ANNUAL GENERAL MEETING

Tuesday, May 2, 2017
12:00 noon to 2:00 p.m.
University Community Centre, room 41
(sandwiches and drinks will be available)

AGENDA

1. Approval of the Agenda

2. Approval of Minutes of the General Meeting, March 30, 2017

3. Business Arising

4. President’s Report: A. Bigelow

5. Treasurer’s Report: M. Loveland
   UWOFA Budget for fiscal 2017-2018

6. Policy and Governance Committee Report: S. Pitel (Chair)
   Motion to put the motion presented in Exhibit III to the members by an online vote.

7. Allan Heinicke Memorial Service Award: A. Bigelow and Elizabeth Heinicke
   Presentation to the 2017 recipient, Marjorie Ratcliffe.

8. CAUT Dedicated Service Award: A. Bigelow
   Presentation to the 2017 recipients, Dan Belliveau, Marni Harrington, Jamie Johnston and Vicki Olds.

9. UWOFA Website Input: A. Bigelow

10. Presentation on the changing workplace review: Dani Bartlett (Labour Programs & Services Coordinator)

11. Annual Committee Reports:
    Questions are welcome on any of the annual reports.

12. New Business

13. Adjournment
The meeting was held at 12:30 p.m. in Room 100, Visual Arts Centre. Attendance was according to the Nominal Roll. The Speaker reminded attendees that only members of the Faculty Association were permitted to vote on motions.

1. **Approval of the Agenda:**
   **MOVED:** D. Pennee/V. Nolte
   THAT the Agenda be approved. **Motion carried.**

2. **Approval of minutes of October 26, 2016 General Meeting:**
   **MOVED:** J. Ciriello/J. Tennant
   THAT the minutes of the October 26, 2016 general meeting as shown in Exhibit I be approved. **Motion carried.**

3. **Business Arising:**
   There was no business arising from the October 26, 2016 general meeting.

4. **President’s Report: A. Bigelow**
   The President reported the following:
   **CAUT Council:** The President attended the CAUT Council meeting (November 24-27, 2016). The Council meeting included a session on performance metrics, which was a significant issue in the recent faculty strike at the University of Manitoba.
   **OCUFA advocacy day:** The President and J. Ciriello (Member, OCUFA Board of Directors) met with three Members of Provincial Parliament during OCUFA’s advocacy day. Concerns with university funding, faculty renewal and university governance were some of the issues discussed. J. Ciriello, OCUFA President Judy Bates and OCUFA Executive Director Mark Rosenfeld also met with Deb Matthews, Cabinet Minister for Advanced Education and Skills Development.
   **International Women's Day Breakfast:** UWOFA donated $450 with the purchase of a table at the annual International Women’s Day Breakfast in support of the London Abused Women’s Centre. Board members and the UWOFA staff attended the event.
   **Committee for Contract Faculty solidarity lunch:** OCUFA and UWOFA’s Committee for Contract Faculty organized a solidarity lunch which was at the Great Hall on March 10, 2017. Of the approximately 100 people who attended the lunch, 74 were people who do not normally attend UWOFA meetings or events. Most people indicated that they enjoyed the event, but some commented that they would have liked to have had the opportunity to discuss issues of concern.
   **March for Science on Earth day:** UWOFa member Amanda Moehring (Department of Biology) has taken the lead in organizing a London March for Science on Earth Day, April 22, 2017. UWOFa has provided financial assistance for this march.
   **UWOFA submissions to Western review and selection committee:** UWOFa provided submissions to the review and selection committees for the Vice-President (Research), Vice-President (Finance & Operations) and University Secretary.
   **Faculty Recruitment and Retention report:** The Faculty Recruitment and Retention report was presented at the January 20, 2017 Senate meeting. Several questions submitted by UWOFa’s President were addressed during the presentation of the report. The report can be found on the website of the Vice-Provost (Academic Planning, Policy and Faculty).
Faculty Representatives Council: UWOFA has identified representatives in the majority of departments and faculties without departments. UWOFA has met with small groups of representatives to find out what UWOFA could do to assist with work issues. A meeting of all representatives will be held in May 2017.

Donations: UWOFA donated $2,500 to the University of Manitoba Faculty Association, in support of striking faculty members. The strike was settled November 2016. UWOFA also donated $100 in support of the Canadian Labour International Film Festival screenings that took place on campus on November 14 and 15, 2016.

UWOFA Librarians and Archivists pay equity update: In November 2016 UWOFA received details of the employer’s pay equity calculations for the Librarians and Archivists bargaining unit. The President reviewed the information and asked the employer for further clarification on how the salary adjustments were calculated. The employer did not respond to UWOFA’s request and proceeded to make payments to members based on the employer’s calculations. UWOFA proceeded to deal with its issues with respect to the pay equity process at the Labour Relations Board. The first meeting was held on December 12, 2016. The next meeting is scheduled for April 3, 2017.

CAUT Labour Issues. The unionized staff at CAUT have been in a legal strike position for some time. The staff have been participating in rotating strikes for the last few months. As a member of the CAUT Council, the UWOFA President represents CAUT as the employer. The CAUT negotiating team continues to be open to meetings with the union representing the staff and hopes to have an agreement by the May council meeting.

The Speaker thanked the President for her report.

5. Nominating Committee Report: K. Hoffmann (Chair)
On behalf of the Nominating Committee, K. Hoffmann made the following nominations:

i) Dan Belliveau for Vice-President.

Seeing no other nominations, the Speaker declared nominations closed for Vice-President and declared Dan Belliveau acclaimed as Vice-President.

ii) Hiran Perinpanayagam as Secretary (two year term: July 1, 2017 to June 30, 2019)

Seeing no other nominations, the Speaker declared nominations closed for Secretary (two year term: July 1, 2017 to June 30, 2019) and declared Hiran Perinpanayagam acclaimed as Secretary.

iii) The following nominees for Designated Faculty Seats (two year term: July 1, 2017 to June 30, 2019):

<table>
<thead>
<tr>
<th>Arts &amp; Humanities</th>
<th>Erica Lawson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information &amp; Media Studies</td>
<td>Amanda Grzyb</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Volker Nolte</td>
</tr>
<tr>
<td>Science</td>
<td>Beth MacDougall-Shackleton</td>
</tr>
<tr>
<td>Social Science</td>
<td>Johanna Weststar</td>
</tr>
</tbody>
</table>

Seeing no other nominations, the Speaker declared nominations closed for Designated Faculty Seats (two year term: July 1, 2017 to June 30, 2019) and declared the following acclaimed for Designated Faculty Seats:

<table>
<thead>
<tr>
<th>Arts &amp; Humanities</th>
<th>Erica Lawson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information &amp; Media Studies</td>
<td>Amanda Grzyb</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Volker Nolte</td>
</tr>
</tbody>
</table>
iv) Designated Membership Seat (two year term: July 1, 2017 to June 30, 2019)

Librarians & Archivists
Shawn Hendrikx

Seeing no other nominations, the Speaker declared nominations closed for the Designated Membership Seat, Librarians & Archivists (two year term: July 1, 2017 to June 30, 2019) and declared Shawn Hendrikx acclaimed for the Librarians & Archivists Membership Seat.

v) The following nominees for at-large seats (two year term: July 1, 2017 to June 30, 2019; one seat must be held by a Part-Time Member).

Part-Time Member
Natalie Pietrzak-Renaud

Full-Time Members (elect two)
Les Kalman (Schulich School of Medicine & Dentistry)
Felix Lee (Chemistry)
Ben Rubin (Biology)
Sam Trosow (Information & Media Studies/Law)

Seeing no other nominations, the Speaker declared nominations closed for at-large seats (two year term: July 1, 2017 to June 30, 2019) and declared Natalie Pietrzak-Renaud acclaimed for Part-Time Member at-large seat and announced that as there are four nominees and two positions for the Full-Time Members at-large seats, there will be an electronic ballot.

Due to being nominated as UWOFA Speaker, Kim Clark stepped out of the role of Chair. Stephen Pitel assumed the role of Chair.

vi) Kim Clark (Anthropology) for UWOFA Speaker.

Seeing no other nominations, the Chair declared nominations closed for UWOFA Speaker and declared Kim Clark acclaimed as UWOFA Speaker.

Kim Clark stepped back into the role of Chair.

vii) Peggy Ellis (Western Libraries) for UWOFA-LA Speaker.

Seeing no other nominations, the Speaker declared nominations closed for UWOFA-LA Speaker and declared Peggy Ellis acclaimed as UWOFA-LA Speaker.

viii)Liz Hill (Map & Data Centre) for UWOFA-LA Secretary.

Seeing no other nominations, the Speaker declared nominations closed for UWOFA-LA Secretary and declared Liz Hill acclaimed as UWOFA-LA Secretary.

The remaining items in Exhibit II were for information only. The Speaker thanked the Nominating Committee for its efforts.

6. Policy and Governance Committee Report: S. Pitel (Chair)

At the October 26, 2016 general meeting S. Pitel reported that Policy and Governance Committee’s main project for this academic year was to bring UWOFA’s organizing documents into conformity with the law relating to non-share capital corporations. The information presented
in Exhibit III outlined specifically the steps involved for the continuance of UWOFA as a not-for-profit corporation under the Canada statute. He reported that the first item in the document was a motion for continuance that was being presented as information. At the May 2, 2017 annual general meeting, S. Pitel will ask members to approve presenting the motion for continuance to the membership through an online vote.

S. Pitel reviewed the information in Exhibit III. He completed his report by reviewing the timeline set out in page three of Exhibit III. He assured members that they would be given time to review and debate specific aspects of various provisions of the by-laws before being asked to confirm those new by-laws.

7. **OCUFA Director’s Report: J. Ciriello**
   Exhibit IV was pre-circulated. Members were welcome to ask questions.

8. **Discussion: Enrollment challenges and Limited-Duties appointments: A. Bigelow**
   A. Bigelow opened the discussion about situations where courses taught by members with limited-duties appointments have been eliminated in faculties where enrollment has decreased. She asked members what UWOFA and other full-time members could do to support their colleagues who had been adversely affected by these developments.

   Members responded to the question by sharing their own experiences. Members expressed disappointment with the lack of recognition for contract faculty. Other members questioned if the university could continue offering comprehensive programs and deliver a wide variety of courses if courses taught by members with limited-duties appointments were eliminated. A suggestion was made that UWOFA may want to consider making a public statement about this issue.

   A. Bigelow responded that the Board of Directors would consider options for raising this issues with the administration.

9. **Announcement:** Annual General Meeting, Tuesday, May 2, 2017, 12 to 2 p.m., University Community Centre, room 41.

10. **New Business:** Marjorie Ratcliffe (UWOFA observer, London District Labour Council) announced that the London and District Labour Council has organized a rally *Assembly for Decent Work* to be held on April 8, 2017 at 10:00 a.m., at the OPSEU Hall in London.

11. **Adjournment:**
    MOVED: D. Pennee/M. Loveland
    THAT the meeting adjourn. In the absence of any objection, motion carried (2:15 p.m.).
## UWOFA Budget - For the year May 1, 2017 to April 30, 2018

<table>
<thead>
<tr>
<th></th>
<th>Annual Budget 2017-2018</th>
<th>Annual Budget 2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership Dues</td>
<td>$1,876,317</td>
<td>$1,845,494</td>
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<tr>
<td>Supplementary Out-of-Country Medical Insurance</td>
<td>49,640</td>
<td>50,000</td>
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<tr>
<td>Interest Revenue - Operating Funds</td>
<td>380</td>
<td>750</td>
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<tr>
<td>Interest Revenue - CB and G Reserve Fund</td>
<td>91,224</td>
<td>95,000</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>$2,017,561</td>
<td>$1,991,244</td>
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<tr>
<td><strong>Set Asides</strong></td>
<td></td>
<td></td>
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<tr>
<td>UWOFA Scholarship</td>
<td>35,000</td>
<td>35,000</td>
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<tr>
<td>Supplementary Out-of-Country Medical Insurance</td>
<td>49,733</td>
<td>50,000</td>
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<tr>
<td>Transfer to Post Employment Benefit Fund</td>
<td>50,000</td>
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<tr>
<td>Transfer to CB and G Reserve Fund</td>
<td>67,200</td>
<td>168,000</td>
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<tr>
<td>Interest Revenue on CB and G Reserve Fund</td>
<td>91,224</td>
<td>95,000</td>
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<tr>
<td><strong>Total Set Asides</strong></td>
<td>$293,157</td>
<td>$348,000</td>
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<td><strong>Dues Expense</strong></td>
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<tr>
<td>CAUT</td>
<td>245,670</td>
<td>239,221</td>
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<tr>
<td>OCUFA</td>
<td>240,700</td>
<td>234,199</td>
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<td>CAUT Defence Fund</td>
<td>95,180</td>
<td>92,673</td>
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<td>CAUT Academic Freedom Fund</td>
<td>15,000</td>
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<tr>
<td><strong>Total Dues</strong></td>
<td>$596,550</td>
<td>$581,093</td>
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<td><strong>Net Local Revenues</strong></td>
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<td>$1,062,150</td>
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<td><strong>Operating Expenses</strong></td>
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<td></td>
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<tr>
<td>Payroll Expense</td>
<td></td>
<td></td>
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<tr>
<td>Wages and Salaries</td>
<td>350,970</td>
<td>363,202</td>
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<td>Employee Benefits</td>
<td>91,890</td>
<td>109,881</td>
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<td>UWO Administration Service Fee</td>
<td>1,000</td>
<td>800</td>
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<tr>
<td>Release Time - Regular</td>
<td>60,540</td>
<td>66,857</td>
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<tr>
<td>Release Time - Negotiating</td>
<td>69,190</td>
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<td>Honoraria</td>
<td>1,800</td>
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<td><strong>Total Payroll Expense</strong></td>
<td>$575,390</td>
<td>$542,740</td>
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<tr>
<td><strong>General &amp; Administrative Expenses</strong></td>
<td></td>
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<tr>
<td>Audit</td>
<td>12,000</td>
<td>6,500</td>
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<tr>
<td>Legal and Arbitration</td>
<td>300,000</td>
<td>250,000</td>
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<tr>
<td>Printing and Postage</td>
<td>9,400</td>
<td>8,000</td>
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<tr>
<td>Meetings</td>
<td>10,000</td>
<td>10,000</td>
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<tr>
<td>Insurance</td>
<td>4,500</td>
<td>3,700</td>
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<tr>
<td>Bank Charges</td>
<td>230</td>
<td>200</td>
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<td>Office Supplies</td>
<td>9,300</td>
<td>8,000</td>
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<tr>
<td>Office Equipment</td>
<td>7,600</td>
<td>5,520</td>
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<tr>
<td>Appreciation Fund</td>
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<td>2,500</td>
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<tr>
<td>Computer Disk Rental</td>
<td>420</td>
<td>420</td>
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<tr>
<td>Volunteer Parking</td>
<td>2,060</td>
<td>1,000</td>
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<tr>
<td>Item</td>
<td>2017-2018</td>
<td>2016-2017</td>
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<tr>
<td>------------------------------------------------</td>
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</tr>
<tr>
<td>Computer Software Maintenance Fee</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Website Hosting</td>
<td>3,662</td>
<td>680</td>
</tr>
<tr>
<td>Website Design &amp; Maintenance</td>
<td>24,000</td>
<td>35,000</td>
</tr>
<tr>
<td>Database</td>
<td>10,000</td>
<td>-</td>
</tr>
<tr>
<td>Repair and Maintenance</td>
<td>15,500</td>
<td>1,000</td>
</tr>
<tr>
<td>Telephone</td>
<td>3,600</td>
<td>3,600</td>
</tr>
<tr>
<td>Receptions</td>
<td>6,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Travel</td>
<td>19,600</td>
<td>15,000</td>
</tr>
<tr>
<td>Advertising</td>
<td>1,500</td>
<td>1,000</td>
</tr>
<tr>
<td>Negotiations</td>
<td>4,000</td>
<td>-</td>
</tr>
<tr>
<td>Rental and Cleaning</td>
<td>15,760</td>
<td>13,156</td>
</tr>
<tr>
<td>External Solidarity and Donations</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>CCF Fund for Research and Professional Development</td>
<td>3,000</td>
<td>-</td>
</tr>
<tr>
<td>Grad Club Membership</td>
<td>18,100</td>
<td>19,100</td>
</tr>
<tr>
<td>Donation to Scholars at Risk program</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Donation to A. Heinicke Service Award</td>
<td>1,500</td>
<td>-</td>
</tr>
<tr>
<td>Donation to T. Murphy Service Award</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Staff Development</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td><strong>Total General and Administrative Expenses</strong></td>
<td><strong>$ 520,632</strong></td>
<td><strong>$ 421,776</strong></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>$ 1,096,021</strong></td>
<td><strong>$ 964,516</strong></td>
</tr>
<tr>
<td><strong>Surplus/Deficit</strong></td>
<td><strong>$ 31,833</strong></td>
<td><strong>$ 97,634</strong></td>
</tr>
</tbody>
</table>
Continuance of UWOFA under the *Canada Not-for-profit Corporations Act*

Implementation Process
(as of March 31, 2017)

Motion:

That UWOFA, through one or more of its officers, take the steps necessary to continue UWOFA under the *Canada Not-for-profit Corporations Act* under the name “The University of Western Ontario Faculty Association” and with a financial year-end of October 31.

Key Features:

**Jurisdiction**

Currently a non-share capital corporation under the Ontario *Corporations Act*

Not in compliance with various aspects of that statute

That statute is dated and will likely be modernized in the future, but the timeline for that is unclear

In contrast, the equivalent Canada statute was recently modernized

For operational purposes, including collective bargaining, it makes no difference whether we are under the Ontario statute or Canada statute

We will continue (transfer) the corporation from the Ontario statute to the Canada statute and then come into compliance with it; use clear and known law

Need to continue in order to avoid various consequences of ending one corporation and beginning a new one

**Documents**

Currently there are Letters Patent, a “Constitution” and a by-law

We will replace these with Articles of Continuance, by-law 1 (dealing with fundamentals such as membership, directors, officers and meetings) and seven additional by-laws (2 to 8)

Committees; Officers; Policies; Bargaining Units; Representative Council; LASC; Negotiations

Articles of Continuance, like the Letters Patent, are broadly worded and brief and likely never will be amended; the important day-to-day provisions are in the by-laws

Some discrete issues are better contained in their own by-law rather than in by-law 1 (such as issues relating to the collective bargaining process, separate from corporate governance)

Some issues currently in policies are better contained in by-laws (more formal approach)

Some issues are largely unaddressed in the current documents or policies and require a new by-law (job descriptions, terms for committees, role and process for policies)
Modernization

Spirit has been, for the most part, to retain the current operational approach (for elements such as meetings, directors, officers, committees) while complying with the requirements of the governing statute.

Process allows us to update of much of the language for greater clarity; new by-laws should be easier to understand and follow.

Elimination of some dated aspects (idea of member in good standing, fees, ex officio board members)

Greater clarification of the role and responsibility of the Executive Committee

Explicit language about the role of the auditor

All by-laws are amendable on 67% majority (rather than 50%) of members voting

One change: statute requires longer notice period for member meetings

Another change: financial year end moves to October 31 from April 30

Annual meeting must be within six months of year end; need this change to continue spring annual meetings

Membership

Aim is to align the membership of UWOFA with the certifications from the Ontario Ministry of Labour

Consequences is removal of two types of member

Associate member: former members who request this membership to stay involved, notified (not paying dues)

Clinical Faculty eligible for membership in the Clinical Teachers Association of The University of Western Ontario: can join voluntarily to express support (paying dues)

All known members of these types have been canvassed about this change and no objections have been raised

Central reason for removal is the amount of detail and administration that having these types of member involves as compared with the very small number of such members and the minimal benefits accruing to and from them

Name change

Current name is “The Faculty Association The University of Western Ontario”

This is not a name we use for any purpose other than as the name of the corporation

We will change the name to “The University of Western Ontario Faculty Association”, which is the name we generally use

Legal name of the institution, under Ontario statutes, is “The University of Western Ontario”, despite recent branding changes to “Western University”
Timeline:

April 2017
   Motion for continuance adopted by the Board of Directors

May 2017
   Motion for continuance adopted by the Members (online vote)

Summer 2017
   UWOFA obtains approval from Ontario to cease as an Ontario corporation and become a Canada corporation
   UWOFA obtains articles of continuance from Canada
   UWOFA changes the legal name of the corporation
   UWOFA finalizes by-law 1 and other new by-laws
   UWOFA changes financial year end with Canada Revenue Agency

September 2017
   New by-laws adopted by the Board of Directors

October 2017
   New by-laws confirmed by the Members (online vote)
Annual Committee Reports

Committee for Contract Faculty (CCF)
Co-Chairs: Ben Rubin and Andrés Villar
Members: Luke Arnott, Lauren Barr, Daniel Bechard, Ann Bigelow, Jessica Cameron, Dee Cunning, David House, Suzanne Huot, Patrick Kennedy, Lea Klinger, Peter Krats, Bruce Morton, Maria Mosco, Nigmendra Narain, Vicki Olds, Robert Pilling, Karen Priestman, John Reed, Gus Riveros, Ben Rubin, Anne Simon, Anne Skoczylas, Nancy Vamvakas, Jen Waugh

Meetings this academic year (to date): September 23, November 9, January 26, February 13
Meeting scheduled: April 24

Highlights of this year’s activities
1. Drafted proposal for Contact Faculty Funding grant and submitted it to UWOFA Executive and Board. It has been approved. We appointed an adjudication team (N. Narain, J. Ciriello, S. Pitel, P. Krats, L. Arnott) and advertised the competition. Applications are due April 21.
2. Organized a tabling event during Fair Employment Week (Oct 25) at which we handed out “Fairness for CF” buttons and cards from OCUFA and encouraged passersby to sign the “We Teach Ontario” pledge in support of Contract Faculty.
3. Led the organization of the Solidarity Party (March 10) – this was a catered lunch in the Great Hall that featured entertainment by comedian Dom Paré.
4. Represented UWOFA on the OCUFA Committee for Contract Faculty and Faculty Complement – Ben Rubin attended a meeting on Oct 1 and Karen Priestman will attend another on April 27. This committee provided funding for the Solidarity Party.

Communications Committee
Chair: Paul Benedetti
Members: Ann Bigelow, Vanessa Brown, Joanne Paterson, John Reed

The communications committee has had a busy and productive 2016-17 academic year, starting with a reconstitution of the committee membership.

We took on new members this year, including John Reed (FIMS), Joanne Paterson (Library Science), member and new committee chair, Paul Benedetti (FIMS). Of course, Ann Bigelow (UWOFA President) and Vanessa Brown (UWOFA communications staff) continue to anchor the committee.

As part of the Communications renewal, the committee tackled two major projects:
1. Redesign of the Faculty Times (FT) began in the fall of 2016. The committee engaged Graphic Services for the project which included a full re-thinking of the content and design presentation for the FT. That work was completed in early 2017 and the first new issue of FT was released in February. As part of the re-think, the committee decided to focus the new issue on three related themes: “collegiality, transparency and governance,” seeking out faculty members who would write op-ed pieces in each area. The resulting articles were of very high quality and well received, as was the new FT design.

2. Website Redesign. The committee felt it was time to re-evaluate the content architecture, interface and graphic design of the UWOFA website. In January, 2017, we engaged Ellipsis Digital of London to take on the project. The committee wanted to adopt a more strategic approach toward user engagement of the membership through user focused information architecture and design. That process is in progress with some preliminary designs presented by ED. Our target is to relaunch the new site sometime in the fall of 2017.

Solidarity Event (Friday, March 10 Great Hall)
The communication committee was pleased to assist in an excellent UWOFA event which brought together contract faculty for an afternoon of food and fun in the Great Hall. John Reed produced a slide show with music featuring archive photographs of association members involved in various UWOFA activities over the years. The presentation was well received at the event.

March for Science (Satellite Event)
The communication committee is also pleased to assist our colleague Amanda Moehring (Biology) in a local March for Science in London to coordinate with the larger international initiative on April 22, 2017.
The March for Science will bring people together to call for fully funded science in the public interest. The communications committee assisted with media relations and helped spread the word on social media.

Next Steps
The communications committee has begun to discuss efforts to support the upcoming round of faculty collective bargaining.

**Dependents’ Tuition Scholarship Plan**
Chair: Vaughan Radcliffe
Members: Styliani Constas, Jim Karagiannis, John Wilson

Number of Scholarships awarded during the *nine* months (July 1, 2016 to March 31, 2017) of this report = 256

The Registrar’s Office advises us that there will likely be another 35 scholarships awarded during April, May, and June this year. Thus the projected total number of awards for the full year is 291, 19 more than awarded in 2015-2016.

Total number of Unique Applicants =248 (8 applicants received scholarship payments for two different academic years within the specified timeframe).

- Full-time Awards = 248
- Part-time Awards = 8
- Applicants attending university = 236
- Applicants attending college= 20

Income statement for the nine month period beginning July 1 to March 31:

<table>
<thead>
<tr>
<th></th>
<th>July 1, 2016 to March 31, 2017</th>
<th>July 1, 2015 to March 31, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance Forward</strong></td>
<td>$1,675,405.44</td>
<td>$1,748,672.01</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship Fees (9 months.)</td>
<td>$907,665.00</td>
<td>$849,573.00</td>
</tr>
<tr>
<td>Interest Income</td>
<td>$433.64</td>
<td>$5,736.42</td>
</tr>
<tr>
<td></td>
<td><strong>908,098.64</strong></td>
<td><strong>855,309.42</strong></td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td><strong>(1,196,760.00)</strong></td>
<td><strong>(1,067,510.00)</strong></td>
</tr>
<tr>
<td><strong>Closing Balance</strong></td>
<td><strong>1,386,744.08</strong></td>
<td><strong>1,536,471.43</strong></td>
</tr>
</tbody>
</table>

**Equity Committee**
Chair: Erica Lawson
Members: Ann Bigelow, Vanessa Brown, Amanda Grzyb, David Heap, Kate Helsen, Debbie Meert-Williston

No report was provided.

**Grievance Committee**
Chair and Grievance Officer: Kathleen Fraser
Case Officers: Cody Barteet, Nandita Biswas-Mellamphy, Tess Hooks, Albert Katz, Steven Lavolette, Lynne McKechnie, John Sadler, Hristo Sendov, Warren Steele, Marisa Tippett, Liana Zanette
Ex Officio (non-voting): Ann Bigelow, Kristin Hoffman, Stephen Pitel, Jeff Tennant
Operational Support Officer: Lina Rodriguez
Professional Officer: Cindy Cossar-Jones

Background about the role and work of the Grievance Committee can be found at [http://uwofa.ca/governance/constitutionbylawsandpolicies/](http://uwofa.ca/governance/constitutionbylawsandpolicies/).
2016-17 presented some time-sensitive challenges for the Grievance Committee and its supporting Officers; one challenge is referred to in the penultimate paragraph of this report. These challenges prompt me to begin the Report by thanking UWOFA’s Operational Support Officer Lina Rodriguez and Professional Officer Cindy Cossar-Jones for their support during the year. In particular, I would like to commend Ms Cossar-Jones’s exceptional organizational skills, extensive institutional and labour relations knowledge, and creative responses. I would also like to thank Ms Rodriguez for taking on an increased role as record-keeper and first point of contact for many of our Members; with resolve and diligence she has successfully embraced a steep learning curve. Finally, I want to thank not only the Case Officers listed above but also those who moved on after many years of stellar service at the end of June 2016: Ed Goehringer, Steve Lupker, and Sandi Spaulding. These Case Officers assist our Members through some very difficult moments.

This report covers the period from 1 April 2016 through 31 March 2017. During this period, the Professional Officer received 209 inquiries (188 from Members and 21 from non-Members) and the Operational Support Officer received 121 inquiries (105 from Members and 16 from non-Members), for a total of 330 inquiries, an increase of 16.4% over the previous year. Most inquiries do not evolve into Complaints; for Complaints, the Association, through the Grievance Committee, assigns Case Officers or takes other kinds of action. In 2016-17, on the Faculty side of the Bargaining Unit, 29 Complaints were received, 27 of which were Individual and 2 of which were Policy. Of the Individual Complaints, 24 were from Full-Time Members while 3 were from Part-Time Members. The number of Complaints is not the complete picture of activity-level, as many cases are on the Grievance Committee Agenda for multiple years. The complaints are broken down by Faculty and Collective Agreement Article in the tables below.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Individual</th>
<th>Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Humanities</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Health Sciences</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Ivey</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Medicine &amp; Dentistry</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>All Faculties</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Health Sciences</td>
<td>1</td>
<td></td>
</tr>
</tbody>
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<tr>
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<tr>
<td>Health Sciences</td>
<td>2</td>
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<td>Ivey</td>
<td>6</td>
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<tr>
<td>Medicine &amp; Dentistry</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>All Faculties</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Health Sciences</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
Complaints sometimes become Step Three Grievances, resulting in Arbitrations. 2016-2017 had 8 Arbitration hearings; 2017-18 currently has 16 Arbitration hearings scheduled and more dates are expected.

### Faculty

#### Complaints by Article
Between Apr 1, 2016 and Mar 31, 2017

<table>
<thead>
<tr>
<th>Individual</th>
<th>27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Fraud and Misconduct</td>
<td>4</td>
</tr>
<tr>
<td>Annual Performance Evaluation</td>
<td>8</td>
</tr>
<tr>
<td>Appointments</td>
<td>3</td>
</tr>
<tr>
<td>Discipline</td>
<td>4</td>
</tr>
<tr>
<td>Discrimination and Harassment</td>
<td>3</td>
</tr>
<tr>
<td>Promotion and Tenure</td>
<td>4</td>
</tr>
<tr>
<td>Sabbatical Leave</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discrimination and Harassment</td>
<td>1</td>
</tr>
<tr>
<td>Workload</td>
<td>1</td>
</tr>
</tbody>
</table>


### Faculty

#### Total Resolutions
Between Apr 1, 2016 and Mar 31, 2017

<table>
<thead>
<tr>
<th>Individual</th>
<th>39</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbitration</td>
<td>5</td>
</tr>
<tr>
<td>Minutes of Settlement</td>
<td>2</td>
</tr>
<tr>
<td>Partial Award</td>
<td>3</td>
</tr>
<tr>
<td>Complaint</td>
<td>29</td>
</tr>
<tr>
<td>Dropped</td>
<td>8</td>
</tr>
<tr>
<td>Memorandum of Agreement</td>
<td>1</td>
</tr>
<tr>
<td>Resolved</td>
<td>20</td>
</tr>
<tr>
<td>Informal</td>
<td>2</td>
</tr>
<tr>
<td>Resolved</td>
<td>2</td>
</tr>
<tr>
<td>Dropped</td>
<td>1</td>
</tr>
<tr>
<td>Step 1</td>
<td>1</td>
</tr>
<tr>
<td>Step 2</td>
<td>1</td>
</tr>
<tr>
<td>Minutes of Settlement</td>
<td>1</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>1</td>
</tr>
<tr>
<td>Step 3</td>
<td>1</td>
</tr>
<tr>
<td>Minutes of Settlement</td>
<td>1</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policy</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complaint</td>
<td>1</td>
</tr>
<tr>
<td>Dropped</td>
<td>1</td>
</tr>
<tr>
<td>Step 2</td>
<td>1</td>
</tr>
<tr>
<td>Minutes of Settlement</td>
<td>1</td>
</tr>
<tr>
<td>Step 3</td>
<td>2</td>
</tr>
<tr>
<td>Minutes of Settlement</td>
<td>1</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>1</td>
</tr>
</tbody>
</table>
While there were no Complaints from the Librarian/Archivist side of the Bargaining Unit, 4 Grievances are Outstanding from previous years. The Table below lists the outstanding Grievances:

<table>
<thead>
<tr>
<th>Grievance Type</th>
<th>Last Name</th>
<th>First Name</th>
<th>Article Primary</th>
<th>Clause Primary</th>
<th>Complaint Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>Certificate Issue - Association Dues</td>
<td>PG #41</td>
<td>Association Dues</td>
<td>Association Dues</td>
<td>17-May-2010</td>
</tr>
<tr>
<td>Policy</td>
<td>Association Dues - Resource Coordinator</td>
<td>PG #46</td>
<td>Association Dues</td>
<td>Association Dues</td>
<td>27-Apr-2011</td>
</tr>
<tr>
<td>Policy</td>
<td>LOU- Pay Equity Review</td>
<td>PG #69</td>
<td>Migration to Micro</td>
<td>Privacy</td>
<td>04-May-2015</td>
</tr>
<tr>
<td>Policy</td>
<td>PG #73 - Privacy 2016</td>
<td></td>
<td></td>
<td></td>
<td>19-Feb-2016</td>
</tr>
</tbody>
</table>

Another aspect of the work of the Grievance Committee is its support of Members who are undergoing investigation that could result in Discipline. During the reporting period, two Members were dismissed from their academic positions, one under the Article Academic Fraud & Misconduct and the other under the Article Discrimination & Harassment.

UWOFA currently has a Duty-of-Fair-Representation complaint filed against it at the Ontario Labour Relations Board; at the time of writing this Report, no decision has been received from the DFR Consultation’s Chair assigned by the OLRB.

To conclude, the Grievance Committee has a couple of pieces of advice for Members. Activity levels ebb and flow during the reporting period; currently, the Grievance Committee is experiencing a lot of activity with respect to Promotion & Tenure, Sabbatical Leave, and Annual Performance Evaluation. As we move towards the next cycles of these applications/reports, it is timely to remind Members to prepare well-organized and persuasive reports/dossiers/applications. Members are making a persuasive case for themselves, so thinking about the audience (often other Members) and the message is essential. Tell your story persuasively and clearly! An additional piece of advice if you are negotiating an Alternative Workload agreement, make sure the new Workload agreement accurately reflects what you are doing; the percentages affect not only Annual Performance Evaluations but also decisions involving Promotion and Tenure.

**Librarians and Archivists Stewards Committee (LASC)**

Chair and Chief Steward: Shawn Hendrikx  
Stewards and their related constituencies: Vince Gray (Office of the Chief Librarian), Fran Gray (Weldon Library & Western Archives), Shawn Hendrikx (Taylor Library), Christina Zoricic (LIRM), John Sadler (Business, Law, Music), Cindy Cossar-Jones (UWOFA Professional Officer), John Costella (UWOFA-LA Joint Committee Representative)

In accordance with its established mandate, 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, 2016-present) the committee met once monthly except for August 2016.

As per a Letter of Understanding in the Collective Agreement, Members and the Employer created new Annual Report and Review and Planned Activities and Contributions document templates. Member questions mostly focused on these documents and the new processes outlined in the Collective Agreement.

**Member Engagement:**  
Annual Report and Review Workspace:  
LASC invited Members to work on ARRs in a supportive and quiet environment and discuss concerns. Few members attended the workspace.

Professional Expense and Travel Reimbursement Information Session:  
John Sadler and Western Libraries Business Office staff provided an in-depth overview of the forms and processes required to submit PER claims. The session was well attended and positively received by Members.
Other Activities:
LASC Members participated in a Co-op Professional Development session discussing Collective Agreements.
LASC promoted the Goal Setting for Planned Activities and Contributions Session for Members organized by Joint Committee.

**Pensions and Benefits Committee**
Chair: Dan Belliveau

The committee divided its time examining both current benefit and pension provisions.

In its comparison of current benefits provisions with historical benefit agreements between the University and benefit providers (currently: Manulife), the committee has identified areas that will help inform goal development as the committee prepares for negotiations slated to state in 2018. This work is ongoing.

Similarly, the committee closely examined pension data provided by the Employer in an effort to more clearly understand the nature of the capital accumulation plan earnings available to Members upon their retirement. The committee continues to investigate the nature of the plan and is exploring options. This will continue to be a focus of the committee as it prepares goals for negotiations.

The committee also examined the data provided by the Employer regarding the health care spending account. As was brought to the attention of Members earlier in the year, there is a substantial amount of funds returned to the University each year. The committee will investigate ways to minimizing Member risk to losing benefit dollars provided by the Employer.

**Policy and Governance Committee**
Chair: Stephen G. A. Pitel

1. **Gifts**

The committee was asked by the Board to create a policy on the giving of gifts by UWOFA. In response, the committee revised the existing policy on donations to address not just making donations but also giving gifts. The revised policy was approved by the Board.

2. **Documents Management**

In response to concerns expressed by the Administrative Officer about document storage and destruction, the committee created a policy on documents management. The new policy was approved by the Board. The timelines for storage, destruction and archival will be reviewed by UWOFA’s corporate lawyers in the summer of 2017 and the policy itself will be implemented starting in the 2017-18 year.

3. **Corporate Governance**

As a result of concerns identified by the committee in 2016-17, the committee undertook a complete review of UWOFA’s governing documents. The committee discovered that while UWOFA had incorporated under Ontario law in 1986, it had not updated its governing documents (then or since) to bring them into compliance with that law. Rather, it had continued to use the governing documents of an unincorporated association. UWOFA sought and received legal advice that it should remain incorporated (rather than revert to an unincorporated association) and the Board resolved to take the steps necessary to bring the governing documents into compliance.

Working with UWOFA’s corporate lawyers, the committee determined that the best approach is to continue (transfer) the corporation from Ontario to Canada, primarily to take advantage of the recently modernized federal law on non-profit corporations. This will replace our 1986 Letters Patent (Ontario) with Articles of Continuance (Canada). In addition, the current constitution and by-law will be replaced by a new by-law no. 1 and several additional numbered by-laws. The former addresses central corporate governance matters (membership, directors, officers, meetings) and the latter address specific topics (committees, negotiations) which warrant their own by-law rather than either inclusion in by-law no. 1 or a mere policy statement.
This process will not be completed in the 2016-17 year. It is anticipated that by May 2017 both the Board and the Membership will have approved the continuation of the corporation from Ontario to Canada. The continuation will then be implemented by UWOFA’s officers and corporate lawyers in the summer of 2017. The new by-laws will be put to the Board and the Membership for approval in the fall of 2017, completing the process.

Salary Committee
Chair: Jim Davies
Members: Ann Bigelow, John Ciriello, Vince Gray, Vicki Olds, Stephen Pitel, Gildo Santos, Kristina Sendova, Terry Siculic, Laura Stephenson

The Salary Committee’s main activities this year were research and responding to member inquiries. Ann Bigelow and Laura Stephenson also continued to serve on the Pay Equity negotiating team for the Librarians & Archivists bargaining unit.

The Committee looked at salary data at Western and its comparators, settlements elsewhere, and other developments. Faculty salary data for all Canadian universities was formerly provided by Statistics Canada through its UCASS survey. This has been replaced, in Ontario by the employer-side organization OCAV, which provides to OCUFA the same data that Statistics Canada formerly generated.

The Committee has also been thinking about communication and publications strategy leading up to the next round of faculty negotiations, which will begin in the spring of 2018.

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

Childcare Advisory Committee
UWOFA Representative: Patrick Lajoie

No report was provided.

Employee Assistance Plan Committee
UWOFA Representative: Matt Stahl

The university’s EAP (Employee Assistance Program) committee met on November 28, 2016. In addition to your UWOFA rep, the meeting was attended by representatives of Workplace Health, HR, CUPE 2361, PMA, and two persons affiliated with Family Services EAP, the university’s provider of a range of counseling and mental health services. The meeting began unusually, with the approval of the previous meeting’s minutes as simply assumed rather than a matter to be voted on. The bulk of the meeting was taken up by a presentation by the FSEAP representatives of data, mostly in the form of bar graphs, about employees’ use of EAP services over the last several years. A few bullet points will indicate what appeared most interesting from the point of view of your UWOFA representative:

- The last three years have shown what appears to be a relatively steady increase in rates of use of services by employees: 478 new counseling cases in 2014-15, 487 in 2015-16, and 268 in the first half of 2016-17. I was not able to get an answer to my question of how these increases compare to rates of new hires among employee groups.
- The overall annual rate of use appears to have been around 10% for the last several years. This figure may jump if the rate of increase in use persists.
- In the first half 2016-17 year, Staff made the greatest proportional use of EAP services (around 17% of Staff sought counseling), followed by PMA (around 15%), CUPE (around 10%), and faculty (around 6%). These are apparently relatively stable averages.
- Only 0.3% were made aware of EAP services by union officers or communications. This seems like something we could address in our communication with members—these can be extremely valuable and useful services.
- FSEAP also provided a breakdown of most frequently appearing “issues” cited by employees as reasons for their use. By a long shot, “couple issues” and “anxiety symptoms” were the most frequently cited, each by around 15% of employees seeking counseling, with “family relationships,” “stress,” “work stress,” and “depressive symptoms” cited by between 8% and 10% of employees.
FSEAP offers no services to retirees, unless the retiree was employed when she or he began using the services, in which case the service ends once the round of sessions allowed by the contract has run to completion.

FSEAP has two contracts with the employer, one for full time employees and one for part time employees; among some employee groups, it seems, part-timers are not eligible for face-to-face counseling. Which is a bummer because over 90% of EAP users seek the benefits of such counseling.

It is the opinion of your rep that EAP services are practical and useful and that all members should be made aware of their availability and of the real expertise and dedication of EAP counselors, even while the politics of such services may be critiqued on the basis that they facilitate the personalization and depoliticization of stresses caused or exacerbated by actions of the very employer encouraging us to make use of these services.

Joint Committee

UWOFA Chair: Ann Bigelow (September to December), Jeff Tennant (January to June)
UWOFA Representatives: Ann Bigelow, John Costella Kathleen Fraser, Cindy Cossar-Jones, Stephen Pitel

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 2016-17 academic year, Joint Committee met on the following dates: Sept 27, Oct 13, Nov 15, Dec 6, Jan 26, Feb 28, March 23. Meetings are scheduled for May 24 and June 28, and we are currently attempting to reschedule a meeting that had been scheduled for April.

Issues addressed in 2016-17 Joint Committee meetings include:

- Completed the review and agreed on content of documents from the joint working group on document formats - Annual Report and Review and Planned Activities and Contributions.
- Discussed the implementation of the Student Questionnaires in the fall term.
- Supplied names for UWOFA representatives to the Career Trajectory Committees and also on joint appointed chairs. Discussed and resolved timing issues.
- Approved LOU to allow an equity representative to sit on CRC search committees.
- Discussed the We Speak Survey and agreed to remain neutral in our comments on it.
- Discussed the definition of the term “one-over” in the University travel expense policy.
- Discussed what is involved for someone to be considered to be affiliated with Western.
- Said good bye to Michele Parkin who left her position as Director of Faculty Relations to take up a position as Associate Vice President at the University of Victoria.
- Agreed to withdrawal of LOU on American Studies because program now entirely in Department of History.
- Agreed to an LOU clarifying the consequences of votes to review APE criteria applying to Full-Time and for Part-Time Members.
- Agreed to an LOU delaying the application of the Career Trajectory Fund for Librarians and Archivists, pending the outcome of the Pay Equity process.

The UWOFA Chair would like to thank the following colleagues for their work on UWOFA’s behalf on Joint Committee: Ann Bigelow, Cindy Cossar-Jones, John Costella, Kathleen Fraser, Stephen Pitel

Joint Employment Equity Committee

UWOFA Representatives: Debbie Meert-Williston, Wendy Pearson

No report was provided.

Joint Occupational Health & Safety Committee

UWOFA Representatives: John Ciriello and Hiran Perinpanayagam

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 Employee groups that are represented on JOHSC include UWOSA, CUPE 2361, PMA, OPSEU, CUPE 2692, GTA/PSAC – Local 610, IUOE, SAGE, as well as UWOFA. The main role of UWOFA representatives on the JOHSC are to participate and represent UWOFA in the monthly meetings of the JOHSC. The Committee meets monthly to review any occurrences within the University and how they have been resolved by the Employer or university unit in which they occurred. The UWOFA representatives on the JOHSC (John Ciriello and Hiran Perinpanayagam) also raise concerns that may exist regarding various health and safety issues in their units or specific concerns raised by any of its members. Examples of such items include accidents/injuries, work-place refusal trends, workplace inspections and safety trends, critical injuries, safety recommendations submitted to the JOHSC, etc. 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. 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 Employee group representatives, including those from UWOFA are required to participate in annual inspection of specified university facilities throughout campus, to ensure a safe and productive working environment for all members of the University community, including UWOFA members. The items that are listed on the Safety Inspection Checklist (https://www.uwo.ca/hr/form_doc/health_safety/form/safety_insp_checklist.pdf) are amongst those that are evaluated by our Inspectors as they carefully examine facilities throughout the campus community. In 2016-2017 each representative from the different employee groups participated in 4-5 inspections. Also, a UWOFA representative (JC) provides occasional assistance to other units regarding the chemical safety issues.

Among the important issues discussed by the JOHSC in 2016-2017 was the new approved “Animal Allergen Exposure Reduction Policy” at Western (http://www.uwo.ca/animal-research/doc/animal-allergen-policy.pdf). This policy was introduced in response to a complaint made by a UWOSA member working within the animal care facility in the Schulich School of Medicine and Dentistry. Additionally, discussions were held in the committee regarding workplace inspections and safety trends, safety recommendations submitted to the JOHSC, the status of golf carts on the UWO grounds, smoking policy enforcement and the future of smoking at Western, cell phone usage while driving on campus, employee support available, and Western’s safety abroad Policy.

Parking Appeals Committee
UWOFA Representative: Nigmendra Narain

Preamble
A busy and eventful year. First, the Western parking entry/exit and pass systems were overhauled. An upgraded centralized system was put in place, with a change of the computer system, and instead of window-velcro heavy passes, a lighter plastic hanging pass was introduced, and over the summer, all passes were converted to this system. Second, the heavy snow days seemed to be less likely to stick around, and weather changes during the day led some to park incorrectly or without diligence. Overall, however, the new system and the desire to address matters consistently remained an important cornerstone of the Appeals process.

Role
The Parking Appeals Committee is the successor to the Parking Advisory Committee. When parking infraction tickets are issued, if one chooses not to pay, or settle through reaching an agreement with Parking Services office staff, a person may submit an Appeal to the Committee. An Appeal consists of a written submission, and may include supporting documents or pictures, and in some rare instances, an in-person appeal presentation to the Committee.

Committee Composition
The 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
- UWO Faculty Association (UWOFA)
- UWO Staff Association (UWOSA)
Three *non-voting* members of the Parking Services sit on and assist the Committee with its deliberations: Cindy Forget (Parking Appeals Coordinator), Warren Hayden (Parking Enforcement), and Mark Van Den Bossche (Parking Manager).

The membership of the Committee is fairly consistent, as many members of the Committee have previously worked on the Committee, and bring expertise and past knowledge to the Committee’s deliberations. Further, each representative provides context for the parking situations and problems faced by their particular group, etc., and communicates their concerns to the Committee, while also returning with advice for their colleagues based on the decisions of the Committee. Still, where appropriate, if the Committee member has a relationship with the Appellant, they will abstain from the deliberation and voting. This year, a particular issue was the lack of a USC representative by the USC, which prevented an undergraduate perspective on parking matters; given the number of undergraduates who park here, the Committee and the Parking Services officers regularly urged the USC to put forth a student member.

**Meetings & Adjudication**

As per our usual process, the Committee meets approximately roughly every six weeks or once every two months. Quorum for the Committee must be reached and maintained in order to discuss and decide an Appeal. Committee members review, in advance, the infraction tickets, the appeals' submissions and exhibits, and investigate appellants’ claims (such as checking past weather, road closures, etc.). During the meeting, each appeal is discussed and debated, and a vote is taken on that appeal before moving to the next appeal. The Committee can deny the appeal, reduce the ticket amount, or vacate the ticket.

In most cases, appeals to vacate the tickets are denied. Still, the Committee often considers mitigating circumstances and reducing the ticketed infraction-type or amount. Persuasive and sympathetic appeals provide significant evidence or compassionate reasons for the infraction, and due consideration is then provided. Flimsy excuses hold little sway: ‘I was running late’; ‘I thought it was okay’; ‘Other people do it all the time’; ‘I was just helping by lifting the gate’; ‘It was inconvenient to park elsewhere’; ‘I did not see the sign’; ‘The machine was broken; someone told me it was’; ‘I did not know I could not use it for different cars’; ‘I did not want to pay the full parking amount and ran out of time’; ‘I hadn’t gotten around to renewing or getting the right permit’; ‘Because it was snowing, I thought it was okay to park there’; ‘I forgot my pass’; ‘I was only gone for just 5 minutes, not 90 minutes’; ‘I park here all the time; you cannot stop me from parking here’; ‘The Attendant told me I could park there, and must have forgotten or was unclear’; ‘I don’t care what special event is going on’; ‘You have no right to tow me’. As well, some infractions leave little room for appeal consideration because they pose violations which threaten safety of university citizens and visitors: blocking other cars; blocking exit/entry lanes in parking lots; parking in fire lanes and near fire hydrants; disregarding accessibility zones and parking spots; or exiting a running (or off) vehicle in a drop-off zone.

**Parking Advice & Cautions**

**UWOFA Members** are strongly encouraged to consider the following in order to avoid parking problems and ticketed infractions:

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, 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 brake 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.
   d. 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).
e. Never park on landscaping (grass, sidewalk), emergency routes or cargo routes, or throughway areas.

f. Most appeals for snow-related parking infractions are similar in infraction, so avoid making the same errors by considering the points above.

6. 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.
   i. Permit usage is logged every entry and exit.

7. 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.
   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, and then you will likely be immediately ticketed, your car may be towed, and/or Campus Police will be called.

8. Read the signs fully and properly, and follow the instructions.

9. If you are given options at the Parking Service counter to settle the matter, seriously consider their offer as you are unlikely to do better unless you provide a compelling appeal submission with evidence.

Innovations and Updates

This year, I suggested the Committee consider using a computer-aided system to streamline the appeals deliberation process. After discussion with Parking Services, we developed a bulletin board system via secured OWL workspace. This allowed for greater efficiency and effectiveness in dealing with the appeals brought forward. Efficiency was gained as Committee Members could view and review the upcoming appeals, vote if they desired, but most importantly, pose questions for clarification and review of the appeal. The goal was to deliberate faster, inform appellants sooner, and provide opportunities for Parking Services to gather information and answer questions before the meetings. Effectiveness was gained as several appeals did not need to be brought forward in the meetings (as noted above, most cases are denied), so the ones discussed in the meeting could be discussed at greater length and in-person appellants had little more time to lay out their case. Overall, arguably this system has provided for quicker response times, and also better adjudication depth and consistency.

Query was made into how reserved spots were allocated. Parking Services does not have public lists, as the allocation of these is determined by multiple criteria. This not simply a global campus-wide list, but lists which seek to ensure faculty or administrators are near where they would need the parking; for example, if I am in Social Science, I would be eligible to receive one in Social Science or possibly Medical Science, but not by Visual Arts or Engineering if a reserve spot became available in those areas earlier. As well, there are priority criteria in some cases which are decided on a case-by-case basis. As such, you may put your name on the reserved parking lists but you will need to be patient and check in now-and-then with Parking Services, and if you have moved buildings, etc., please let them know the parking lot you are seeking is now different, too.

Various changes have been undertaken and will be undertaken in the coming year to help improve parking services and access to Western, so only some are highlighted here:

- Hanging parking pass access; however, note that there have been issues with these not working, etc., so in those cases: 1) follow the Attendants directions; 2) email Parking Services parking@uwo.ca right away so they can address your issue (give them your parking pass #).
- Guest/Visitor Parking Passes: https://www.uwo.ca/parking/services/dept_host/index.html.
- Pay-by-phone through Honk Mobile at Support Services, Medical Services and Weldon Library buildings (https://www.uwo.ca/parking/).
- Carpooling in partnership with London’s Regional Rideshare Program (https://www.uwo.ca/parking/).
- Due to FIMS/Nursing building construction: “The temporary parking lot on the south-west corner of the intersection will be reclaimed. An additional 170 grey permit spaces have recently opened in the nearby South Valley lot.” (http://www.uwo.ca/fm/projects/capital_projects/fims_nursing.html).
- Due to Western Interdisciplinary Research Building: “The Visual Arts parking lot will be closed for the duration of the project. Permit holders are encouraged to find spaces in nearby lots including Springett, South Valley, and Medway, which are typically under capacity.” (http://www.uwo.ca/fm/projects/capital_projects/wirb.html - wirb).

President’s Advisory Committee on the Safety of Women on Campus
UWOFA Representative: Randi Fisher

June 9, 2016
The committee met to discuss the relative merits of 10 proposals for funding. These proposals and the monies allocated are as follows:

- “Can I Kiss You” Presentations $9,600.00
- Engaging Men in Sexual Violence Prevention Video $2,000.00
- Gender-Based Violence Presentation—Dr. Jackson Katz $13,500.00
- Sexual Violence Training for faculty and staff $15,000.00
- Washroom Inclusion Project $500.00

Several proposals were set aside for further prioritization:

- Violence Prevention Program $3,000.00
- Shuttle Service for Volunteers and 1st Year Students after Orientation events $6,000.00
- Speech Display Sign $4,541.47
- Safe Talking Training $12,659.00

One project was voluntarily removed from consideration by the applicant:

- Behind Closed Doors (Training) $3,660.00

The following information was received from the Ministry of Training, Colleges and Universities concerning their expectations on how Western’s grant is to be used. This information was distributed to committee members to guide our decision making:

“In relation to sexual violence and harassment, the grant has helped institutions offset the cost of initiatives such as building public awareness of sexual violence issues and disseminating information on available campus supports for survivors. Last year, as part of your 2015-16 grant allocation, the ministry encouraged institutions to consider how the grant could support specific commitments in It’s Never Okay: An Action Plan to Stop Sexual Violence and Harassment, released by the Ontario Government in March 2015.

“On March 7, 2016, the Sexual Violence and Harassment Action Plan Act 2015 was passed. Through this legislation, the Ministry of Training, Colleges and Universities Act 2015 was amended to require each postsecondary institution to have a sexual violence policy to address sexual violence affecting students and to review those policies at least once every three years with student input. Institutions will need to ensure that the implementation of these policies includes faculty and staff training, complaint and response protocols, and prevention activities.”

August 10, 2016
The committee was informed that Western’s grant was being increased from $50,000 to $84,000/year.

December 15, 2016
The committee met and the extra funding was distributed among previous proposals.

December 19, 2016
The following are guiding principles to consider when developing proposals for funding from the Women’s Safety Committee:
Guiding Principles
Students are the main focus for campus safety and should be included in the process of making campuses safer, including how funds can best be allocated.

Universities and colleges, as direct providers of postsecondary education programs and services, are responsible for providing a secure, safe learning and work environment. The ministry provides this grant to assist institutions in educating and informing students about sexual violence prevention and campus safety.

Purpose
The grant should be used to support the government’s commitments in It’s Never Okay: An Action Plan to Stop Sexual Violence and Harassment and/or findings from safety audits. The ministry has revised the criteria for the s016-17 Women’s Campus Safety Grant. Eligible expenses must be related to initiatives in two areas:
- Awareness/Education
- Services/Supports

Eligible Expenses
Funds allocated under the WCSG may be used for the following expenditures related to sexual violence prevention as well as general campus safety to benefit students:
- Awareness/education, examples include:
  - Campus safety websites and resource centres including the production of flyers, videos and digital products for online distribution.
  - Supplies and promotional materials for specific campus awareness campaigns and social media campaigns on safety issues such as combating sexual violence and building consent awareness.
  - Hosting or co-hosting awareness programs, safety and/or sexual violence conferences, courses and speaker honoraria.
- Student services/supports, examples include:
  - Campus “Walk Safe” programs.
  - Sexual Assault prevention training, including self defence workshops, peer support worker training and violence prevention training.
  - Computer software, including safety mobile apps.
  - Training for student volunteers, including welcome week safety training.
  - Equipment related to making campuses safer, examples include lighting, phone systems and security cameras.

Non-eligible Expenses
The WCSG cannot be used to cover expenses related to:
- Research projects/safety audits
- Travel/hospitality
- Employee salaries and benefits
- Consultant fees

Western’s Scholars at Risk Committee
UWOFA Representative: Kristin Hoffmann

The SAR Committee coordinates Western’s activities as a member of the Scholars at Risk network. The Committee is chaired by Julie McMullin (Vice-Provost International) and includes representation from deans and SOGS. Joanna Quinn and Jeff Tennant serve as faculty representatives on the Committee. UWOFA has a representative on the SAR Committee because we are donating $10,000/year for three years to the SAR program at Western.

The SAR Committee met twice during the 2016-17 year, on December 9, 2016 and April 3, 2017.

On October 4, 2016 the SAR Committee hosted a small reception to celebrate the SAR program at Western and to acknowledge the Syrian Scholars who had been hosted on campus, Prof. Nael Yasri, Department of Civil and Environmental Engineering, and Prof. Hanadi Ibrahim, Department of Chemistry.
The SAR Committee is currently reviewing files of scholars at risk to identify a scholar that Western can host in the 2017-18 year. We are also planning a panel event on October 3, 2017 to raise awareness about academic freedom in the academy. The event will feature Homa Hoodfar, a professor of anthropology at Concordia University who went to Iran in 2016 to conduct historical and ethnographic research on women’s public role, was arrested, and spent 112 days in prison.

**Video Monitoring Committee**

UWOFA Representative: Ben Rubin

The Video Monitoring Committee met once this year. The meeting was attended by Directors, John Carson and Daniel Redmond (Directors, Campus Police), Dave Ghantous (ITS), Dianne Myers (Campus Police), Paul Eluchok (FIPPA), Sgt. Christine Greco (CPTED) and B. Rubin.

The following items were discussed:

- New Jira ticket process required by campus police for initial camera installations.
- New camera locations over the past year: General Classrooms, parking gates, Saugeen dining hall, Sim lab in Dentistry, intersections, roof tops etc.
- Monthly camera maintenance and payment plan.
- Quarterly camera audits.
- Necessary steps and obligations around removing cameras.
- Responsible Persons and police investigations.
- Revision of the video monitoring policy.

Western currently monitors approximately 700 cameras. Cameras are recorded for a 30 day retention period. All cameras must go through campus police and a CPTED report prior to installation and only Western's ITS department can install and maintain cameras associated to Western.

The next meeting will take place next year in 2017 around the same time.

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

UWOFA Representative: John Ciriello

The Western Award of Excellence, originally launched in 2005 is the highest level of campus-wide recognition for the exceptional performance at Western University for staff. Usually about one-hundred nominations are received from Western faculty, staff, students and alumni for a staff member or a team of staff who have made an outstanding contribution to the campus community. The selection committee composed of a staff representative, a retiree from Western, a representative from USC/SOGS, a senior administrator, a past recipient and a UWOFA representative (John Ciriello) is mandated with the responsibility for acknowledging excellence in the workplace by university staff members. The committee normally meets 2-3 times during the summer and early fall (although these dates have varied during the past years) at which time each committee member is asked to review and rank the nominations received university wide for the award. After the review process, the committee meets to finalize a list of 6-7 individuals or groups of university staffs members for the award.

Last year, the 2016 recipients chosen by the Committee included:

- Debbie Acton
- Terry Rice
- Donna Moore
- Mihaela Harmos
- Mirela Parau
- Rich Caccamo
- Jane Lampkin and André Beaudin (from Quebec and associated with a French immersion program through Western University)