



## UWOFA Annual Meeting of Members Agenda

(Exhibit V will be updated on an ongoing basis up to the date of the meeting.)

**Tuesday, April 5, 2022**  
**11:30 a.m. to 1:30 p.m.**  
**Teleconference**

To connect to the meeting:

Dial: **1-647-558-0588**

Meeting ID: **924 3855 1020**

Press pound (#) when prompted for the participant ID

**OR** connect using the following link: <https://westernuniversity.zoom.us/j/92438551020>

Passcode: **876058**

Call to order and land acknowledgement statement.

1. Approval of the Agenda
2. OCUFA Report: *Susan Wurtele* (OCUFA President) and *Jenny Ahn* (OCUFA Executive Director)
3. CAUT Report: *Brenda Austin-Smith* (CAUT President)
4. Approval of Minutes of the Meeting of Members of November 23, 2021 – **EXHIBIT I**
5. Business Arising
6. President's Report: *N. Narain*
7. Audited Financial Statements: *B. Hawn*  
Motion: That the membership approve the audited financial statements for the fiscal year ended October 31, 2021 as presented in **EXHIBIT II**.
8. Appointment of the Public Accountant: *B. Hawn*  
Motion: That the membership approve appointing MNP LLP (London) as the Public Accountant.
9. Discussion: Donation in excess of \$2,500 in support of strike action for Association of Professors, Professors and Librarians of Université Sainte-Anne: *N. Narain*  
  
Note: Donations in excess of \$2,500, whether comprised of only one donation or a series of donations within a one-year period, to support a single organization or individual must be approved by the Members by electronic ballot.
10. Nominations of Directors and Speakers – **EXHIBIT III**: *B. MacDougall-Shackleton* and *H. Perinpanayagam*

11. Update on Preparations for Negotiations: *J. Weststar*
12. Presentation of the CAUT Dedicated Service Award: *N. Narain*  
Recipients for 2022 are Amanda Grzyb, Warren Steele, Marisa Tippet and Johanna Weststar – biographies in **EXHIBIT IV**.
13. Annual Committee and Representative Reports  
Questions are welcome on any of the annual reports presented in **EXHIBIT V**.
14. New Business
15. Adjournment

Minutes  
UWOFA Meeting of Members  
November 23, 2021

Speaker: Kelly Olson

President: Nigmendra Narain

The meeting was held remotely by conference call starting at 1:30 p.m. Attendance was recorded (and quorum established) based on Members participating in Zoom video conference and e-mailing the Administrative Assistant to indicate their attendance. The Speaker explained the unique circumstances necessitating meeting by conference call rather than in person.

N. Narain read the Land Acknowledgement statement.

**1. Approval of the Agenda:**

**MOVED:** L. Cayen/B. Hawn

That the agenda be adopted.

**The motion carried unanimously.**

**2. Approval of Minutes of the Meeting of Members of March 30, 2021:**

**MOVED:** L. Cayen/S. Hendrikx

That the minutes from the March 30, 2021 Meeting of Members be approved.

**The motion carried unanimously.**

**3. Business Arising:**

There was no business arising from the March 30, 2021 meeting.

**4. President's Report:** *B. MacDougall-Shackleton*

**In Memoriam:** UWOFA acknowledged the loss of Vicki Olds, Secretary 2019-21; Dan Belliveau, President 2018-19; Eddie Ebanks, President 1980-81, 1987-88, and 2000-01 and Archibald Young, President 1993-1994.

**Vaccine Mandate:** UWOFA successfully pushed for a vaccine mandate on campus.

**Annual Performance Evaluation and Annual Report and Review Sessions:** Information sessions were held in September 2021. The sessions were developed and presented jointly by UWOFA and the Office of Faculty Relations. The purpose of the sessions was to assist UWOFA Members in reporting the impacts of COVID-19 on their performance.

**Contract Faculty Research & Professional Development Fund:** Western Research confirmed an annual contribution of \$5,000 towards UWOFA's Contract Faculty Research & Professional Development Fund. UWOFA provides \$5,000 in funding each year.

**Lecturer Observer on Senate:** The Lecturer Observer Seat was approved at Senate. The Board of Directors will be appointing the observer and an alternate at the next Board of Directors meeting.

**Professional Expense Reimbursement Carryover:** UWOFA and the employer reached an agreement to extend the deadline for using the unclaimed portion of Professional Expense Reimbursement allocations to December 31, 2022.

**Donations:** UWOFA donated \$2,500 to Laurentian University Faculty Association and \$2,500 to University of Manitoba Faculty Association in support and solidarity for the continued fight for their members.

**Gender-Based and Sexual Violence Action Committee:** UWOFA will keep members informed on what the university plans and what kind of training will be provided.

**Teaching Scholar Positions:** The employer assured UWOFA that by the time the faculty collective agreement ends, they will have the teaching scholar positions in place.

**Equity, Diversity, Inclusion & Decolonization Initiatives:** The Board of Directors met with Christy Bressette (Vice-Provost & Associate Vice-President (Indigenous Initiatives)) & Opiyo

Oloya (Associate Vice-President (Equity, Diversity & Inclusion)). N. Narain encouraged members to get involved with the EDID initiatives.

**Bargaining:** The faculty collective agreement expires June 30, 2022. The 3 x 3 Bargaining Survey was sent to the membership. N. Narain encouraged members to fill out the survey and get involved with mobilization efforts.

**Thank you:** N. Narain thanked everyone who has contributed to the work of UWOFa, including UWOFa staff, Board of Directors, Faculty Representations, Librarians and Archivists Stewards, members on Committees and the UWOFa membership.

**5. Treasurers Report: B. Hawn**

B. Hawn reviewed UWOFa's budget for the November 1, 2021 to October 31, 2022 fiscal year. He highlighted the following:

- Revenue from membership dues is more than the previous year, which is due to an increase in the number of members and an increase in their wages.
- There will not be a transfer to the Collective Bargaining and Grievance Fund. The Fund has a healthy balance (over \$5 million), and there is no immediate need to increase this amount.
- Transfer to the Post Employment Benefit Fund is being reduced from \$50,000 to \$25,000. The Fund's balance is well on the way to the projected amount required to cover the retirement expense of UWOFa's eligible employees.
- Payroll is being increased to \$500,000 to cover the cost of UWOFa's increased staffing requirements.
- Negotiated Release Time is being increased to \$128,601 to cover the cost of Members requiring release time to serve on the Collective Bargaining Committee and the Negotiating Committee.
- To prepare for the upcoming faculty negotiations, the allotment for Negotiations is being increased to \$12,000 and Strike Preparations is increased to \$12,000.

B. Hawn explained that if costs associated with Legal, Negotiations and Strike Preparation exceed the budgeted amount, then the Board of Directors can elect to cover the deficit from the Collective Bargaining and Grievance Fund. B. Hawn reviewed UWOFa's cash balance. The Operating Fund has a surplus balance of about \$450,000 that can also be used to cover a deficit. B. Hawn reviewed the impact of a strike on UWOFa's reserves and announced that UWOFa is in a strong financial position. .

**6. Nominations of Secretary: B. MacDougall-Shackleton & H. Perinpanayagam**

Under clause 5.08 (2) of by-law 1 a new secretary is to be chosen by the members for the remainder of the current term (November 23, 2021 to June 30, 2023).

Kristin Hoffmann for UWOFa Secretary

Seeing no other nominations, the Chair declared nominations closed and declared Kristin Hoffmann acclaimed as UWOFa Secretary.

**7. Update on Preparations for Negotiations: J. Tennant & J. Weststar**

UWOFa is preparing for negotiations, ramping up member engagement, and developing a bargaining mandate. The creation of the Ad Hoc Bargaining Mobilization and Communication Committee came from the recommendations of the CAUT report on UWOFa bargaining practices. The Committee is developing a manual for mobilization and communication prior to and during collective bargaining. The President and Chief Negotiator co-chair the committee. The Collective Bargaining Committee (CBC) and the Ad Hoc Bargaining Mobilization and Communication Committee attended a bargaining retreat where negotiation strategies and processes were discussed. CAUT and OCUFA representatives

facilitated sessions on bargaining and member mobilization. The CBC is working on subsequent surveys that will assist with developing bargaining goals. In addition to the surveys, open meetings with members will be held to help with the development of bargaining goals.

**8. New Business:**

**Additional Compensation During Coronavirus Pandemic:** UWOFa and the employer agreed to a process to address additional teaching workloads experienced by the majority of UWOFa members. As a remedy, the employer agreed to provide additional compensation under certain circumstances. UWOFa has learned of disparities between faculties in allocating the compensation. UWOFa raised this concern at Joint Committee and is awaiting a response.

**Equity, Diversity, Inclusion & Decolonization:** There is concern about the terminology of “racialized person” and it being potentially harmful. UWOFa suggested this be brought to the attention of UWOFa’s Equity Committee.

**Deans Contracts:** The membership discussed the language in Deans contracts and whether it enforces loyalty to the president of the university.

**9. Adjournment:**

**MOVED:** B. Hawn/H. Perinpanayagam

That the meeting adjourn. In the absence of any objection, **motion carried** (3:01p.m.)

**The University of Western Ontario  
Faculty Association  
Financial Statements**  
*Year ended October 31, 2021*

# The University of Western Ontario Faculty Association

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*For the year ended October 31, 2021*

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## Independent Auditor's Report

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To the Members of The University of Western Ontario Faculty Association:

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the financial statements of The University of Western Ontario Faculty Association (the "Association"), which comprise the statement of financial position as at October 31, 2021, and the statement of operations, changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at October 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.



- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **Report on Other Legal and Regulatory Requirements**

As required by the Corporations Act of Canada, we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding period.

London, Ontario

Chartered Professional Accountants

Licensed Public Accountants

The University of Western Ontario Faculty Association  
Statement of Financial Position

As at October 31, 2021

	Operating Fund	Grievances & Collective Bargaining Fund	Total 2021	Total 2020
<b>Assets</b>				
<b>Current</b>				
Cash	\$ 1,228,511	\$ 635,252	\$ 1,863,763	\$ 1,026,639
Internally restricted funds (Note 3)	100,555	-	100,555	100,242
GIC investments (Note 5)	-	3,566,279	3,566,279	2,544,900
Interest receivable	-	76,000	76,000	113,230
Prepaid expenses	21,057	-	21,057	17,957
	1,350,123	4,277,531	5,627,654	3,802,968
<b>Long term assets</b>				
GIC investments (Note 5)	-	1,336,000	1,336,000	2,679,454
Capital assets (Note 4)	52,735	-	52,735	17,982
	\$ 1,402,858	\$ 5,613,531	\$ 7,016,389	\$ 6,500,404
<b>Liabilities</b>				
<b>Current</b>				
Accounts payable and accrued liabilities	\$ 218,796	\$ -	\$ 218,796	\$ 185,180
<b>Long-term liabilities</b>				
Post retirement benefit obligation (Note 6)	290,400	-	290,400	286,600
	509,196	-	509,196	471,780
Significant event (Note 9)				
<b>Fund balances</b>				
Operating Fund	893,662	-	893,662	511,996
Grievances & Collective Bargaining Fund	-	5,613,531	5,613,531	5,516,628
	893,662	5,613,531	6,507,193	6,028,624
	\$ 1,402,858	\$ 5,613,531	\$ 7,016,389	\$ 6,500,404

Approved on behalf of the Board

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

The accompanying notes are an integral part of these financial statements

The University of Western Ontario Faculty Association  
Statement of Operations

For the year ended October 31, 2021

	Operating Fund	Grievances & Collective Bargaining Fund	Total 2021	Total 2020
<b>Revenue</b>				
Membership dues	\$ 1,987,258	\$ -	\$ 1,987,258	\$ 1,882,528
Dues for Canadian and Ontario Associations	(594,714)	-	(594,714)	(569,417)
Net membership dues	1,392,544	-	1,392,544	1,313,111
Interest income	2,383	96,903	99,286	143,410
<b>Total Revenue</b>	<b>1,394,927</b>	<b>96,903</b>	<b>1,491,830</b>	<b>1,456,521</b>
<b>Expenses</b>				
Employee wages	497,760	-	497,760	541,112
Legal fees	279,270	-	279,270	309,280
COVID relief fund	51,658	-	51,658	-
Administration and general	34,405	-	34,405	48,600
Scholarships paid	45,000	-	45,000	45,000
Release time	21,421	-	21,421	111,792
Grad club membership dues	20,155	-	20,155	20,697
Occupancy costs	13,946	-	13,946	13,492
Amortization	13,682	-	13,682	14,166
SAR Program Donation	10,000	-	10,000	10,000
Audit fees	9,254	-	9,254	8,928
Donations	8,022	-	8,022	10,601
Research and professional fund	4,888	-	4,888	-
Post retirement benefit expense (Note 6)	3,800	-	3,800	21,700
Travel	-	-	-	5,581
Reception	-	-	-	5,529
Negotiations and strike preparations	-	-	-	1,104
<b>Total Expenses</b>	<b>1,013,261</b>	<b>-</b>	<b>1,013,261</b>	<b>1,167,582</b>
<b>Excess of revenue over expenses for the year</b>	<b>\$ 381,666</b>	<b>\$ 96,903</b>	<b>\$ 478,569</b>	<b>\$ 288,939</b>

The accompanying notes are an integral part of these financial statements

**The University of Western Ontario Faculty Association**  
**Statement of Changes in Net Assets**

*Year ended October 31, 2021*

	<i>Operating Fund</i>		<i>Grievances &amp; Collective Bargaining Fund</i>		<i>2021</i>		<i>2020</i>
<b>Fund Balances, beginning of year</b>	\$	511,996	\$	5,516,628	\$	6,028,624	\$ 5,739,685
Excess of revenues over expenses		381,666		96,903		478,569	288,939
Interfund transfers (Note 7)		-		-		-	-
<b>Fund Balances, end of year</b>	\$	893,662	\$	5,613,531	\$	6,507,193	\$ 6,028,624

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*The accompanying notes are an integral part of these financial statements*

The University of Western Ontario Faculty Association

Statement of Cash Flows

For the year ended October 31, 2021

	2021	2020
<b>Cash provided by the following activities</b>		
<b>Operating</b>		
Excess of revenues over expenses for the year	\$ 478,569	\$ 288,939
Adjustments for		
Amortization	13,682	14,166
	492,251	303,105
Changes in working capital accounts		
Prepaid expenses	(3,100)	(231)
Interest receivable	37,230	2,838
Accounts payable and accrued liabilities	33,616	(4,629)
Post retirement benefit obligation	3,800	21,700
	563,797	322,783
<b>Investing</b>		
Purchase of capital assets	(48,436)	(6,933)
Change in GIC investments	322,076	(139,164)
	273,639	(146,097)
<b>Increase in cash resources</b>	<b>837,436</b>	<b>176,686</b>
<b>Cash resources, beginning of year</b>	<b>1,126,881</b>	<b>950,195</b>
<b>Cash resources, end of year</b>	<b>\$ 1,964,318</b>	<b>\$ 1,126,881</b>
<b>Cash resources are comprised of:</b>		
Cash - operating fund	\$ 1,228,511	\$ 847,595
Cash - internally restricted funds	100,555	100,242
Cash - grievances and collective bargaining fund	635,252	179,044
	\$ 1,964,318	\$ 1,126,881

The accompanying notes are an integral part of these financial statements

**The University of Western Ontario Faculty Association**  
**Notes to the Financial Statements**  
*For the year ended October 31, 2021*

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**1. Purpose of the organization**

The University of Western Ontario Faculty Association ("the Association") is the certified bargaining agent for faculty teaching at least a half University degree credit course in each of two of the last three fiscal years and for librarians and archivists at The University of Western Ontario ("the University"). As a non-profit organization, the Association is not subject to income taxes on any earned income.

**2. Significant accounting policies**

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

***Fund accounting***

The Association has the following funds:

(i) Operating Fund - Unrestricted

The operating fund accounts for the day to day operating activities of the Association.

(ii) Grievance & Collective Bargaining Fund - Internally Restricted

This amount is internally restricted by the Membership of the Association for contingencies, for the payment of expenses associated with legal advice and arbitration arising from grievances and rights cases and/or expenses associated with collective bargaining in excess of budget and as a means of providing funds in the event of a strike.

***Capital assets***

Capital assets are recorded at cost. The company provides for amortization using the following methods at rates designed to amortize the cost of the capital assets over their useful lives. The annual amortization rates and methods are as follows:

Furniture and fixtures	Declining balance	20%
Computer equipment	Straight-line	3 years
Computer software	Straight-line	3 years
Website development costs	Straight-line	3 years

Capital assets are amortized using the half-year rule in the year of addition.

***Revenue recognition***

The Association follows the deferral method of accounting for contributions and operating revenues. All membership fee revenue is recorded as revenue in the period to which it relates. Where a portion of revenue is related to a future period, it is deferred and recognized in the subsequent period.

Interest income is recognized as revenue when earned.

***Use of estimates***

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires directors and management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. By their nature, these estimates are subject to measurement uncertainty. These estimates are reviewed periodically, and adjustments are made to income in the year which they become known. The accounts specifically affected by estimates in these financial statements are the useful life of capital assets and employee future benefits. Actual results may vary from these estimates.

**The University of Western Ontario Faculty Association**  
**Notes to the Financial Statements**  
*For the year ended October 31, 2021*

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**2. Significant accounting policies (continued from previous page)**

***Employee future benefits***

The Association provides medical, dental and life insurance benefits to eligible employees. This plan is managed by The University of Western Ontario. The Association accrues post retirement benefits for the eligible administrative staff, with the cost of these benefits being actuarially determined using the projected benefit method. Differences arising from plan amendments, changes in assumptions and actuarial gains and losses are recognized in income as they are incurred.

The Association sponsors pension plans for its administrative staff. The benefits provided under the plans are defined contribution.

***Cash and cash equivalents***

Included in cash is savings account investments earning interest at 0.20% - 0.45%, as well as the Associations credit union share.

***Financial instruments***

**Measurement of financial instruments**

The Association initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Association subsequently measures its financial assets and financial liabilities at amortized cost, except for equity securities quoted in an active market, which are subsequently measured at fair value.

Financial assets measured at amortized cost include cash, internally restricted funds, GIC investments and interest receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

**Impairment**

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the statement of operations. The write down reflects the difference between the carrying amount and the higher of:

- a. the present value of the cash flows expected to be generated by the asset or group of assets;
- b. the amount that could be realized by selling the assets or group of assets;
- c. the net realizable value of any collateral held to secure repayment of the assets or group of assets.

When the event occurring after the impairment confirms that a reversal is necessary, the reversal is recognized in the statement of operations up to the amount of the previously recognized impairment.

**The University of Western Ontario Faculty Association**  
**Notes to the Financial Statements**  
*For the year ended October 31, 2021*

**3. Internally restricted funds**

The Association has set aside \$100,555 (2020 - \$100,242) as an internally restricted fund. These funds are in a cash savings account and were set aside to assist Members. No criteria has been set and no decision has been made as to how the funds will be dispersed.

**4. Capital assets**

	<b>Cost</b>	<b>Accumulated amortization</b>	<b>Net</b>	<b>Net</b>
Furniture and fixtures	49,692	40,436	9,256	11,570
Computer equipment	50,361	47,033	3,328	3,403
Computer software	28,148	27,480	668	1,114
Website development costs	116,675	77,192	39,483	1,896
	<b>244,875</b>	<b>192,140</b>	<b>52,735</b>	<b>17,982</b>

The amortization for 2021 was \$13,682 (2020 - \$14,166).

**5. GIC investments**

The grievance and collective bargaining fund held the following investment portfolios at year end:

	<b>2021</b>	<b>2020</b>
BMO Nesbitt Burns - GICs of multiple institutions	3,043,455	2,025,009
Libro GICs	522,824	519,891
Total short term investments	<b>3,566,279</b>	<b>2,544,900</b>
BMO Nesbitt Burns - GICs of multiple institutions	1,336,000	2,679,455
Total short and long term investments	<b>4,902,279</b>	<b>5,224,355</b>

Short-term GIC investments represent amounts with maturity dates due within a year of the year-end date. Interest rates on the short-term GICs range from 0.80% to 3.25% with maturity dates between December 6, 2021 and October 24, 2022. Long-term GIC investments represent amounts with maturity dates beyond one year of the year-end date. Interest rates on the long-term GICs range from 1.15% to 2.35% with maturity dates between December 12, 2022 and December 15, 2022.

**6. Employee future benefits**

The Association has a defined contribution pension plan for the administrative staff. During the year the Association's contributions to the pension plan were \$34,456 (2020 - \$35,852). The fair value of plan assets for the year was \$Nil (2020 - \$Nil).

The accrued benefit liability relating to the post-retirement benefits is \$290,400 (2020 - \$286,000). This liability has been recorded in the financial statements.

The most recent actuarial valuation was completed as of April 30, 2021.

	<b>2021</b>	<b>2020</b>
Current service costs	8,500	16,800
Interest costs	9,400	9,600
Actuarial gain	(14,100)	(4,700)
Net benefit plan expense/loss	<b>3,800</b>	<b>21,700</b>



**The University of Western Ontario Faculty Association**  
**Notes to the Financial Statements**  
*For the year ended October 31, 2021*

**6. Employee future benefits (continued from previous page)**

The significant actuarial assumptions adopted in measuring the Association's accrued benefit obligation expense are as follows:

	2021	2020
Discount rate - post-retirement	3.40%	3.20%
Medical trend rate	5.12%	5.12%
Dental trend rate	2.75%	2.75%

**7. Interfund transfers**

During the period, no amount was transferred from the Operating Fund to the Grievances & Collective Bargaining Fund. No amount was transferred from the Grievances & Collective Bargaining Fund to the Operating fund (2020 - \$Nil).

**8. Financial instruments**

Unless otherwise noted it is management's opinion that the Association is not exposed to significant risks from financial instruments. There have been no changes in the Association's risk exposures from the prior year.

**Credit risk**

The financial instruments that potentially subject the Association to a significant concentration of credit risk consist primarily of cash. The Association mitigates its exposure to credit loss by placing its cash with major financial institutions.

**Market risk**

The Association is exposed to market rate risk through possible future changes in market rates for current marketable securities. The Association does not use financial instruments to reduce its risk exposure.

**Liquidity risk**

Liquidity risk is the risk that the Association will not be able to meet its obligations as they become due. The Association manages this risk by establishing budgets and funding plans and by levying sufficient membership dues to fund its expenses. Cash is held in an interest bearing account which provides a rate of return as well as liquidity.

**9. Significant event**

During the year, there is an ongoing global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on Association as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence.

## 2022-23 UWOFA ELECTIONS

### Slate of Nominees

<b>Vice-President</b>	Rachel Heydon
<b>Treasurer</b>	Christina Maco

#### **Designated Faculty Seats** (two-year terms: July 1, 2022 to June 30, 2024)

Education	Melody Viczko
Engineering	Abouzar Sadrekarimi
Ivey	John Wilson
Law	Jason Neyers
Music	Jonathan De Souza
Schulich School of Medicine & Dentistry	Selma Saadaldin

#### **Designated Membership Seat** (two year term: July 1, 2022 to June 30, 2024)

Limited Term Membership	Jamie Johnston
Part-Time Membership	Luke Arnott

#### **At-large Seats** (two year terms: July 1, 2022 to June 30, 2024)

Librarian or Archivist Member	Courtney Waugh
Full-time Member	John Paul Minda

<b>Speaker for UWOFA</b> (one year term)	Kelly Olson
<b>Speaker for UWOFA-LA</b> (one year term)	Erin Johnston
<b>Secretary for UWOFA-LA</b> (one year term)	Sean McLaughlin

### For Information: Continuing Officers and Directors in 2022-23

<b>President</b>	Hiran Perinpanayagam
<b>Past President</b>	Nigmendra Narain
<b>Secretary</b>	Kristin Hoffmann

#### **Designated Faculty Seats**

Arts & Humanities	Laura Cayen
FIMS	John Reed
Health Sciences	Harry Prapavessis
Science	Greg Kelly
Social Science	Tony Weis

#### **Designated Membership Seats**

Librarians & Archivists	Shawn Hendrikx
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#### **At-Large Seats**

Full-time Members	Gus Riveros
Full-time Members	Ben Rubin
Part-time Members	Nina Zitani

Presentation of the 2021-22 recipients of the CAUT Dedicated Service Award

The Executive Committee voted unanimously to nominate the following members for the reason set out:

**Amanda Grzyb**

Amanda Grzyb has been serving UWOFA in various capacities since 2010. She served as the chair of the Communications Committee from 2010 to 2012. In 2015 she began serving as a member of the UWOFA Board of Directors representing the Faculty of Information and Media Studies. Amanda has served as one of UWOFA's CAUT Defence Fund trustee from 2015 to present-day.

**Warren Steele**

Warren Steele is a part-time faculty member who has been serving UWOFA in various capacities since 2014. He has served as a member of the Grievance Committee from 2014 to present-day. He served on the faculty negotiating committee for the 2018-22 and 2022-26 rounds of bargaining.

**Marisa Tippet**

Marisa Tippet is a librarian who has been serving UWOFA in various capacities since 2009. She has served as a member of the Grievance Committee from 2009 to present-day. She served on the Librarians and Archivists negotiating committee for the 2009-11 and 2011-15 rounds of bargaining.

**Johanna Weststar**

Johanna Weststar has been serving UWOFA in various capacities since 2017. She served as a member of the UWOFA Board of Directors representing the Faculty of Social Science. She also served on the UWOFA Executive Committee. She served as Deputy Chief Negotiator for the 2018-22 and 2022-26 rounds of bargaining. She also served as Chief Negotiator for the Librarians and Archivists 2019-23 negotiations.

## Annual Committee Reports

### Committee for Contract Faculty

Co-Chairs: Duane Jacques, Ben Rubin

Members: Lauren Barr, Laura Cayen, Jason Dyck, Peter Krats, Leigh MacDonald, Christina Maco, Nigmendra Narain, Alex Timoshenko

Meetings this academic year: October 13 2021, February 14 2022

Highlights of this year's activities:

1. Provided feedback to the CBC regarding the development of bargaining goals.
2. Co-chairs participated in OCUFA's Strategic Bargaining retreats
3. In the process of revising the procedures for the Contract Faculty Research and Professional Development Fund (CFRPD) because Research Western has committed to contributing \$5,000 annually to the Fund but has some restrictions on how their money can be spent.
4. Will organize the competition for the CFRPD (Planned application deadline: May 11).
5. One more meeting is planned to discuss the idea of proposing an increase to pay UWOFAs gives to LDs to participate in Union activities.

### Communications Committee

Chair: Alison Hearn (Chair)

Members: Vanessa Frank, Romaine Smith Fullerton

The Communications Committee has had a busy year working on initiatives that support members and defend the core mission of the university. This work was intensified due to the impacts of COVID and the upcoming round of bargaining. The Committee's overarching goals are to ensure that members know that UWOFAs are here to help them, to foster solidarity among its members as a strong community of scholars. Our team has worked hard to ensure that UWOFAs' messaging to members and the broader community remains calm, clear, and competent.

During the past year, the Committee engaged in the following work:

- A complete redesign of the UWOFAs brand and website. This work proceeded over a series of several months and was led by Communications Officer Vanessa Brown in consultation with a new web host and developer tbk, and a subcommittee comprised of Nigmendra Narain, Beth McDougall-Shackleton and Alison Hearn. The new website launched February 9, 2022 and, so far, feedback has been very positive.
- With UWOFAs Executive and in response to member concerns, developed a plan to push Western to commit to a vaccine mandate. This effort comprised of press releases, press interviews, and communications with members. The eventual pressure brought to bear by UWOFAs and other faculty members and students at Western resulted in Western reversing course and implementing a vaccine mandate for return to classes in Fall of 2021.
- Supported the CBC and Negotiating Team in communicating about upcoming bargaining, including member surveys and information about goal development.
- Supported Joint Committee and Executive Committee in communications around renewed pandemic-related Letters of Understanding.
- Continued to help craft all emails sent by the UWOFAs president around a range of issues.
- Fielded all media requests and prepared the President for UWOFAs's responses.
- Advised on communication strategy and political positions UWOFAs might take in relation to issues such as the Orientation Week debacle, the lanyard roll-out in the Fall, and the current war in Ukraine.
- Continued to work on Faculty Times, although publication has been held up due to slow contributions and a change-over in the Communications Officer position.

- Prepared notes for Faculty Representatives to share with colleagues (advocacy updates from UWOFA)
- Advised on the hiring of a new Communications Officer who will serve as a maternity leave replacement for Vanessa Brown.

#### **Next Steps**

With a new Communications Officer on board, the Committee will soon be renewing itself with a new Chair and new members. This group will develop a communication campaign for the next round of bargaining.

#### **Dependents' Tuition Scholarship Plan Committee**

Chair: Vaughan Radcliffe

Members: Michael Boffa, Miranda Green-Barteet, Barry Hawn, John Wilson

The Dependents' Tuition Scholarship (DTSP) Committee provides oversight to the DTSP program and where needed reviews cases for program eligibility, liaising with university staff who administer the plan. The Committee appreciates the continued diligence of members of the Registrar's Office in this regard. The UWOFA Board has provided guidance on certain program policies in relation to financial management. In general, the Board has encouraged continuance of a conservative approach. It is our intent that any increases in scholarship levels be sustainable such that scholarship recipients are able to count on the value of the award throughout the period in which they meet conditions of eligibility. The Board has delegated its authority in program appeals to the DTSP Committee and the committee's decisions are final.

The accounts presented feature calendar year numbers for 2021. The DTSP committee continues to report calendar year numbers to this meeting so as to allow the presentation of statements on a full twelve months results in time for the UWOFA General Meeting and hence presentation of a full operating cycle, thus providing better information for plan members. The prior reporting date of March had historically been driven by the date of the UWOFA General Meeting and meant that only nine months' data was reported. We will use additional financial information in the form of financial year May-April accounts for plan financial management and specifically decision making by the UWOFA Board concerning scholarship levels.

The operating performance of DTSP has faced some challenges recently. To be specific there was a negative swing of \$127,137.60 between last year's surplus of \$50,111.77 to this year's operating deficit of \$77,025.83 caused by a \$48,952.60 fall in plan revenues and 15.3 more scholarships being awarded. Because of this dynamic the UWOFA Board voted to freeze the value of DTSP for another year, hoping that growth in salary mass would catch up with rising expenses. We are managing plan finances carefully.

The committee will review plan finances in the summer once more complete financial information is available and make a recommendation to the UWOFA Board regarding scholarship levels for the coming year. Due to our preference that a scholarship level once declared should not be cut, we must be wholly confident that increases are sustainable when declaring them. Accordingly we maintain a fund balance of approximately \$2m to cushion us against deficits.

Extension of the deadline for receipt of awards to June 30 has markedly lowered appeals and other inquiries. One source of appeals concerns failure of a student to maintain the required GPA. In such cases confidentiality rules prevent staff from disclosing academic results. After reviewing other elements of plan eligibility colleagues wondering about a failure to receive an award may wish to make inquiries with their dependent student as to recent academic progress.

Colleagues are reminded that DTSP Scholarships can be applied for as soon as the forms are available at the start of the fall term, using last year's academic grades (university or high school) as

support. Many wait until the end of the academic year, when they could have made good use of funds when first available.

**Faculty and Librarian Dependents' Tuition Scholarship Plan**  
**Income Statement**  
**For the 2021 calendar year, with comparative information for 2020**

	<u>2021</u>	<u>2020</u>
	\$	\$
<b>Balance Forward</b>	2,096,238	2,239,428
<b>Revenue</b>		
Scholarship Fees	1,589,082	1,551,404
Interest Income	-	14,876
	<u>1,589,082</u>	<u>1,566,280</u>
<b>Expenses</b>		
Scholarships	(1,680,400)	(1,709,470)
Operating 12 month surplus/(deficit)	<u>(91,318)</u>	<u>(143,190)</u>
<b>Closing Balance</b>	<u><u>2,004,920</u></u>	<u><u>2,096,238</u></u>

**Equity Committee**

Co-Chairs: Denise Horoky, Jana Seijts

Members: Shantanu Basu, Pamela Block, Beth Lee, Lindsay Nagamatsu

Meeting this academic year: Equity Meeting December 18, 2021

Highlights of this year's activities:

1. For the first time, UWOFA is represented on OCUFA's *Status of Women and Equity Committee*. Jana Seijts is our new representative. The SWEC committee's efforts links well with our committee's work. SWEC acts as a centre and source of information regarding women and other equity-seeking academic staff members at Ontario universities focusing on gender, ethnicity, race, indigeneity, disability, sexuality, religion, or age issues.

2. This year, the Equity Committee assisted UWOFA on several EDI related items and inquiries including:

The committee supported the active work UWOFA engaged in during the return to campus in September 2021 and the push for a vaccine mandate. As a committee, we wanted to point out our concerns to the UWOFA executive around accommodation requests by members: We added our worries regarding the lack of policy guidelines from administration needed to ensure the safety of our employees on campus this term. We wanted to make it clear that these potentially life-threatening risks faced due to the pandemic are not individual issues to be addressed on a case-by-case basis but related to structural inequalities disproportionately affecting individuals from EDI categories. This particularly impacts employees or their immediate family who experience disability or chronic conditions that either cannot be vaccinated or might not be protected by the vaccine. We stressed that

it is essential to note that Black people, Indigenous people, and other People of Color have shown disproportionate rates of death during the pandemic. People in these categories are also more likely to be in contingent positions and often less comfortable even bringing up concerns or asking for accommodations.

Research has shown that disabled faculty prefer, when possible, to arrange their own accommodations rather than making formal requests because they are afraid of reprisal. Thus, we asked UWOFA to address these issues explicitly to the administration as something for which we need general policies. In addition, the UWOFA EDI committee urged the EDI committees and offices on campus to speak up on this issue. Furthermore, we voiced our hope that all those in administrative positions receive formal guidance for setting up schedules, classrooms, and office spaces in safe ways for people who are (or their families are) particularly at risk. Finally, we recommended that these safety options be articulated and made available to all faculty rather than individual faculty having to make these requests.

3. The committee, provided information and insights to UWOFA executive and individual members questions around EDI-D wording for several policies and job descriptions.

### **Faculty Representatives Council**

Chair: Beth MacDougall-Shackleton

Meetings this academic year: October 21st, 2021; November 30, 2021.

As of March 2022, there were 36 representatives on Council, with vacancies in Psychology, Computer Science, Philosophy, Physiology & Pharmacology, Pathology, Microbiology & Immunology, Medical Biophysics, Physical Therapy, Occupational Therapy, Nursing, Kinesiology, and Communication Sciences & Disorders. Faculty Reps receive, and communicate to their academic units, monthly updates from the Past President on happenings at UWOFA. Reps also advise UWOFA leadership of concerns raised by their colleagues about working conditions, including issues of workload, equity and safety. This year, the Representatives Council has also begun establishing an action network for mobilization around bargaining.

### **Grievance Committee**

Chair and Grievance Officer: Kathleen Fraser

Committee Members: Neil Banerjee, Cody Barteet, Anestis Dounavis, Rachel Heydon, Neil Klar, Beth Lee, Hristo Sendov, Warren Steele, Marisa Tippet

Professional Officer: Cindy Cossar-Jones

Member Services Officer: Lina Rodriguez

Ex-Officio: Beth MacDougall-Shackleton, Nigmendra Narain, Hiran Perinpanayagam, Jeff Tennant

Again, there has been an increase in the number of Discrimination and Harassment files. This two-year pandemic period has been very challenging for our Members. COVID-19 Protocols and the Mandatory Vaccination Policy have had impacts on a number of Members during the past year. As Chair of the Committee, I would like to thank the Professional Officer, the Member Services Officer, and the Case Officers for the remarkable and unwavering support given to Members during these difficult times.

### **Librarians and Archivists Stewards Committee**

Chair and Chief Steward: Shawn Hendrixx

Stewards and their related constituencies: Denise Horoky (Teaching and Learning), Shawn Hendrixx (Content Management, Discovery and Access), Matthew Barry (User Experience and Student Engagement), Cindy Cossar-Jones (UWOFA Professional Officer), Lina Rodriguez (UWOFA Member Services Officer), Brian McMillan (UWOFA-LA Joint Committee Representative), Leslie Thomas (Archives and Special Collections), Vanessa Frank (UWOFA Communications Officer)

In accordance with UWOFA By-law 4, the committee meets monthly to provide a discussion forum for issues arising from and centering on the UWOFA-LA Collective Agreement and questions raised by UWOFA-LA Members. During this reporting period (July 1, 2021-present) the committee met once monthly with a few exceptions.

Highlights of this year's activities:

#### **1. ARR COVID Checklist**

The Chief Steward worked with two UWOFA-LA Members and two SLT members to create a checklist for Members to identify COVID impacts on their work. The Stewards Committee addressed several Member questions about how the Checklist will be used in their ARR assessment.

#### **2. Fixing PAI Scores (Performance Assessment Indicators)**

The Chief Steward shared with Members how to calculate their PAI scores. Three Members identified errors, and these errors were fixed.

#### **3. Merging UWOFA-F & UWOFA-LA Consultations**

The Chief Steward worked with UWOFA and UWOFA-LA colleagues to arrange two information sessions with UWOFA-LA Members. A UWOFA-LA vote on whether to support a merger is forthcoming.

### **Pension and Benefits Committee**

Chair: Barry Hawn

Members: Cecilia Dong, Christina Maco, Robert Pilling, Ajit Pyati, Selma Saadaldin, Jeff Tennant, Johanna Weststar

The Pension and Benefits Committee has made the recommendation to not pursue consideration of the CAAT defined benefit pension plan as the Committee feels that the pension payouts in retirement are very low in comparison to the substantial required contributions during a member's working years. The CAAT payments in retirement are equally on par with, if not worse, than what one might reasonably expect from our current DC plan.

On the other hand, the UPP provides a potentially viable option that is worthy of further consideration. The UPP's payout in retirement is good enough that it should be considered. This plan will require significant increases to both member's and the employer's contributions. The UPP requires contributions of 9.2%/11.5% of pensionable salary below and above the YAMPE (Years Additional Maximum Pensionable Earnings, which will be \$82,700 in 2025 when the enhanced CPP program is fully implemented). This means that employee contributions, currently at 5.5% of earnings will increase by 3.7% to 6.0%, and employer contributions, currently at 8.5% will have to increase by 0.7% to 3.0%.

The UPP has finally created a mechanism for allowing Defined Contribution plans (like ours) to join the UPP. This is a recent development, as in the past only Defined Benefit plans were able to join. This now formally opens the door to serious consideration by our membership of the UPP as an



option. That being said, it remains to know how our existing pension balances would be factored into a potential conversion. It is possible that if conversion occurs, that current balances could be used to “purchase” prior service credits in the UPP plan. It is also possible that current balances could be maintained by members, and only future service would begin building in the UPP plan.

Finally, in regard to the UPP, the Committee understands that this decision cannot be made in isolation and a coordinated effort would be need to be made with the affiliates as necessary. And when the time comes to put this decision to the members, we have been informed that the vote will not occur on a simple majority basis, but rather that at least 2/3 of active members must consent, and no more than 1/3 of former members, retired members and others entitled to benefits may object.

The other major area of note for the Committee this year revolves around a growing concern being voiced by members regarding the Pension Plan’s ESG responsibilities, both legal and ethical, in particular in the area of the environment and fossil fuels. The university has committed itself to divesting from the fossil fuel industry in the not to distant future and there are many who believe the pension plan should follow suit. This matter is complex and will take time to resolve. I can report that the Pension Board has heard this message and is currently working on improving communication to the memberships around the ESG monitoring it has been doing over the years. ESG has been on the Pension Board’s radar for some time and this needs to be communicated better to the membership. Regarding the question of fossil fuel divestiture, that issue is currently being tackled by the Pension Board but will take some time before any news can be reported. Even if the decision was made tomorrow to divest, the implementation of such a decision would take a significant amount of time to implement. Rest assured the matter has gained visibility, is being taken seriously, and presumably progress will be reported in the future as there is news to report.

### **Policy and Governance Committee**

Chair: Hiran Perinpanayagam

Members: Cindy Cossar-Jones, Elliott Gnidec, Jane Laforge, David McCord, Viktor Staroverov

#### **July 2021**

Nigmendra Narain completed a 1-year term as the chair of Policy & Governance, as he assumed the role of UWOFA President. Hiran Perinpanayagam assumed the role of UWOFA Vice-President, and thereby began his term as chair of Policy & Governance. The existing committee members, Cindy Cossar-Jones, Jane Laforge, Vicki Olds, and Viktor Staroverov remained connected.

#### **August 2021**

A new COVID-19 Vaccination policy was proposed by Policy & Governance to minimize the risks from COVID-19 of infection, transmission, serious illness, and death. This policy outlined the requirement for completion of a full course of COVID-19 vaccinations by all officers, directors, staff, and members of UWOFA who participate in in-person activities and events of, or on behalf, of the Association. However, further development of this policy was suspended when Western confirmed that all UWOFA employees and members would be subject to Western’s new mandatory COVID-19 vaccination policy. This meant that the proposed COVID-19 Vaccination policy for UWOFA would be redundant.

#### **January 2022**

UWOFA’s ad hoc Mobilization & Communications committee (MOBCOMM) developed the recommendation for a new role in UWOFA, that of a designated Mobilization Officer, who would be appointed by the Board of Directors. Accordingly, MOBCOMM requested that Policy & Governance prepare a new policy document regarding the proposed Mobilization Officer for UWOFA.

Policy & Governance drafted a new policy that outlined some of the role and responsibilities for the Mobilization Officer, which would then be reviewed by the Executive committee and approved by the Board of Directors. The proposed Mobilization Officer would recruit and lead highly engaged and influential members in an Action Network that organizes and rallies members for participation in activities and actions that enhance the collective efforts at UWOFA. Additionally, Policy &

Governance prepared an amendment to the existing Release Time policy, which would provide release-time or payment in lieu, for members who serve as the Mobilization Officer, who are full-time faculty, part-time faculty, or librarians and archivists

### **Salary Committee**

Chair: Laura Stephenson

Members: Cristine deClercy, Kristin Hoffman, Beth MacDougall-Shackleton, Christina Maco, Matt Lebo, Abouzar Sadrekarimi, Selma Saadaldin

Thanks also to: Jim Davies for assisting with the analysis of data

The Salary Committee's main activity this year was research and considering analysis of salary data, to help UWOFA prepare for the next negotiation round. Kristin Hoffman and Laura Stephenson are part of the Collective Bargaining Committee and constitute the Salary subcommittee there.

In the summer of 2021 we received faculty salary data from UCASS (now run by Statistics Canada) for up to the 2019-20 salary year. Jim Davies was contracted to use this data to continue the analysis he has provided to UWOFA for many years. His work enabled us to see how our salaries and career progress schemes compare to those at comparator universities. The improvement in amounts awarded to faculty under Western's Performance-Linked Career Progress (PLCP) system that was achieved in the 2018-2022 collective agreement is evident.

We also received data from a UWOFA 3x3 survey, which helped to shape our views of what should be priorities for the upcoming bargaining process. In light of Bill 124, we hope that non-salary aspects of our compensation packages can be improved. We anticipate providing further advice and feedback to the CBC and negotiating teams as the bargaining process unfolds.

**Reports from UWOFA Appointees to Western Committees, Committees mandated under the Collective Agreements and external Committees:**

**Accessibility Plan Initiatives**

UWOFA Representative: Kyle Gervais

No report was provided.

**Award for Excellence Selection Committee (University Staff)**

UWOFA Representative: Nigmendra Narain

The Western Award of Excellence, launched in 2005, is the highest level of campus-wide recognition for exceptional performance at Western University for staff. Since inception, 110+ Western University staff members have received this award. Normally around 100 nominations are received by the Office of Human Resources from faculty, staff, students and alumni for a staff member or a team of staff members who have individually and collectively made an outstanding contribution not only to the campus community, but also London community (and beyond) over a number of years. The selection committee is composed of members from several employee groups on campus: an UWOFA representative, a PMA/CUPE staff representative, a Western Alumni, a representative from USC/SOGS, a representative from Human Resources, and normally a past recipient. UWOFA representative for the up-coming year will be Nigmendra Narain. The committee is mandated with the responsibility for acknowledging excellence in the workplace by Western University staff members. The Awards committee met once via Zoom. Each committee member reviewed and ranked the nominations received, and then the Committee discusses and decides the award winners. In addition, all nominees are recognized for their contribution to making Western University a better workplace. The 2021 recipients were formally recognized at the Western Award of Excellence Ceremony in February 2022 via a Zoom award ceremony and posted online. The 2021 recipients of The Western Award of Excellence:

- Sara Mai Chitty - Office of Indigenous Initiatives
- Melanie Katsivo - Schulich - Office of Equity, Diversity and Inclusion
- Karen Kueneman - Faculty of Music
- Sonya Malone - Student Health Services
- Kim Miller - Academic Support & Engagement
- Sergio Rodriguez - Western Technology Services
- Connie Zrini - Faculty Relations
- Teacher Education Office Team - Faculty of Education: Cindy Barnes, Rebecca Cole, Cathy Cornett, Courtney Klein, Joanne Lombardi, Katie Mentone, Anna Zuber
- Undergraduate Ontario Admissions Team - Office of the Registrar - Samia Lahib, Kathryn Thomas, Theresa Serwatuk, Sarah Visscher

**Employee (and family) Assistance Plan Committee**

UWOFA Representative: Melody Viczko

The EFAP Committee met on October 5, 2021. The meeting agenda focused on a presentation of the Q4 report by Dora Newcombe and Shibani Patel from LifeWorks. Some highlights from the presentation:

Total annual usage by user in 2020/21 was down from previous year.

- 2020/21 EFAP annual total usage: Counselling 969 users; Work life 126 users
- 2019/20 EFAP annual total usage: Counselling 1052; Work life 184 users

Total annual usage % for reporting period Sept 1, 2020 to August 31, 2021:

Total annual usage for all employee groups 8.80% (of population)

Compare annual usage to:

- 2019/20 9.82%
- Industry norm 12.59%
- National norm 12.33%

Employee Group Usage (Usage as percentage of each employee group's own population)

UWOFA/UWOFA-LA: 2.0%

Highest usage of identified employee groups:

- Residence Staff 16.6%
- UWOSA/SAGE 14.4%
- PMA/Campus Police 14.7%

\*Note: Category with highest usage is "other/unsure/decline" 176.1%

Referrals Source

- Human Resources 27.4%
- Family Member 12.7%
- Previous Client 11.1%
- Union Representative was only 0.5%

End User Satisfaction: Satisfaction survey "Overall I was satisfied with EAP"

- Strongly Agree 31%, Agree 32%, Neither 13% Disagree 12%, Strongly Disagree 12%

End User Satisfaction: End of service survey

- Counselling goals attained 96.2%
- Requests met within EAP 92.7%

EDI considerations

- EFAP aims to provide opportunity for users to identify sexual orientation, racial/ethnic background, religion, disability in 2022

Reminder that LifeWorks, Western's Employee (& Family) Assistance Plan, is available for eligible dependents to access directly from anywhere in Canada. Call 1-844-880-9142 and indicate family member works for Western! Or employees can register online access and invite family members to set up their own account to access resources directly online.

Already registered? Log in at <https://westernuniversity.lifeworks.com>

Ready to register? You'll need the invitation code sent to you by email. If you can't find it, start here with your Western email:

<https://westernuniversity.lifeworks.com/signup/invitation/resend-invitation>

Once logged in, select Profile > Family > Invite Family Members

### **Joint Committee**

UWOFA Chair: Jeff Tennant

UWOFA Representatives: Cindy Cossar-Jones, Kathleen Fraser, Brian McMillan, Nigmendra Narain, Hiran Perinpanayagam.

Joint Committee representatives of UWOFA's two Bargaining Units meet on a monthly basis with the Employer's representatives to discuss arising and ongoing matters related to the implementation of our Collective Agreements, seeking solutions to issues and problems that arise. In addition, Joint Committee monitors various processes and ongoing dossiers, such as receipt of reports required under the Information article.

In the 2021-22 academic year, Joint Committee met on the following dates: July 6, September 20, October 19, November 9, 2021, and January 11, February 10, and March 16, 2022. Upcoming meetings: April 27, May 25, June 22, 2022. The COVID "Small Group" met August 24, September 13, October 12, October 26, November 15, December 3, 2021, February 3, and February 28, 2022. Upcoming meetings: March 25, April 14, May 11, June 8, and June 28, 2022.

Issues addressed in 2021-22 Joint Committee and COVID Small Group meetings include:

- Air exchange in classrooms
- Accommodations for Members based on their health and health of people in their household
- In-person meeting requirements
- Considering effects of COVID in L&A ARR
- PER funds rollover
- 2020-21 SQCTs in Promotion and Tenure, Appointments; 2020-21 SQCTs and Checklists in future APE
- Compensation of Members for extra work due to pandemic
- Requests for updates on vaccination of Members
- COVID case tracking
- Requirement for on-campus exams for 650 course sections
- Teaching Scholars Appointments
- Limited-Duties Conversions
- Training for Promotion and Continuing Appointment & Promotion, Tenure and Continuing Status Committees in consideration of COVID-19 impacts
- How to interpret APE 9.5 this year given that PAIs were not provided last cycle
- Obligations of Members as Disclosees under the terms of the Sexual Violence Policy
- Concerns about Western Community Identification System (lanyards)
- Providing higher grade masks to faculty in light of new pandemic concerns
- Proposed MAPP 7.0 Revisions: Policy on Academic Fraud and Misconduct
- Renewing in January 2022, with appropriate revisions for the current context, terms previously negotiated for emergency remote teaching
- Health and safety for librarians, archivists, and faculty required to work on campus: PPE, etc.

The UWOFA Chair would like to thank the following colleagues for their work on UWOFA's behalf on Joint Committee: Cindy Cossar-Jones, Kathleen Fraser, Brian McMillan, Nigmendra Narain, Hiran Perinpanayagam.

### **Joint Employment Equity Committee**

UWOFA Representatives: Denise Horoky, Wendy Pearson

The committee has been meeting monthly to revise the employment equity guide. We have had some changes to the committee membership, notably adding Dr. Opiyo Oloya as the AVP EDI. We have several more months to go before we finish with revisions to the guide.

### **Joint Occupational Health and Safety Committee**

UWOFA Representatives: Peter Chidiac and Felix Lee

The Joint Occupational Health & Safety Committee (JOHSC) provides a forum whereby representatives of all Employee groups and the Employer can identify workplace health & safety hazards and make recommendations to reduce or eliminate such hazards. The JOHSC functions within the requirements of the Occupational Health and Safety Act (OHSA) and the applicable Regulations, Guidelines and Standards.

The main roles of UWOFA representatives (Peter Chidiac and Felix Lee) on the JOHSC are to participate and represent UWOFA in the monthly meetings of the JOHSC. The Committee meets

monthly to review any safety-related issues within the University. These include accident/injury reports, work refusals, critical injuries, and workplace violence and harassment. The committee examines how incidents have been resolved by the Employer or by the university unit in which they occurred. The UWOFA representatives on the JOHSC also raise any concerns that may exist regarding various health and safety issues that directly affect faculty and librarians/archivists within the university community.

The JOHSC also invites the Director of Campus Police or a representative to outline any safety issues or security issues that may exist on campus.

A UWOFA representative participates in yearly safety inspections of specified university facilities to ensure a safe and productive working environment for all members of the University community, including UWOFA members. In 2020, each representative from the different employee groups had planned to participate in 4-5 inspections, but the inspections were cut short due to COVID-19. Inspections resumed in mid-2021 and are ongoing.

Not surprisingly, COVID-19 was the main discussion point in virtually every meeting in 2021. Specific issues discussed included residence outbreaks, the local and provincial epidemiology, vaccines and vaccination status, testing, PPE requirements & distribution, assessment questionnaires, residence safety ambassadors, building ambassadors, re-opening plans, and visitor policy.

Other topics that were discussed included Ministry of Labour field reports & orders, an inspection program for outdoor areas, training modules (gender-based violence, mental-health, and knife-safety), LifeWorks, the campus lanyard system, snowplowing in parking lots, and non-CSA compliant electrical devices.

### **London District Labour Council**

UWOFA Observer: David Heap

Although UWOFA is not among the unions that are formally affiliated with the Ontario Federation of Labour and the Canadian Labour Congress, we have observer status at the London and District Labour Council, which represents and advocates for organized labour in our city and the surrounding areas. Attending monthly LDLC meetings keeps us in touch with local labour struggles, including other unions that need support as they face strikes or lock-outs in their efforts to negotiate fair collective agreements. The LDLC has also been involved in advocating for improved health and safety measures during the pandemic, supporting legislation calling for paid sick days for all Ontario workers and lobbying for migrant workers' rights. As part of the Ontario Health Coalition, the LDLC opposes moves towards the privatization of healthcare in this province.

### **OCUFA Board of Directors**

UWOFA Director: Nigmendra Narain

Meetings this year: October 2021, February 2022

For the October meeting, UWOFA was asked to do the Land Acknowledgment, and was honoured to do so; OCUFA is moving to a Land Acknowledgment whereby they request a FA to do the Land Acknowledgment and provide various materials to do the Land Acknowledgment. Various motions were passed including: calling on FAs to support CAUT's censure of UofT; formally moving the Contract Faculty Committee from ad hoc to a standing committee of OCUFA. OCUFA continued to push for supporting our colleagues on various key issues: reaffirm equity & EDID commitments; Laurentian and CCAA, support for London & community following the June 2021 hate-terrorist attack; health & safety and vaccine mandates; University Pension Plan; provincial gender-based and sexual violence policies. Significant time was spent on discussing how OCUFA and Ontario FAs are approaching the upcoming provincial election, including election strategies, Bill 124, issues with funding & faculty complement & contract faculty, and member mobilization. As well, the

coming year will be busy for bargaining: Ontario College of Art and Design University Faculty Association, X University Faculty Association, University of Ontario Institute of Technology Faculty Association, University of Toronto Faculty Association, York University Faculty Association, and UWOFA.

At the February meeting, two main issues were dominant: faculty strikes and preparation for the upcoming election. A number of faculties have been on strike in the since the October meeting and a number have settled only after strikes, and FAs going into bargaining are noting tougher negotiation environments, which more intransigent or 'non-negotiation' from administrations, especially given the current 1% salary increment ceiling under Bill 124. Consequently, the impending election, organized much of the remaining discussion including talks by provincial politicians about the PSE sector, and EKOS results on public perceptions of PSE and faculty. Significant time was also spent presenting and discussing OCUFA's strategies going into the election. Other issues, such as Laurentian & CCAA, vaccines, and health & safety, were also discussed, and will continue to be issues of on-going interest.

On a general note, OCUFA has been heavily supportive of and engaged with UWOFA over the past year. They have provided analysis, legal information, communications assistance, election information, and organizational support. As we go into bargaining, UWOFA members are engaging OCUFA in various capacities, and OCUFA has welcomed extensive involvement from UWOFA while also providing important direction and engagement.

### **OCUFA Committee for Contract Faculty and Faculty Complement**

UWOFA Representatives: Duane Jacques and Ben Rubin

Key activities within OCUFA meeting this past year are summarized below

#### **Elections:**

- Kimberly Ellis-Hale (WLUFA) was elected Interim Chair until May 1, 2022.
- Colin Monpetit (member association not recorded) was elected Interim Vice-Chair until May 1, 2022.
- Addition elections will take place in May to seat the two positions for a full 1-year term.

#### **Collective Bargaining Efforts:**

Nine of fifteen member associations are in collective bargaining situations this year. Those are listed below. OCUFA is working to share experiences of each association amongst the others in both solidarity and to leverage successful strategic approaches, particularly in political advocacy campaigning with the provincial government.

- St. Jerome's (PT Faculty)
- Nipissing CASBU
- Algoma (PT Faculty)
- Queen's
- Western
- Trent
- RMC
- Wilfred Laurier (PT Faculty)
- Lakehead

#### **Political Advocacy Campaigns:**

Key event/activity is the *Social Media Day of Action*.

Theme: CF issues viewed through the lens of Equity

- Equal pay for equal work

OCUFA staffing provided templates of Twitter and Instagram posts for member association to disseminate to their membership for use during the SMDoA dates to help bring awareness of the equity issues will be brought up at the bargaining table.

### **OCUFA Status of Women and Equity Committee**

UWOFA Representative: Jana Seijts

2021, marked the first year UWOFA sent a representative to sit on the Ontario Confederation of University Faculty Associations' (OCUFA) Status of Women and Equity Committee (SWEC). The SWEC committee's efforts links well with our committee's work. SWEC acts as a centre and source of information regarding women and other equity-seeking academic staff members at Ontario universities focusing on gender, ethnicity, race, indigeneity, disability, sexuality, religion, or age issues.

Meetings Wednesday, October 20 and Friday, October 22, 2021-- the SWEC committee members were presented with the government's 179 recommendations for the proposed accessibility standards for postsecondary education under the AODA. The proposed standards for postsecondary education focus on addressing accessibility barriers in publicly funded postsecondary schools. The members reviewed and discussed the OCUFA report in response to the government's call and provided further insights that needed to be considered in the service of people in the community.

February 3, 2022- SWEC workshop and Friday, February 4, 2022, meeting (both held virtually). The meeting discussions centred on the following:

- OCUFA Equity Statement
- OCUFA President's Report
- SWEC Chair's Report
- Status of Women and Equity Award of Distinction
- OCUFA Equity Survey of Member Associations
- Strengthening Member Associations Recruitment and Engagement in EDI

### **Parking Appeals and Advisory Committee**

UWOFA Representative: Nigmendra Narain

Members: Six *Voting* members of the Committee are nominated from the following university representative groups from across Campus, and each one nominates one member to sit on the Committee: Professional and Managerial Association; CUPE Local 2361(Physical Plant) or CUPE Local 2692 (Food Services) – rotating selection of member; Society of Graduate Students; University Students' Council (which has 2 voting members); UWO Faculty Association (UWOFA); and, UWO Staff Association (UWOSA). Three *non-voting* members of the Parking Services sit on and assist the Committee with its deliberations. The Committee continues to face representation issues with intermittent undergraduate representatives or graduate representative presence.

Meetings: Bi-monthly

Due to COVID health rules, for a second year in a row, most operations for parking were suspended, except for necessary enforcements, such as parking in emergency routes, etc. The Committee received no updates on major changes planned. Consequently, the cautions and advice to Members remains the same year-after-year:

1. Renew your permit on-time and without delay
2. Pictures are taken by Parking Enforcement *almost always*, so step out and check your vehicle's location, pass visibility, parking between lines, avoid blocking through lanes, etc.
3. Cameras are installed at all entry and exit gates, so they record all actions going in and out of the lots, so do not try to tail-gate in, use others' passes, etc.



4. Don't touch, damage or break the gate arms or other equipment *ever* – this is one of the largest, most costly tickets you will receive, and repairs to damage or broken equipment are very expensive and inconvenient *for all of us*
5. Snow days:
  - a. Do *not* assume *automatic* suspension of parking rules; this must be approved and is *rarely* done, so always assume parking rules will be enforced.
  - b. Clear the snow around and under your car to ensure you are parked in a designated parking spot, that is, you have found the parking lines under the snow
  - c. If in doubt, if possible, confirm with an Attendant that you are okay to park *specifically* there in *that spot*, email Parking Services to let them know what happened and who you spoke to at the Lot
6. Take pictures of where you parked, where the poles or signs are located, and the other cars in relation to where you parked; these can provide a context for you parking appeal to lessen or dismiss it based on the evidence (especially time of start-parking)
7. Never park on landscaping (grass, sidewalk), emergency routes or cargo routes, or throughway areas
8. Most appeals for snow-related parking infractions are similar in infraction, so avoid making the same errors by considering the points above
9. Parking permits:
  - a. Don't alter permits for *any reason*
  - b. Ensure all information is correctly identified on the permit and in the appropriate locations
  - c. Place *only* on the driver's side of your vehicle
  - d. Don't put obscuring objects, etc., on top/in front of the permit
  - e. Take reasonable efforts to remove snow, ice, etc., to make permits visible
  - f. Ensure *special permits* for guests, delivery, limited temporary, construction, etc., parking are the *correct type* of permit, and *do not* transgress the terms of the special permit, e.g. using for faculty parking
  - g. If you are unsure about a permit, check with the Parking Service office *only*; other faculty, administrators, etc., are often unaware of the permit particularities and designations
  - h. Do not share your permit – register your vehicles on your profile page – and note passes used by multiple drivers and cars are immediately suspended and the pass-holder is flagged for non-renewal
  - i. Permit usage is electronically logged at every entry and exit
10. Parking staff at booths and gates:
  - a. Don't be in rush: get clear instructions and verifications from the staff when you are unsure of where to park
  - b. Don't be abusive to the staff – this is also covered by workplace relations rules
  - c. Don't be dismissive of instructions given by the staff
  - d. If the staff give you a time-limited temporary reprieve to park or stop in a designated area, park/stop only there and *don't overstay* the courtesy
  - e. Entry *does not mean approval in some cases*: if you try to move against the parking equipment or harass/abuse the staff, they *may* open the gate to move you along and avoid damage to equipment (which is *very expensive*), and then you will likely be *immediately* ticketed, your car may be towed, and/or Campus Police will be called
11. Read the signs fully and properly, and *follow* the instructions
12. If you are given options at the Parking Service counter to settle infractions matters, seriously consider their offer as you are unlikely to do better unless you provide a compelling appeal submission with evidence

### President's Advisory Committee on the Safety of Women on Campus

UWOFA Representative: Melanie Randall

This committee is often only convened when an issue has surfaced (such as in relation to the reports of last September's attacks on female students at Sydenham) or when there are decisions to be made

on which projects will receive financial support from the committee. If there are no committee meetings it typically indicates that nothing has come up that requires Committee attention; the Women's Safety Committee is often the place people turn when their issues are not be resolved by other units on campus (Campus Police, Human Rights, etc.).

Much of the discussion at the November 2021 meeting centered on the incident involving a male who was arrested for repeatedly stalking women near Western and on the sexual assaults which were reported at Sydenham during Orientation Week.

The committee also funds relevant activities aimed at enhancing safety and preventing violence. A variety of projects were funded in the 2021 – 2021 reporting year. The annual grant is normally around \$170,000, but last year there was a retroactive lump sum payment from the 2019 year and that funded most of the Health and Safety Ambassador program in Student Residences.

The bulk of the Safety Committee's funding went to Student Experience to pay for many of the programs they offer or to the Health and Safety Ambassador program where students were on staff each night in the residences to help the students cope who were being forced to stay in their rooms with little interaction with their peers. For example, a variety of violence education and prevention programs were funded, including, but not limited to: ReShape - Violence Prevention Week, trauma sessions, gender-based violence prevention training, circles of support, and informal resolution pathways. A meeting of The President's Standing Committee on the Safety of Women on Campus will be convened again over the summer months to review proposed projects to fund, and to make plans for the coming academic year.

### **Scholars at Risk Committee**

Representatives from the UWOFA Executive Committee: Beth MacDougall-Shackleton

Faculty Members: S. Michael Lynk, Jeff Tennant

UWOFA provides \$10,000 per year in support of Scholars at Risk (SAR), an international network of institutions and individuals working to promote academic freedom and to defend the human rights of scholars worldwide. Western International and host Faculties also contribute funds to support temporary research and teaching positions at Western for visiting scholars whose lives, liberty, or academic freedom are at risk.

SAR Western currently sponsors a Visiting Scholar from Cameroon (Thomas Ndam, Faculty of Education). In September, in response to the humanitarian crisis in Afghanistan, UWOFA issued a call for Members to identify Afghan academics in their network who could be sponsored as Visiting Scholars. Efforts are underway to bring two of these scholars to Western as soon as possible. More recently, the SAR Network [expressed solidarity with the people of Ukraine](#) and with others around the world, including in Russia, who oppose the acts of aggression by the agents and armed forces of the Russian Federation.

### **Steering Committee of Living Well @ Western**

UWOFA Representative: TBD

No report was provided.

### **Video Monitoring Committee**

UWOFA Representative: Ben Rubin

About the Video Monitoring Committee:

The video monitoring committee is charged with oversight of the policy and procedures regarding the installation, maintenance, use, and removal of security video cameras on campus.

Committee composition:

Chair: Christine Greco, Crime Prevention through Environmental Design, (CPTED) Coordinator

UWOFA representative: Ben Rubin

Other members: William Chantler (Director, Campus Safety and Community Services), Jean-Claude Aubin (Inspector - Operations Leader, Campus Police), David Ghantous (Director, Infrastructure Services, WTS), Warren Hayden(UWOSA Representative), Emely Melendez-Rodriguez (VP Operations and Finance), Diane Myers (Administrative Coordinator, Campus Safety and Emergency Services)

This year's activities:

The committee revised Western's Video Monitoring Policy (previous revision 2009) and submitted the revised version to the Board of Governors for approval. We held our annual meeting on January 25, 2022.