCITSA elections is set out in the Bylaws of the Association. Briefly, these incorporate the following elements:

- The President and the four vice presidents are elected by all students, while seven Chair positions are elected by students at various schools and specialty campuses;
- In order to be candidates, applicants must meet specific criteria or receive a conditional waiver of that criteria by the independent Elections Committee;
- While day to day administrative matters are handled by the Elections Administrator (Government Relations Strategist) and the BCIT Registrar’s Office, any disciplinary or formal decisions are the responsibility of an independent Elections Committee;
- In order to enhance confidence in the system, decisions of the Elections Committee are reviewable by an Appeals Committee and are reported out to Council afterwards; and
- The Association is administratively neutral about the outcome of the election but is firmly committed to filling all positions and encouraging all students to participate.

### 3. Timelines

The nominations period ran from Wednesday April 19th to Wednesday May 3rd. Consistent with the Bylaws, all students are given two weeks' notice prior to the close of nominations. Students are encouraged to apply through a variety of communication channels including email newsletters, posters and digital advertising, and individual recruitment.

After nominations close, BCIT assists the Association by verifying that all candidates meet the applicable criteria relating to student status, course load, and minimum GPA. Thanks to prior agreement with BCIT, the Registrar's Office supported the BCITSA by returning its eligibility findings in under three days.

Campaigning begins when the last of the mandatory All-Candidates Meeting adjourns, which was on Monday, May 8th this year. Two such meetings were scheduled and the final one was hybrid, so that a variety of candidates could be accommodated. By May 8th, the Elections Committee had also finalized all decisions necessary to determine who was eligible to proceed as a candidate in the elections.

Voting took place between Friday May 12th and Friday May 19th, the standard one week period that has become standard in recent years. As this was a "by-election" of sorts, it was heavily anticipated that turnout would underperform the results seen earlier this year in March.

Results were announced at 4:00pm on Friday May 19th, and both elections produced a clear winner; there were, however, some very close results! All candidates have a 24-hour period during which to file an appeal of the election results. No appeals were received, after which the results became *de facto* final (pending this ratification by Council).

### 4. Compliance

The Committee again wishes to thank each and every one of the candidates for participating in these by-elections in an ethical and considerate manner. Ultimately, no complaints were received relating to foul play or candidate misconduct; indeed, no complaints were received during the election period. We were advised of a candidate's poster (singular) being taken down in SW1 but it appeared to be isolated and no candidate was alleged to have done this.

At the same time, there were a variety of minimal compliance issues, but none which required disciplinary action. Most candidates submitted campaign materials in the proper way, and no candidate campaigned with unapproved campaign materials. However, there are always a few candidates who submit posters which needs to be revised due to non-compliance. This is an administrative rather than a disciplinary matter, and is always resolved by the candidates.

No candidate overspent the limit, and all candidates submitted the required post-campaign paperwork to demonstrate their compliance with these rules.

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The rules around fair play and campaigning ethically were respected across the board, which is invaluable for the Committee. There were some minor issues with a candidate who insisted on attempting to apply for BCIT's Education Council election *and* BCITSA's by-election. This duality is not ordinarily permitted and did present some logistical challenges for the Committee before it was ultimately resolved.

## 5. Decisions

The Committee was required to make two consequential decision relating to candidate eligibility. One applicant did not meet the minimum requirements for course-load or GPA and therefore requested a waiver of the rules. The Committee has the power to consider these waivers on a case-by-case basis and reach its decision based on whichever factors it deems most relevant.

A second applicant did not meet the criteria specific to ATC students, by which they are required to have 10 months remaining in their study term as of June 1st. This applicant was going to complete their program in mid-November and therefore did not meet the criteria. Furthermore, they would not have been able to benefit from the Bylaw provision that permits an Executive to continue in office if they have less than six months to go when they graduate.

In both of these instances, the Committee was guided by its past training on how best to apply the principles of due process and procedural fairness to this request. The Committee deliberated at length on these decisions and held multiple meetings to consider these matters in the lead-up to the final decisions on May 8th.

Ultimately, the Committee determined that it would not waive the criteria in either case, albeit for separate reasons. These were immediately communicated to the candidates so that they could make an informed decision about appeals prior to voting opening on May 12th.

One student declined to appeal, while the ATC student preferred to appeal. This was the first appeal of an Elections Committee decision in over five or six years, potentially longer. The process was very effective, overall, and the Appeals Committee and Advocacy were proactive and available to implement the process. The appeal was heard on May 10th and decision rendered that afternoon. Although it was not in the candidate's favour, the Committee is confident that the process was fair, and appreciated comments from the appellant in that regard.

## 6. Analysis

This report will avoid repeating any of the analysis from the report previously provided to Council. Obviously, the main conclusion from last time is that the BCITSA needs to have enough students applying for all of these positions. In the case of this "by-election," that definitely occurred. However, this second round only happened because not enough people applied for various positions the first time.



The number of candidate applicants was really impressive - nine for the VP position and two for STC Chair. The Committee is aware that some candidates subsequently withdrew for personal reasons, which does happen from time to time; others did not meet the criteria. In one instance, a student withdrew in order to continue as a Club Executive. This aspect of the rules could be noted more prominently in future application forms.

Turnout was probably what one would expect in a “by-election” happening outside the normal elections cycle. As with the referendum and spring election, the change to Simply Voting likely had a positive impact on promoting voters’ access to the ballot. Likewise, this result is a victory for the philosophy that more candidates equals more campaigning equals more engagement equals more voting. In that respect, all candidates contributed enormously to this success.

There was one issue that played out in a couple different ways and which the Elections Committee wishes to report to Council. In building a voters list, there are inherent limitations in how nimble systems can be and the extent to which they can respond adequately to minute-by-minute changes in eligibility. The same is true of the BCITSA newsletter list.

The Bylaws require that notice of nominations be provided to all students two weeks before those nominations close, and that occurred in this case, as it does every year. This year, the Elections Committee was made aware that a new intake of students began their studies on May 1st and some may not have seen the information about nominations before the deadline of noon on May 3rd. Ultimately, the Committee is comfortable that every reasonable effort was made - the BCITSA cannot provide notice to people it does not yet know will be students. However, there are administrative options for increasing awareness and over-communicating about nominations. These should be pursued to the fullest extent possible.

Similarly, the BCITSA is aware the voters list was created on a specific date based on a specific population of students in existence at the time. The Registrar’s Office was very helpful in advising how this process works, but it would be valuable for more proactive communication to be sent to new students, especially those in Flexible Learning, so that they are aware that they are not on the voters list. BCIT was able to add people manually but only by request.

## 7. Conclusion

From a governance perspective, this “by-election” was very positive. It is expected that turnout will decline a bit outside of a general election period, but 462 participants in a BCIT-wide contest is very impressive given the challenges since 2020. Even more impressive, the number of candidates vastly exceeded the expectations of the Committee, the BCITSA, and indeed the applicants themselves!

It was perhaps a gamble to run this “by-election” so quickly after the February 2023 nominations period. In this instance, the gamble paid off — almost as many people applied for these two positions as ran for the other 10 spots in the entire spring election. This is a testament to those

candidates, first and foremost. It is a reassuring reminder that so many BCIT students see these positions as valuable and worth contesting — that can only be a good thing.

The Elections Committee respectfully submits its final report for 2022/23, with recommendations and results appended to this document. The various elections that took place this spring have enabled students to continue to be represented by 12 of their peers beginning June 1st, and the Committee wishes to thank the Selection Committee and the Council for this opportunity to contribute to the process; likewise, special thanks are owed to the Appeals Committee for their professionalism and efficient handling of matters.

## Appendix 1 - Recommendations

1. The Bylaws should be amended to state who has the authority to schedule by-elections.
2. The Bylaws should be amended to address what happens if there is a tie between one or more candidates.
3. The Bylaws should be amended to clarify permissible instances where the responsibilities of the Committee or the Chief Returning Officer are to be delegated.
4. The Bylaws should be amended (section 5.4) with respect to setting up voting stations. It says that this may occur but only with the Elections Committee's permission. The Committee does not see any value in having a say on this question.
5. The Bylaws should be amended so that the Elections Committee may alter the nominations deadline, or other applicable deadlines, if doing so would prevent a miscarriage of justice. This would involve an exercise of the Committee's judgment in each distinct situation.
6. The Bylaws should be amended to ensure there is more clarity around the prohibition against simultaneous dual BCIT and BCITSA candidacies.
7. The Bylaws should be amended so that "Executives-elect" have the same responsibilities as incumbent Executives to avoid campaigning in by-elections or special elections.
8. The Committee believes that Student Executives should be students for most of their term. Pursuant to the recommendations of the Appeals Committee, however, the Bylaws should be examined to determine if the "ATC students" rule (Bylaw 5.6(e)) achieves that outcome fairly.
9. The Bylaws should be amended to provide the Elections Committee with more guidance with respect to the granting of eligibility waivers. Their discretion would be preserved so that each and every case can be assessed on its own merits, taking into account applicable precedent.
10. Given persistent issues with voter turnout, the Bylaws should be amended to increase the longstanding \$75 spending limit. At the very least, it should catch up with inflation.
11. The Bylaws should be amended so that the rule on when posters are taken down refers to "1 business day later" rather than 5:30pm the very next day, which is often a weekend.
12. The members of the Elections Committee and Appeals Committee should be hired and trained earlier in the process. This is the chief purpose of the Selection Committee existing.
13. The Bylaws are overly prescriptive and detailed with respect to the step-by-step procedures involved in the Selection Committee (1 page), Elections Committee (2 pages), and Appeals Committee (2 pages) processes. It would be more logical to move these into Regulation 5.

## Appendix 2 - Detailed Results

Vice President Equity and Sustainability:

Shelby Woida	108
Deepain Yadav	105
Ethan Cheung	97
Nicholas William Scott	69
Wai Yan Vivian Chui	59
Dawn Lim	24
<b>TOTAL</b>	<b>462</b>
<b>ELIGIBLE</b>	<b>n.a.</b>

Chair of the Specialized Transport Campuses:

Daniel Wong - Yes	12
Daniel Wong - No	2
<b>TOTAL</b>	<b>14</b>
<b>ELIGIBLE</b>	<b>n.a.</b>

## DECISION NOTE

May 26th, 2023

**PREPARED FOR:** BCITSA Council

**PREPARED BY:** Yasmin Gardy

**ISSUE:** Sustainability Strategy Plan Proposal VP Support

### RECOMMENDATION:

That Council adopts the proposed motion of allocating funds from the Equity & Sustainability Committee.

MOTION (moved by Yasmin Gardy, seconded by the Equity & Sustainability Committee)

Be it resolved that \$100 from the Equity and Sustainability Committee budget be provided as an honorarium to Nicole Bairstow for her contribution and support to the VP Equity and Sustainability for the development of the SA Sustainability Strategy Plan proposal.

### BACKGROUND:

In pursuit of promoting the alignment of BCITSA operations and values with the UN Sustainability Development Goals (SDGs) as stated in Bylaws 4.e.iv, the VP Equity and Sustainability presented to the SA Directors the needs and opportunities with Phase-1 Sustainability Strategy Plan proposal of embedding sustainability scope in the SA's Strategic Plan. The meeting with the SA Directors was held on May 25<sup>th</sup>, 2023.

In preparation for the Sustainability Strategy Plan presentation and its alignment with SDGs and the important work that the SA is currently doing, the VP Equity & Sustainability is seeking additional advice from her Sustainable Business Leadership colleague, Nicole Bairstow in developing the proposal. Seconded by the Equity and Sustainability Committee on May 9<sup>th</sup> of providing an honorarium of \$100 (5hrs \* \$20) for Bairstow's contribution for the VP Equity & Sustainability initiative, to be allocated from the Committee's funds towards this purpose, when offering and contribution to be completed by May 31<sup>st</sup>, 2023.