A) Executive Committee, General Council, and Annual Meetings

I. I attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, February 14, 2022.

II. I attended and participated in the UTGSU Executive Board of Directors Meeting Preparation Meeting from 9:30-10:30, Tuesday, February 22, 2022.

III. I attended and participated in the UTGSU Board of Directors Meeting from 17:30-20:30, Tuesday, February 22, 2022.

IV. I attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, February 28, 2022.

V. I attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, March 7, 2022.

VI. I attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, March 14, 2022.

B) Other UTGSU Committee, Levy Group, and Caucus Meeting Highlights

I. I corresponded with Equity and Advocacy Committee members regarding upcoming committee activities.

II. I attended, chaired, and participated in and Equity and Advocacy Committee meeting from 20:00-21:00, Monday, February 14, 2022.

III. I attended, chaired, and participated in the UTGSU Equity and Advocacy Committee Meeting from 20:00 to about 21:00, Monday, February 28, 2022.

IV. I attended and participated in a meeting with the UTGSU Equity and Advocacy Committee Vice-Chair from about 21:00 to about 21:30, February 28, 2022.

V. I attended, chaired, and participated in the Equity and Advocacy Committee meeting from 20:00 to about 21:30, Monday, March 14, 2022.

C) University of Toronto Governing Body and Other Meeting Highlights
I. I attended and participated in a meeting a Council on Student Services Meeting from 14:30 to about 14:50, Monday, February 14, 2022. I voted against increases to student fees, which contributed to a motion for a student fee increase for the Student Life Budget being defeated.

II. I attended and participated in the Civicus Annual General Meeting from 8:00-9:30, Tuesday, February 15, 2022, at which I advocated for more Civicus supports for student governments.

III. I attended and participated in a meeting with the SGS Dean from 10:00-10:30, Wednesday, February 16, 2022.

IV. I attended and participated in a pre-meeting with the Internal Commissioner to discuss our approach to the meeting with the Student Family Housing Tenants’ Association from 17:30-18:00, Wednesday, February 16, 2022.

V. I attended and participated in a meeting with the Student Family Housing Tenants’ Association from 18:00-19:00, Wednesday, February 16, 2022 to discuss issues facing graduate students in university housing.

VI. I attended and participated in a CFS Lobby Week training from 13:00-15:00, Thursday, February 17, 2022.

VII. I attended the second event in Imagine a Police Free UofT Speaker Series led by the UTGSU’s new partner, Canadian Students for Sustainable Drug Policy UofT, from 18:00-19:30.

VIII. I attended and participated in a CFS Lobby Week preparation meeting from 12:40-13:00, Tuesday, February 22, 2022.

IX. I attended and participated in a CFS Lobby Week meeting with MP Vance Badawey from 13:00-14:00, Tuesday, February 22, 2022.

X. I attended and participated in a meeting with Students For Consent Culture Canada from 13:00-14:00 to discuss a partnership with the UTGSU.

XI. I attended and participated in a meeting of the Student Life Advisory Council from 15:00-16:00, Tuesday, February 22, 2022.

XII. I attended and participated in a CFS Lobby Week preparation meeting from 10:40-11:00, Thursday, February 24, 2022.

XIII. I attended and participated in a CFS Lobby Week meeting with MP Doug Wong from 11:00-12:00, Thursday, February 24, 2022.

XIV. I attended and participated in the Police Free UofT Coalition Meeting from 19:00-20:00, Monday, February 28, 2022.

XV. I attended and participated in a meeting with the Executive Director and Internal Commissioner to work on UTGSU Policy Revisions from 11:00-14:30, Wednesday, March 2, 2022.

XVI. I attended and participated in a meeting with the Executive-at-Large from 9:00-10:00, Thursday, March 3, 2022.

XVII. I attended and participated in a meeting with Rain Chain from Students for Barrier-Free Access from 13:00-14:00, Thursday, March 3, 2022.
XVIII. I attended and participated in a meeting to work on UTGSU feedback on the University of Toronto Sexual Violence and Sexual Harassment Policy from 14:00-15:30, Thursday, March 3, 2022.

XIX. I attended and participated in a CFS-Ontario Lobby Week pre-meeting from 15:30-16:00, Thursday, March 3, 2022 in advance of the meeting with MPP Mitzie Hunter.

XX. I attended and participated in a CFS-Ontario Lobby Week meeting with MPP Mitzie Hunter from 16:00-16:30, Thursday, March 3, 2022.

XXI. I tuned into the UTGSU Housing Panel Meeting from 19:00-20:45, Thursday, March 3, 2022.

XXII. I attended and participated in a CFS-Ontario Lobby Week preparation meeting from 10:00-10:30, Friday, March 4, 2022 in advance of the meeting with MPP Jessica Bell.

XXIII. I attended and participated in a CFS-Ontario Lobby Week meeting with MPP Jessica Bell from 10:30-11:00, Friday, March 4, 2022.

XXIV. I attended and participated in a CFS-Ontario Lobby Week preparation meeting from 15:30-15:45, Friday, March 4, 2022 in advance of the meeting with MPP Logan Kanapathi.

XXV. I attended and participated in a CFS-Ontario Lobby Week meeting with MPP Logan Kanapathi from 15:45-16:30, Friday, March 4, 2022.

XXVI. I attended and participated in a meeting with the Hesperus Research & Development Organization to discuss their interest in partnering with the UTGSU from 9:00-9:15, Tuesday, March 8, 2022.

XXVII. I attended and participated in a meeting with the Executive Director and Internal Commissioner to work on UTGSU Policy Revisions from 10:00-12:00, Wednesday, March 9, 2022.

XXVIII. I attended and participated in a bargaining preparation meeting from 12:30-14:00, Wednesday, March 9, 2022.

XXIX. I attended and participated in a meeting with CFS and CFS-Ontario team members from 10:00-11:00, Thursday, March 10, 2022.

XXX. I attended and participated in a meeting of Graduate Students of Canada in collaboration with CFS Graduate Caucus Chairperson Jessica Kearney from 18:00-18:50, Thursday, March 10, 2022.

XXXI. I attended and participated in a follow-up call with CFS Graduate Caucus Chairperson Jessica Kearney from 18:50-19:10, Thursday, March 10, 2022 to discuss Graduate Students of Canada.

XXXII. I attended and participated in a bargaining preparation meeting from 13:00-14:00, Friday, March 13, 2022.

XXXIII. I attended and participated in a meeting with the Executive Director and Internal Commissioner to work on UTGSU Policy Revisions from 9:30-10:50, Tuesday, March 15, 2022.

XXXIV. I attended and participated in a meeting with UTSU Vice-President, Public & University Affairs Omar Gharbiyeh from 13:00-14:00, Tuesday, March 15, 2022 to discuss UTSU support for the UTGSU regarding the University of Toronto withholding UTGSU fees.

XXXV. I attended and participated in a meeting with the Executive Director and Internal Commissioner to work on UTGSU Policy Revisions from 14:00-15:30, Tuesday, March 15, 2022.

XXXVI. I attended and participated in a bargaining pre-meeting from 9:00-10:00, Wednesday, March 16, 2022.
XXXVII. I attended and participated in bargaining from 10:00-16:00, Wednesday, March 16, 2022.

XXXVIII. I attended and participated in a bargaining pre-meeting from 9:00-10:50, Thursday, March 17, 2022.

XXXIX. I attended and participated in bargaining from 10:00-16:00, Thursday, March 17, 2022.

D) Other Meetings, Issues, Significant Events and Information Highlights

I. I held virtual office hours from 16:00-17:30, Wednesday, February 16, 2022.

II. I worked on updates to the UTGSU Policies for presentation at a future Board of Directors meeting.

III. I liaised with UTEAU regarding the university’s response to the joint letter about the Hell Money incident at Grad House and the racist violence that took place at a meeting of the OISE Asian Student Alliance to discuss the Grad House incident.

IV. I liaised with Student Life and the UTSU regarding a planned project to research alternative funding strategies to reduce reliance on student fees.

V. I held virtual office hours from 16:00-18:00, Wednesday, February 23, 2022.

VI. I worked on a motion to reform the Equity and Advocacy Committee for presentation at a future Board of Directors meeting.

VII. I held virtual office hours from 16:00-18:00, Wednesday, March 2, 2022.

VIII. I worked on a draft UTGSU statement on the Russian invasion of Ukraine.

IX. I contributed to UTGSU feedback on the University of Toronto Sexual Violence and Sexual Harassment Policy.

X. I held virtual office hours from 16:00-18:00, Wednesday, March 9, 2022.

XI. I worked on a UTGSU Sexual Violence and Harassment Policy for presentation at a future Board of Directors meeting.

XII. I liaised with partners regarding memoranda of understanding with the UTGSU.

XIII. I liaised with Michael Bueckert from Canadians for Justice and Peace in the Middle East regarding the University of Toronto withholding fees from the UTGSU.

XIV. I liaised with student journalists regarding the University of Toronto withholding fees from the UTGSU.

XV. I liaised with CFS allies regarding the University of Toronto withholding fees from the UTGSU.

XVI. I liaised with the East Asian Studies Graduate Student Union and Anti-Racism Initiative Working Group regarding the campaign in response to the Hell Money incident at Grad House.

XVII. I liaised with Vice-President, Public & University Affairs Omar Gharbiyeh regarding the University of Toronto withholding fees from the UTGSU.

XVIII. I held virtual office hours from 17:00-18:00, Wednesday, March 16, 2022.

XIX. I liaised with Erin Baldwin from the Graduate English Association (GEA) to answer questions and provide advice regarding the planned GEA members’ meeting and constitutional amendments.

XX. I liaised with CFS Graduate Caucus Chairperson Jessica Kearney regarding Graduate Students of Canada.
XXI. I liaised with University of Toronto Manager, Strategic Initiatives, Student Life, Kimberly Elias-Cartwright regarding the selection of a UTGSU chair for the University of Toronto Council on Student Services.
University of Toronto Graduate Students’ Union
Council Report
February 14 – March 21, 2022

Dhanela Sivaparan
Academics and Funding Commissioner Division 1 & 2

A) Executive Committee, General Council, and Annual Meetings
I. I attended and participated in the UTGSU Executive and Staff Meeting on February 14, 2022.
II. I attended and participated in the UTGSU Executive Board of Directors Meeting Preparation Meeting on February 22, 2022.
III. I attended and participated in the UTGSU Board of Directors Meeting on February 22, 2022.
IV. I attended and participated in the UTGSU Executive and Staff Meeting on March 7, 2022.
V. I attended and participated in the UTGSU Executive and Staff Meeting on March 14, 2022.

B) Other UTGSU Committee, Levy Group, and Caucus Meeting Highlights
I. I corresponded and organized with WTPC for the March Campaign: International Women’s Day (Sanitary Support Packages) with committee members and the chair.
II. I attended, chaired, and participated in the WTPC meeting on March 1, 2022.
III. I attended and participated in a meeting with the GSU WTPC Chair on March 3, 2022.
IV. The OVPS meeting was canceled for March 2022.
V. I attended and participated in sanitary support package distribution on March 7, 2022.
VI. I corresponded with WTPC and Chair to organize, gather and distribute sanitary support packages for international women’s day on campus. March 7-8th, 2022

C) University of Toronto Governing Body and Other Meeting Highlights
I. I attended and participated in a meeting Council on Student Services Meeting on February 14, 2022.
II. I attended and participated in a meeting with the SGS Dean on February 16, 2022.
III. I attended and participated in a meeting of the Student Life Advisory Council on February 22, 2022.
IV. I attended and participated in the Police Free UofT Coalition Meeting in February 2022.
V. I reviewed the UTGSU feedback on the University of Toronto Sexual Violence and Sexual Harassment on March 3, 2022.

D) Other Meetings, Issues, Significant Events, and Information Highlights
I. I responded to all email communications from grad students regarding advocacy.
II. I set up one on one meetings with grad students in div ½ for March 2022
III. I held virtual office hours on March 3, 2022.
IV. I purchased materials/supplies for the March IWD Campaign and organized with members to create/stuff the sanitary support packages March 3-7, 2022
V. I transported materials and distributed along with WTPC members the sanitary support packages across the St George Campus on March 6, 2022.
VI. I reviewed the drafted UTGSU statement on the Russian invasion of Ukraine on March 7, 2022
VII. I contributed to the March Campaign announcement draft written up on March 5, 2022.
VIII. I contacted ED to set up a meeting on March 4, 2022, for March 7, 2022.
IX. I liaised with the University of Toronto Manager, Strategic Initiatives, regarding the selection of a UTGSU chair for the University of Toronto Council on Student Services.
X. I responded to all email inquiries and corresponded to student one on one meetings March 8-10, 2022
XI. I held virtual office hours on March 9, 2022.
XII. I had a meeting with Executive Director to relay concerns from GSU member groups on March 8, 2022
XIII. I shared materials with the communications coordinator for social media and newsletter content for International Women’s Day on March 7, 2022.
XIV. I emailed and sent materials to the Finance coordinator in regards to expenses for the campaign March 7-8, 2022
XV. I worked with the chair and members from WTPC to package, distribute and organize for March Campaign March 6-8, 2022.
XVI. I had a one-on-one meeting with grad students going through allegations and appeals process, in hopes to advocate on the next steps on March 11, 2022.
XVII. I emailed and responded to all communications and set up weekly meetings for student advocacy matters.
XVIII. I met with GSU Membership Coordinator regarding the student case to inform and follow up on the student case and next steps, March 14, 2022
XIX. I held one on one student meetings via phone, on March 14, 2022.
XX. I held office hours for a grad student in academic 1&2 March 17, 2022
XXI. I liaised with Student Life to research alternative funding strategies to expand study spaces and library tech borrowing
XXII. I corresponded to meet with a student related to an advocacy matter in their department on March 21, 2022
University of Toronto Graduate Students’ Union
Council Report
February 14th- March 21st 2022

Lwanga Musisi
University Governance Commissioner

A) Executive Committee, General Council, and Annual Meetings
I. I sent my regrets to the executive and staff meeting on February 14th, 2022
II. I attended and participated in the UTGSU Executive Board of Directors Meeting Preparation Meeting on February 22nd, 2022.
III. I attended and participated in the UTGSU Board of Directors Meeting on February 22nd, 2022
IV. I chaired the UTGSU Executive and staff meeting on February 28th, 2022
V. I attended and participated in the UTGSU Executive and staff meeting on March 7th, 2022
VI. I attended and participated in the UTGSU Executive and staff meeting on March 14th, 2022

B) Other UTGSU Committee, Levy Group, and Caucus Meeting Highlights
I. As vice chair, Finance Committee and Chair BGSEB Committee, I facilitated and participated in a BGSEB Meeting on Feb 25th, 2022
II. As vice chair UTGSU Finance Committee, I chaired a FinCom meeting on March 8th, 2022

C) University of Toronto Governing Body and Other Meeting Highlights
I. I cancelled the UTGSU/OVPS Meeting intended for March 8th, 2022
II. I attended the Governing Council Academic Board - Cycle 4 Meeting on March 10th, 2022

D) Other Meetings, Issues, Significant Events and Information Highlights
I. I participated in meeting with the Internal Commissioner and Executive Director with regards to a team statement.
II. I attended and participated in a BHM Planning Meeting on February 23rd, 2022
III. I presented statement on behalf of the UTGSU Executive with regards to ongoing harassment to council
IV. I met with the Civics and Environment Commissioner as well as our Communications coordinator with regards to UTGSU Black History Month preparations
V. I met with our Finance Administrator with regards to BGSEB
VI. I met with our ED with regards to campaign strategy
VII. I continue to respond to various students concerns
VIII. I met with the UTGSU Finance Admin with regards to awards adjudication and union finances
IX. I had a meeting with the Finance Commissioner and ED regarding Finance check-ins
X. I met with our ED with regards to UTGSU BHM planning and brainstorming
XI. I attended, participated and facilitated the UTGSU BHM Panel discussion on February 28th, 2022.
XII. I attended and participated in the Police Free UofT Coalition Meeting on February 28th, 2022.
XIII. I tuned into the UTGSU Housing Panel on March 3rd, 2022.
XIV. I reached out to the SGS Dean, Vice Dean Graduate education, and; Vice-Dean, Graduate Studies Faculty of Applied Science and Engineering with regards to scheduling a meeting to discuss issues regarding Tuition, leave of absence and inaccessible info
XV. I am in receipt of a letter and appendices from the Vice-President and Provost, Professor Cheryl Regehr, addressing the complaint regarding the UTGSU Boycott, Divestment and Sanctions Caucus.
XVI. I shared with the Exec the launch of the Free Menstrual Product Pilot on the St. George campus that is taking place February – July 2022. I also requested our communications coordinator to share in our digest.
XVII. I reviewed the List of Winners for GCDF and BGSEB awards
XVIII. Alongside the External Commissioner, I signed partnership MOU’s
XIX. I met with our ED with regards to campaign strategy
XX. I continued to respond to various students concerns
XXI. I met with our ED with regards to office planning
XXII. I met with the UTGSU Finance Admin with regards to awards adjudication and union finances
XXIII. I went into the office to sign union cheques
XXIV. I attended and participated in a Bargaining meeting with our ED, External Commissioner, Academics 3&4 Commissioner and Lawyer, Matthew J. on March 9th, 2022
XXV. I am in communication with the Dean SGS with regards to scheduling a meeting to discuss issues regarding Tuition, leave of absence and inaccessible info
XXVI. I met with our ED with regards to office planning
XXVII. I continue to respond to various students concerns
XXVIII. I met with the UTGSU Finance Admin with regards to awards adjudication and union finances
XXIX. I attended and participated in a bargaining pre-meeting on March 16th, 2022
XXX. I attended and participated in bargaining on March 16th, 2022
XXXI. I am in communication with the Dean SGS with regards to scheduling a meeting to discuss issues regarding Tuition, leave of absence and inaccessible info
XXXII. I met with our ED with regards to office reopening plans
XXXIII. I met with our ED with regards to bargaining
XXXIV. I met with our Finance Admin with regards to finances
XXXV. I continue to respond to various students concerns
XXXVI. I met with the UTGSU Finance Admin with regards to awards announcement and union finances.
University of Toronto Graduate Student’s Union
Council Report
March 24th, 2022

Danielle Karakas
Academics and Funding Commissioner Div 3/4

A) Executive Committee, General Council, and Annual Meetings

I. I attended the weekly executive meeting on March 14th, 2022.
II. I attended the weekly executive meeting on March 8th, 2022.
III. I attended and participated in the UTGSU monthly Council meeting on February 22nd, 2022.
IV. I attended and participated in the UTGSU council preparatory meeting on February 22nd, 2022.
V. I attended and participated in the UTGSU Executive and Staff Meeting on February 14th, 2022.
VI. I attended and participated in the UTGSU Executive and Staff Meeting on February 14th, 2022.

B) Other UTGSU Committee, Levy Group, and Caucus Meeting Highlights

I. I attended the bargaining committee preparatory meeting on March 16th, 2022.
II. I attended the bargaining on March 17th, 2022.
III. I attended the bargaining committee meeting on March 9th, 2022.
IV. I attended the bargaining committee meeting on March 11th, 2022.
V. I attended the Graduate Education Council meeting on February 16th, 2022. Items discussed:
   a. The Impact Fund
   b. Scholarships for Black and Indigenous students
   c. The Healthy Labs Initiative
   d. COVID-19 tuition waiver

C) University of Toronto Governing Body and Other Meeting Highlights

I. I attended the SGS monthly meeting on Feb 15th, 2022. Items discussed:
   a. COVID-19 tuition waiver and refined distribution of funds
   b. BGSEB update
   c. OISE TA-ship opportunities

D) Other Meetings, Issues, Significant Events and Information Highlights
II. Briefly met with Jessica Bell to discuss housing panel questions on March 2nd, 2022.
III. Followed up with MPP Jessica Bell’s office regarding event attendance—initial confirmation was received when scheduling event, however, have yet to hear confirmation upon sending panelist questions
IV. Finalized housing panel questions and sent to speakers, confirmed question appropriateness
V. Forwarded Emergency Food Bank Proposal to Dean Barker and SGS office.
VI. I attended the Student Housing Panel planning meeting on February 16th, 2022.
VII. Created promotional blurb and forwarded to Communications Administrator regarding the upcoming tenants rights housing panel.
VIII. Motioned for webinar subscription, briefly met with finance administrator to confirm purchase.
IX. Received housing panelists bio and headshots, forwarded to communications coordinator
An-Noûra Compaoré
Civics and Environment Commissioner

A) Executive Committee, General Council, and Annual Meetings

I. I attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, February 14, 2022.
II. I attended and participated in the UTGSU Executive Board of Directors Meeting Preparation Meeting from 9:30-10:30, Tuesday, February 22, 2022.
III. I attended and participated in the UTGSU Board of Directors Meeting from 17:30-20:30, Tuesday, February 22, 2022.
IV. I attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, February 28, 2022.
V. I attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, March 7, 2022.
VI. I attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, March 14, 2022.

B) Other UTGSU Committee, Levy Group, and Caucus Meeting Highlights

C) University of Toronto Governing Body and Other Meeting Highlights

I. I attended and participated in the UTGSU Black History Month Trivia Night from 17:00-19:30, Thursday, February 10, 2022.
II. I attended and participated in the one on one Hart House Strategic Plan 2021-2022 meeting from 15:00-16:00.
III. I attended and participated in the Board of Steward 2021-2022 meeting from 17:30 to 19:30.
IV. I attended, presented and participated in the Know Your Rights Panel event from 18:45 to 20:30.
V. I attended and participated in the Know Your Rights Panel after the event debrief from 20:30 to 22:00.
VI. I read and revised the UTGSU Policy Revisions from 10:00-12:00, Wednesday, March 9, 2022.
VII. I planned an upcoming meeting with the Hart House Board of Steward.
VIII. I read and revised the Community Liaisons Committee upcoming meeting agenda items.
IX. I attended the Community Liaison Committee meeting on Thursday 24 March, 2022 from 18:00 to 20:00.

D) Other Meetings, Issues, Significant Events and Information Highlights

I. I emailed all the winners of the Black History Month Games Night asking to send their student ID for verification in order for them to receive their PC Optimum gift cards.
II. I coordinated with the Finance Administrator to transfer the PC Optimum gift cards to the Black History Month Games Night winners on February 14, 2022.
III. I wrote and finalized the Know Your Rights Panel questions on February 14, 2022.
IV. I coordinated with the Academics and Funding Commissioner concerning the planning, questions, and Zoom webinar for the Know Your Rights Panel.
V. I contacted the Internal Commissioner asking to revise the Know Your Rights Panel questions.
VI. I coordinated with the Communications and Engagement Strategist about the Know Your Rights Panel advertisements
VII. I contacted the Finance Administrator about the upcoming Zoom Webinar subscriptions and purchase.
VIII. I attended the and participated in the second CRO hiring committee interviews on February 16, 2022 from 15:30 to 17:00.
IX. I attended and participated in the Student Family Housing Panel on February 16, 2022 from 18:00 to 19:00.
X. I attended and participated in the CRO hiring committee interview debrief to evaluate the interviewees and pick the appropriate candidate on February 17, 2022 from 16:00 to 17:30.
XI. I co-wrote the CRO hiring committee report describing our timeline and chosen candidate on February 17, 2022.
XII. I emailed the Internal Commissioner the CRO hiring committee report and the successful candidate’s job acceptance.
XIII. I wrote the acceptance email for the successful CRO candidate and got in contact with her.
XIV. I wrote an email to the other unsuccessful interviewed candidates announcing that the position has been filled on February 17, 2022.
XV. I wrote an email to the candidates the CRO committee did not interview announcing that the position has been filled on February 17, 2022.
XVI. I wrote the Civics and Environment Commissioner Council Report.
XVII. I emailed Gail Fernandoto send the Know Your Rights Panel advertisement and Zoom registration link to the course unions.
XVIII. I reviewed the Know Your Rights’ Panel Powerpoint
XIX. I emailed the Communication and Engagement Strategist to remind her to include the Know Your Rights’ Panel advertisement in the ListServ and Weekly Digest.

XX. I shared the Know Your Rights’ Panel Powerpoint with the Academic and Funding Commissioner 3 & 4, the Internal Commissioner, and the Communications and Engagement Strategist.

XXI. I shared the Know Your Rights’ Panel with the other executives to remind them to register for the event.

XXII. I wrote the Provincial Election event timeline.

XXIII. I narrowed down the Provincial Election event panelists.

XXIV. I am planning the Provincial Election event outline.

XXV. I sent invitations to the University-Rosedale candidates running for member of provincial parliament.
Sarah Alam  
Internal Commissioner

Executive Committee, General Council, and Annual Meetings
I. I organized, attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, February 14, 2022.
II. I organized, attended and participated in the UTGSU Executive Board of Directors Meeting Preparation Meeting from 9:30-10:30, Tuesday, February 22, 2022.
III. I organized, attended and participated in the UTGSU Board of Directors Meeting from 17:30-20:30, Tuesday, February 22, 2022.
IV. I organized, Chaired, attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, February 28, 2022.
V. I organized, Chaired, attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, March 7, 2022.
VI. I organized, attended and participated in the UTGSU Executive and Staff Meeting from 9:30-11:30, Monday, March 14, 2022.

B) Other UTGSU Committee, Levy Group, and Caucus Meeting Highlights

I did not attend any such meeting

C) University of Toronto Governing Body and Other Meeting Highlights

I. I attended and participated in a meeting with the SGS Dean from 10:00-10:30, Wednesday, February 16, 2022.
II. I attended and participated in a pre-meeting with the External Commissioner to discuss our approach to the meeting with the Student Family Housing Tenants’ Association from 17:30-18:00, Wednesday, February 16, 2022.
III. I attended and participated in a meeting with the Student Family Housing Tenants’ Association from 18:00-19:00, Wednesday, February 16, 2022 to discuss issues facing graduate students in university housing.
IV. I attended and participated in a CFS Lobby Week training from 13:00-15:00, Thursday, February 17, 2022.
V. I attended and participated in a CFS Lobby Week preparation meeting from 10:00-11:00, Tuesday, February 22, 2022.

VI. I attended and participated in a meeting with the Executive Director and External Commissioner to work on UTGSU Policy Revisions from 11:00-14:30, Wednesday, March 2, 2022.

VII. I attended and participated in a meeting to work on UTGSU feedback on the University of Toronto Sexual Violence and Sexual Harassment Policy from 14:00-15:30, Thursday, March 3, 2022.

VIII. I attended and participated in a CFS-Ontario Lobby Week meeting 11:00-12:00, Thursday, March 3, 2022.

IX. I tuned into the UTGSU Housing Panel Meeting from 19:00-20:45, Thursday, March 3, 2022.

X. I attended and participated in a meeting with the Executive Director and External Commissioner to work on UTGSU Policy Revisions from 10:00-12:00, Wednesday, March 9, 2022.

XI. I attended and participated in a meeting with the Executive Director and External Commissioner to work on UTGSU Policy Revisions from 9:30-10:50, Tuesday, March 15, 2022.

XII. I attended and participated in a meeting with UTSU Vice-President, Public & University Affairs Omar Gharbiyeh from 13:00-14:00, Tuesday, March 15, 2022 to discuss UTSU support for the UTGSU regarding the University of Toronto withholding UTGSU fees.

XIII. I attended and participated in a meeting with the Executive Director and External Commissioner to work on UTGSU Policy Revisions from 14:00-15:30, Tuesday, March 15, 2022.

D) Other Meetings, Issues, Significant Events and Information Highlights

I. I corresponded with the office of MPP Jessica Bell for organizing a townhall for SFH on March 28th

II. I worked on the council mailouts for distribution

III. I worked with the external commissioner and the executive director on policy handbook

IV. I reviewed the UTGSU policy on sexual violence

V. I continued on weekly Chairing schedules, executive and staff meeting agendas, weekly executive reports

VI. I worked with LHADE DSA for their course union motion

VII. I engaged with CTLSA for getting their other representative onboard, had continuous communication with the CTLSA regarding their course union fees and updated them of their status

VIII. I continued to support online motions, respond to member queries

IX. I had a meeting with the external commissioner on March 24th at 17:00 to go over some organizational development needs, and discuss policy matters

X. I expressed my concern to staff over website updates
FY2022 March Council Motions
for FY2023 Levy Fees Changes

UTGSU collects levies on behalf of nine levy groups and affiliates as a portion of the UTGSU fees. They have MOAs with each of these levy groups and affiliate organizations, and they subsequently remit their portion of the fee. Depending on the relevant referenda question, certain levies increase annually by cost of living. As per the associated MOA, certain levies require Council’s approval and others simply require notice.

These are the only four that require approval by council.

BIFT the UTGSU General Council/Board-of-Directors approve the UTGSU and levy fees presented for the 2021-2022 academic year:

**Bikechain:**
BIRT the UTGSU General Council / Board of Directors approves a 5.2% cost of living increase to the Bikechain portion of the UTGSU fee for FY2023 to $1.19 ($1.13 + 0.06 = $1.19); and BIFRT that this fee be collected in two equal sessional amounts.

**SEC:**
BIRT the UTGSU General Council / Board of Directors approves a 5.2% cost of living increase to the University of Toronto Sexual Education Centre portion of the UTGSU fee for FY2023 to $1.17 ($1.11 + 0.05 = $1.17); and BIFRT that this fee be collected in two equal sessional amounts.

**CFS National:**
Draft Motion: BIRT UTGSU General Council / Board of Directors approves a 3.3952% cost-of-living increase in the Canadian Federation of Students - National portion of the UTGSU fee for FY2023 to $9.92 ($9.52 +0.40 = $9.92); and BIFRT these fees be collected as two equal sessional amounts.

**CFS Ontario:**
BIFRT UTGSU General Council / Board of Directors approves a 3.3952% cost-of-living increase in Canadian Federation of Students – Ontario portion of the UTGSU fee for FY2023 to $8.26 ($7.94 + 0.32 = $8.26); and BIFRT these fees be collected as two equal sessional amounts.

**UTGSU Fees:**
BIRT the UTGSU General Council / Board of Directors approves a 5.2% cost of living increase of the UTGSU fee for FY2023 to $68.01 ($64.65 + 3.36 = $68.01); and BIFRT that this fee be collected in two equal sessional amounts.

**Notice for OPIRG Fees increases**
OPIRG fee has increased by 5.2% cost of living increase for FY2023 to $5.95 ($5.66 +0.29=5.95).
Please note that the CWTP, DLS, UTERN and SBA fees do not increase by cost of living and remain the same.

**Health Insurance Plan:**
BIRT that the UTGSU General Council approve a 14.61% increase to the UTGSU Health Plan fees ($427.52 + UTGSU Admin Fee of $10.00) for a total of $437.52 for FY2023 with addition to the plan; and BIFRT this fee be collected in two equal sessional amounts.

**Dental Insurance Plan:**
BIRT the UTGSU General Council approve an -8.67% decrease to the UTGSU Dental Plan fees ($223.84 + UTGSU Admin Fee of $10.00) for a total of $233.84 for FY2023 with no addition to the plan; and BIFRT this fee be collected in two equal sessional amounts.

BIRT the UTGSU General Council approve the allocation of $184,000 from the UTGSU Health and Dental Administration Fund to offer a subsidy to its members to enhance the mental health plan benefit. BIFRT that the UTGSU General Council approve $211,129.35 from the Greenshield Claims Fluctuating Reserve (CFR) to offer a subsidy to its members to enhance the mental health plan benefit.
MEMBERSHIP ENROLLMENT: SEPTEMBER 1, 2021 - AUGUST 31, 2022

<table>
<thead>
<tr>
<th></th>
<th># Of Students on the Plan</th>
<th># Of Family Enrollments</th>
<th>Leave of Absence Enrollments</th>
<th>12 Month Extended Coverage Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Dental Insurance</td>
<td>17,197</td>
<td>514</td>
<td>33</td>
<td>41</td>
</tr>
</tbody>
</table>

**EXECUTIVE SUMMARY**

The unprecedented global pandemic has had, and continues to have, a direct impact on the UTGSU Health & Dental plan. Although we can surmise the influence COVID-19 had on claims in the previous policy year, it is impossible to accurately predict claims moving forward as we have consistently done in the past given the continued COVID situation. This is due to the inconsistent and erratic claims patterns, variances in regional access, government legislation, comfort with accessing healthcare service, as well as varying levels of (increased) usage. Additionally, a reasonable hypothesis supported by preliminary data demonstrates a deferred claim pattern, which suggests considerable increases in claims and usage upon a return to more normal circumstances.

Health Plan claims for the comparable five-month period have significantly increased by 16.5% in total and +10.75 per capita when compared to the previous September-January period.

Mental health claims continue to be a central driver of claims experience and utilization. When comparing the 5-month (Sept. – Jan.) period in the current year 2021-2022 with the previous comparable 5-month period from 2020-2021, claims of mental health have already significantly increased by +34% in total, surpassing the $500,000 mark. Additionally, per capita claims for mental health have increase by +27% to $29.35 per student within this period.

Dental Plan claims have also increased by +16.8% in total and +11.06% per capita compared to the previous Sept.-Jan. period. COVID has been a factor is slowing the rate of claims, especially given the restrictions and limited access to the practitioners. However, utilization and claim trends have already started to return to pre-COVID levels.

Through meticulous plan management and stewardship in concert with Studentcare, the plans have been managed responsibly and with financial stability allowing the UTGSU to expand services and coverage for members, and growing reserve funds in accordance with the refund accounting model.

The UTGSU is in a strong and stable position with respect to its Health & Dental Plan. This is the outcome of the foresight and judicious planning undertaken by the UTGSU, on Studentcare’s research and advice, that has resulted in increased access and robust Plan reserves that will help to maintain cost sustainability for UTGSU members.

**UNDERWRITING MODEL**

The UTGSU Health and Dental Plan is currently underwritten on a retention/refund accounting basis. This means that the UTGSU retains full responsibility for any shortfalls (deficits) in the plan, and shares in any underwriting surpluses.

Retention/Refund Accounting is simply another method of funding experienced rated benefits that allows the UTGSU to participate in the financial results of the plan. In terms of the risk spectrum, retention accounting is the step between being Fully Insured and Administrative Services Only (ASO).

As discussed, and outlined in current and previous financial reports, the UTGSU Plan has benefited from this model due to engaged and active plan management in concert with Studentcare. Through dedicated time and resource, the health and dental programs have been enhanced in both services and plan benefits.
- Mental Health Practitioners: Claims for this specific benefit are increasing at a substantial pace. Claims for mental health benefits have increased by +23% in 2020-2021 compared to the previous year. In fact, the mental health practitioners accounted for 63% of all paramedical practitioner claims on the Plan. The per capita (per student) claims increased by +17% to $44.07 for the previous 2020-2021 policy year.

- When comparing the 5-month (Sept-Jan) period in the current 2021-2022 plan year with the previous comparable period, claims for mental health have already increased by a substantial +34% in total, surpassing the $500,000 mark. Additionally, per capital claims have increased by +27% to $29.35 per capita (per student) with seven months still left to go.

- Central Nervous System (CNS) stimulants and other ADHD drugs, and Antidepressants are the top two largest prescription classification by amount paid, similar as the last policy year. These two categories, along with Antipsychotics are categorized as mental health-related drugs, which has grown by +37% compared to the previous policy year, and account for 29% of total prescription drug claims on the Plan.

- Due to ongoing COVID-19 pandemic and decreased access to dental clinics and pharmacies, health and dental clinics were significantly impacted by the lockdown, restrictions, and reopening guidelines, therefore claims are artificially low; higher utilization is likely on the mid-term horizon.

- Enrolment in the plan has slightly increased by +4.5% compared to the previous policy year. This could have a positive impact on plan mechanics, as plan enrolment is a notable factor in claim and premium experience, which we will continue to monitor.

**ANNUAL HEALTH AND DENTAL CLAIMS**

![UTGSU Plan Claims: Annual](image)

Notes:

- The UTGSU Health & Dental Plan is projected to pay over $8 Million in total claims for its Plan members.
- Total Health claims are projected to increase by +19.7% compared to the previous policy year.
- Total Dental claims are projected to increase by +9.8% compared to the previous policy year.
- Overall growth and utilization continue for the program, and total claims are projected to increase. **This is primarily due to the increased use of Mental Health Benefits.**
**Total Health Claims (September – August)**

**UTGSU Total Health Claims**
- Total Annual Claims

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Annual Claims</th>
<th>Sept.-Jan. Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>$3,602,344</td>
<td>$1,448,404.66</td>
</tr>
<tr>
<td>2018-2019</td>
<td>$4,041,296</td>
<td>$1,542,092.03</td>
</tr>
<tr>
<td>2019-2020</td>
<td>$4,273,164</td>
<td>$1,921,994.15</td>
</tr>
<tr>
<td>2020-2021</td>
<td>$4,680,496</td>
<td>$1,995,119.99</td>
</tr>
<tr>
<td>2021-2022 (Projected)</td>
<td>$5,603,526</td>
<td></td>
</tr>
</tbody>
</table>

**Per Capita Health Claims (September – August)**

**UTGSU Per Capita Health Claims**
- Annual Per Capita
- Sept. - Jan. Per Capita

<table>
<thead>
<tr>
<th>Year</th>
<th>Annual Per Capita</th>
<th>Sept.-Jan. Per Capita</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>$236.12</td>
<td>$93.05</td>
</tr>
<tr>
<td>2018-2019</td>
<td>$261.29</td>
<td>$98.04</td>
</tr>
<tr>
<td>2019-2020</td>
<td>$265.51</td>
<td>$116.90</td>
</tr>
<tr>
<td>2020-2021</td>
<td>$285.44</td>
<td>$119.56</td>
</tr>
<tr>
<td>2021-2022 (Projected)</td>
<td>$323.46</td>
<td>$132.42</td>
</tr>
</tbody>
</table>
**Dental Plan Claims (September – August)**

**UTGSU Total Dental Claims**
- Total Annual Claims

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Claims</th>
<th>Annual Claims</th>
<th>Sept. - Jan. Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>$2,656,704</td>
<td>$1,118,611,93</td>
<td>$1,538,092,71</td>
</tr>
<tr>
<td>2018-2019</td>
<td>$2,859,715</td>
<td>$1,203,674,37</td>
<td>$1,656,041,38</td>
</tr>
<tr>
<td>2019-2020</td>
<td>$2,325,278</td>
<td>$1,282,180,39</td>
<td>$1,043,097,89</td>
</tr>
<tr>
<td>2020-2021</td>
<td>$2,710,768</td>
<td>$1,135,360,10</td>
<td>$1,575,408,68</td>
</tr>
<tr>
<td>2021-2022 (Projected)</td>
<td>$2,977,106</td>
<td>$1,326,529,83</td>
<td>$1,650,576,27</td>
</tr>
</tbody>
</table>

**Per Capita Dental Claims (September – August)**

**UTGSU Per Capita Dental Claims**
- Annual Per Capita
- Sept. - Jan. Per Capita

<table>
<thead>
<tr>
<th>Year</th>
<th>Annual Per Capita</th>
<th>Sept. - Jan. Per Capita</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018</td>
<td>$174.89</td>
<td>$72.14</td>
</tr>
<tr>
<td>2018-2019</td>
<td>$185.00</td>
<td>$76.57</td>
</tr>
<tr>
<td>2019-2020</td>
<td>$144.70</td>
<td>$78.09</td>
</tr>
<tr>
<td>2020-2021</td>
<td>$165.53</td>
<td>$68.15</td>
</tr>
<tr>
<td>2021-2022 (Projected)</td>
<td>$172.15</td>
<td>$75.69</td>
</tr>
</tbody>
</table>
**Mental Health Analysis - Coverage**

As the UTGSU considers and evaluates potential changes to its Mental Health benefits, there are a few data points and details that are important to consider.

Currently, the UTGSU Health Plan covers 100% per visit, up to an annual maximum of $500. Eligible mental health practitioners include psychologists, clinical counsellors, Master of Social Work (MSW) and licensed psychotherapists. UTGSU provides generous mental health benefits compared to their major peer Ontario graduate associations; with no co-pay required to access the benefit and good annual maximum. In addition, students have access Empower Me SAP (Student Assistance Program) to access actual counselling support. More promotion of the service is required and integration with on-campus services is critical to having an impact on trends and utilization.

It is also very important to note that demographics play a central role in trends and utilization for group plans. Collective age, location, group utilization patterns, plan design, and plan structure are all elements that impact claims experience and therefore cost. The UTGSU already provides some of the highest coverage for mental health benefits within graduate student plans; see Fig.1 & Fig 2.

*Fig. 1*

<table>
<thead>
<tr>
<th>Association</th>
<th>Per visit</th>
<th>Annual maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTGSU</td>
<td>100%</td>
<td>$500</td>
</tr>
<tr>
<td>Queen’s - SGPS</td>
<td>100%</td>
<td>$500</td>
</tr>
<tr>
<td>Western - SOGS</td>
<td>80%</td>
<td>$500</td>
</tr>
<tr>
<td>York - GSA</td>
<td>80%</td>
<td>$400</td>
</tr>
<tr>
<td>Laurier - GSA</td>
<td>60%</td>
<td>$400</td>
</tr>
<tr>
<td>McMaster GSA</td>
<td>$100</td>
<td>$400</td>
</tr>
<tr>
<td>Carleton GSA</td>
<td>$20</td>
<td>$300</td>
</tr>
</tbody>
</table>

*Fig. 2*
In 2020-2021, mental health practitioner claims alone constitute 63% of all paramedical practitioner claims on the UTGSU Plan. In fact, mental health practitioner claims increased by +23% compared to the previous policy year (2019-2020); see Fig. 3 & 4. The UTGSU is not alone in this trend, as Ontario graduate associations as a cohort have seen an +71% increase as compared to the previous year.

Fig. 3

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Health Practitioners</td>
<td>$193,299.40</td>
<td>$261,020.52</td>
<td>$430,903.56</td>
<td>$604,660.29</td>
<td>$742,957.43</td>
</tr>
<tr>
<td>% Change</td>
<td>-</td>
<td>+35.0%</td>
<td>+65.1%</td>
<td>+40.3%</td>
<td>+22.9%</td>
</tr>
<tr>
<td>UTGSU Plan Enrolment</td>
<td>14,403</td>
<td>15,257</td>
<td>15,469</td>
<td>16,093</td>
<td>16,881</td>
</tr>
<tr>
<td>Per Capita - MH Practitioners</td>
<td>$13.42</td>
<td>$17.11</td>
<td>$27.86</td>
<td>$37.57</td>
<td>$44.01</td>
</tr>
<tr>
<td>% Change</td>
<td>-</td>
<td>+27.5%</td>
<td>+62.8%</td>
<td>+34.9%</td>
<td>+17.1%</td>
</tr>
</tbody>
</table>

Fig. 4

---

In 2020/21, the UTGSU spent +78% more in per capita mental health claims when compared to peer graduate associations in Ontario.
## UTGSU Health Claims Breakdown – September to January

<table>
<thead>
<tr>
<th></th>
<th>September 1, 2021 to January 31, 2022</th>
<th>% of Total</th>
<th>September 1, 2020 to January 31, 2021</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount Paid ($)</td>
<td></td>
<td>Amount Paid ($)</td>
<td></td>
</tr>
<tr>
<td>Prescription Drugs</td>
<td>$1,309,952.99</td>
<td>56.34%</td>
<td>$1,205,421.81</td>
<td>60.42%</td>
</tr>
<tr>
<td>Medical Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aids for Daily Living</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$131.00</td>
<td>0.01%</td>
</tr>
<tr>
<td>Braces</td>
<td>$3,945.65</td>
<td>0.17%</td>
<td>$4,282.03</td>
<td>0.21%</td>
</tr>
<tr>
<td>Contraceptive Devices</td>
<td>$519.50</td>
<td>0.02%</td>
<td>$423.93</td>
<td>0.02%</td>
</tr>
<tr>
<td>Diabetic</td>
<td>$48,484.06</td>
<td>2.13%</td>
<td>$31,336.89</td>
<td>1.57%</td>
</tr>
<tr>
<td>Footwear</td>
<td>$41,800.00</td>
<td>1.80%</td>
<td>$35,707.50</td>
<td>1.79%</td>
</tr>
<tr>
<td>Incontinence / Ostomy</td>
<td>$1,730.83</td>
<td>0.07%</td>
<td>$1,784.98</td>
<td>0.09%</td>
</tr>
<tr>
<td>Medical Services / Eye Exams</td>
<td>$87,266.07</td>
<td>3.75%</td>
<td>$62,617.88</td>
<td>3.14%</td>
</tr>
<tr>
<td>Mobility Aids</td>
<td>$99.99</td>
<td>0.00%</td>
<td>$3,287.25</td>
<td>0.16%</td>
</tr>
<tr>
<td>Other Medical Items</td>
<td>$500.00</td>
<td>0.02%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Respiratory/Cardiology</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$1,301.60</td>
<td>0.07%</td>
</tr>
<tr>
<td>Vascular Compression</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$1,968.09</td>
<td>0.10%</td>
</tr>
<tr>
<td>Other (Diagnostic and Lab test)</td>
<td>$4,782.32</td>
<td>0.21%</td>
<td>$3,325.66</td>
<td>0.17%</td>
</tr>
<tr>
<td>Gender Affirmation</td>
<td>$1,017.00</td>
<td>0.04%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>$191,145.42</td>
<td>8.22%</td>
<td>$146,166.81</td>
<td>7.33%</td>
</tr>
<tr>
<td>Medical Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$585.00</td>
<td>0.03%</td>
<td>$835.00</td>
<td>0.04%</td>
</tr>
<tr>
<td>Paramedical Practitioners</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acupuncturist</td>
<td>$9,622.00</td>
<td>0.41%</td>
<td>$10,932.00</td>
<td>0.55%</td>
</tr>
<tr>
<td>Athletic Therapist</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Chiropractor</td>
<td>$28,204.75</td>
<td>1.21%</td>
<td>$24,789.00</td>
<td>1.24%</td>
</tr>
<tr>
<td>Dental Accident (EHS)</td>
<td>$3,480.00</td>
<td>0.15%</td>
<td>$841.00</td>
<td>0.04%</td>
</tr>
<tr>
<td>Dietitian</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Foot Care Professionals</td>
<td>$11,042.00</td>
<td>0.47%</td>
<td>$7,615.50</td>
<td>0.38%</td>
</tr>
<tr>
<td>Massage</td>
<td>$38,050.90</td>
<td>1.64%</td>
<td>$33,136.89</td>
<td>1.57%</td>
</tr>
<tr>
<td>Naturopath</td>
<td>$2,500.00</td>
<td>0.11%</td>
<td>$2,963.40</td>
<td>0.15%</td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td>$630.00</td>
<td>0.03%</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Physiotherapist</td>
<td>$73,387.85</td>
<td>3.16%</td>
<td>$67,516.00</td>
<td>3.38%</td>
</tr>
<tr>
<td>Mental Health</td>
<td>$515,277.73</td>
<td>22.18%</td>
<td>$385,824.33</td>
<td>19.34%</td>
</tr>
<tr>
<td>Speech Therapist</td>
<td>$21,176.71</td>
<td>0.91%</td>
<td>$13,268.63</td>
<td>0.66%</td>
</tr>
<tr>
<td></td>
<td>$703,371.94</td>
<td>30.25%</td>
<td>$546,877.58</td>
<td>27.41%</td>
</tr>
<tr>
<td>Vision Care</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$119,988.68</td>
<td>5.16%</td>
<td>$95,818.79</td>
<td>4.80%</td>
</tr>
<tr>
<td>Total Claims</td>
<td>$2,325,044.03</td>
<td>100.00%</td>
<td>$1,995,119.99</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

## Inflation Trend

Claims generally tend to increase over time, leading to increases in Plan premiums. Various factors contribute to this inflation trend, including the following:

- Increases in the cost of health services (e.g., annual increase in dental fees)
- Introduction of new services (e.g., new or previously unavailable medications)
- Benefit changes to the Plan
- Changing usage patterns (e.g., increase in consumption of anti-depressants)
- Fluctuating enrolment
The inflation trend is used to calculate projected claims, which determine a significant portion of the Plan premium. While the typical inflation trend for an employee benefit plan is in the double-digits, the demographics and usage patterns of a student health and dental plan enable the use of a much lower inflation trend. Green Shield, the Plan insurer, uses customized inflation trend assumptions.

**DETERMINING THE PLAN COST**

Our projected renewal rate for the upcoming policy year is based on an analysis of the Plan’s claims experience: we project forward the current year’s claims, adjust for inflation, add the insurer expenses, provider fee and the Plan’s fixed costs.

![Renewal Rate - Plan Cost Formula](image)

**SUMMARY OF RENEWAL ACTION:**

**FEE ANALYSIS RENEWAL:**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Plan Cost with Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance</td>
<td>$419.00</td>
</tr>
<tr>
<td>Dental Insurance</td>
<td>$223.84</td>
</tr>
<tr>
<td>Accidental Death &amp; Dismemberment ($5,000 Loss of Life)</td>
<td>No Change</td>
</tr>
<tr>
<td>Travel Enhanced Plan (120 Days+)</td>
<td>No Change</td>
</tr>
<tr>
<td>SAP-Empower Me</td>
<td>No Change</td>
</tr>
<tr>
<td>Benefit Change-Increase Mental Health Max to $750</td>
<td>$31.32</td>
</tr>
<tr>
<td><strong>Health &amp; Dental Insurance for 2022-2023</strong></td>
<td><strong>$674.16</strong></td>
</tr>
<tr>
<td><strong>Percentage Change</strong></td>
<td><strong>9.29%</strong></td>
</tr>
</tbody>
</table>

**PLAN FEE OPTION A**

<table>
<thead>
<tr>
<th>Projected Plan Premium</th>
<th>Health</th>
<th>Dental</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Plan Premium 2022/2023</td>
<td>$450.32</td>
<td>$223.84</td>
<td>$674.16</td>
</tr>
<tr>
<td>UTGSU Administration Fee 2022/2023</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Projected Plan Fee 2022/2023</td>
<td>$460.32</td>
<td>$233.84</td>
<td>$694.16</td>
</tr>
</tbody>
</table>
PLAN FEE OPTION B – WITH UTGSU SUBSIDY

<table>
<thead>
<tr>
<th>Projected Plan Premium</th>
<th>Health</th>
<th>Dental</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Plan Premium 2022/2023 – With Subsidy</td>
<td>$427.52</td>
<td>$223.84</td>
<td>$651.36</td>
</tr>
<tr>
<td>UTGSU Administration Fee 2022/2023</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Projected Plan Fee 2022/2023 With Subsidy</td>
<td>$437.52</td>
<td>$233.84</td>
<td>$671.36</td>
</tr>
<tr>
<td>Current Plan Fees 2021-2022</td>
<td>$381.74</td>
<td>$255.10</td>
<td>$636.84</td>
</tr>
<tr>
<td>Dollar Change ($)</td>
<td>$55.78</td>
<td>($21.26)</td>
<td>$34.52</td>
</tr>
<tr>
<td>Percentage Change (%)</td>
<td>14.61%</td>
<td>-8.33%</td>
<td>5.42%</td>
</tr>
</tbody>
</table>

RESERVE FUND SENSITIVITY ANALYSIS FOR OPTION B

<table>
<thead>
<tr>
<th>Target Rate Increase (Decrease)</th>
<th>Health</th>
<th>Dental</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>-8.67%</td>
<td></td>
<td>5.60%</td>
</tr>
<tr>
<td>Projected Plan Premium (Cost) with Target Rate Increase</td>
<td>$427.52</td>
<td>$233.84</td>
<td>$651.36</td>
</tr>
<tr>
<td>Estimated Amount Contributed to (Required from) Reserve Fund</td>
<td>($22.81)</td>
<td>$0.00</td>
<td>($22.81)</td>
</tr>
<tr>
<td>Projected Total Reserve Fund (Subsidy)</td>
<td>($395,129.35)</td>
<td>-8.33%</td>
<td>($395,129.35)</td>
</tr>
</tbody>
</table>

Council can approve overall premium increases up to the inflation in the Health and Dental Insurance Industry (10-15%). The quote is in line with this.

Health Insurance Plan:
BIRT that the UTGSU General Council approve a 15% increase to the UTGSU Health Plan fees ($427.52 + UTGSU Admin Fee of $10.00) for a total of $437.52 for FY2023 with addition to the plan; and BIFRT this fee be collected in two equal sessional amounts.

Dental Insurance Plan:
BIRT the UTGSU General Council approve an -8.67% decrease to the UTGSU Dental Plan fees ($223.84 + UTGSU Admin Fee of $10.00) for a total of $233.84 for FY2023 with no addition to the plan; and BIFRT this fee be collected in two equal sessional amounts.

ESTIMATED RESERVES

Through careful Plan management and adjustment of premiums, the UTGSU has been able to grow its Plan reserves. The primary purpose of reserve funds is to protect against short to medium term volatility in claims activity and, therefore, premium unpredictability. It is also a crucial and required variable in the financial mechanics of a refund accounting underwriting model. Additionally, the restricted reserve accounts may also provide the UTGSU with some flexibility to enhance and improve the program and services in various capacities.

BIRT the UTGSU General Council approve the allocation of $184,000 from the UTGSU Health and Dental Administration Fund to offer a subsidy to its members to enhance the mental health plan benefit. BIFRT that the UTGSU General Council approve $211,129.35 from the Greenshield Claims Fluctuating Reserve (CFR) to offer a subsidy to its members to enhance the mental health plan benefit.

If you have any questions, please do not hesitate to contact me.

Shain Abdulla, Health Plan Administrator
healthadmin@utgsu.ca
BOARD OF APPEAL REPORT
University of Toronto Graduate Students’ Union

RE: Appeal for Lynne Alexandrova
2021-22 UTGSU Board of Appeal

REFERENCE No.: (202201)

Decided: February 13, 2022
Chair: Ian Hutson
Vice-chair: Anne-Katherine Dionne
Panelists: Amy Conwell (Division 1)
Tabatha Whitney (Division 2)
Motasem Suleiman (Division 3)
George Guirguis (Division 4)
Akil Ismael (Secretary)

Introduction

Lynne Alexandrova (Appellant) provided a written intent to appeal by email to the Chair of the Board of Appeal on January 17, 2022.

A Board of Appeal for Lynne Alexandrova met on February 13, 2022.

The Board rendered its decision on the same date.

BoA Selection Process

Pursuant to Article 15 in UTGSU’s By-Laws, each Board of Appeal must comprise a Chair, a Vice-chair, and four Panelists, each representing one of the four UTGSU divisions. Article 15 also requires that a Secretary be appointed to take minutes of the BoA’s meetings.

The selection of BoA panelists is initiated through the Office of Vice-Provost, Students (OVPS). Panelists and Secretary are selected, at random, from each of its four UTGSU divisions. See attached Appendix A for an overview of the process between the Board and OVPS for selecting panelists.

The Chair selected the first prospective volunteers who responded to serve on the appeal.

At issue

The Appellant submitted a notice of intent to appeal on January 17, 2022. In it, the Appellant raised a number of issues and sub-issues that she wished the Board of Appeal to consider. For ease of reference, the Board of Appeal summarizes the Appellant’s concerns as:
1. The Executive Committee failed to follow a December 6, 2021 recommendation to convert the Annual General Meeting to a Town Hall and to convene an Annual General Meeting (AGM) soon thereafter;
2. The Executive Committee and the Executive Director failed to follow a recommendation, made on December 9, 2022 and January 10, 2022, respectively, to schedule a Special General Meeting or to prepare a clarifying ASAP Executive Statement;
3. The Executive Motion presented at the AGM referenced matters that appear to have been decided at some point prior to the AGM and were not properly or fully reviewed during the presentation of the Motion at the AGM.

Applicable Bylaws and Policy

The jurisdiction of the Board of Appeal is established in Articles 15.1.1 and 15.1.2 of the University of Toronto Graduate Students’ Union (UTSGU) By-Laws. These Articles read:

15.1.1 The Board of Appeal, hereafter referred to as the Board, shall be the body that will rule on final appeals regarding elections, referenda, decision-making processes defined in the bylaw and policies, issues of conflict of interest and penalty, and concerns regarding the operations of any UTGSU body.

15.1.3 The Board is the final level of appeal within the Union. All other manner of appeals must be exhausted prior to an appeal being heard by the Board.

Analysis

The authority of the Board of Appeal is limited by the UTSGU By-Laws and the accompanying By-Laws Policy document. The matters raised by the Appellant are clearly not related to elections, referenda, or conflict of interest and penalty. The Appellant did not identify whether she was appealing matters related to “decision-making processes defined in the bylaw and policies” or whether the appeal fell under the umbrella of “concerns regarding the operations of any UTGSU body”.

With respect to the first two matters, the Appellant indicates that she takes issue with the Executive Committee’s failure to follow recommendations. It is not known who made the recommendations, to whom, and in what context.

The Appellant failed to provide any details or context in which the recommendations in question were made, nor did she provide any details or context surrounding any decision to not act on the recommendation. She has not suggested any impropriety in the decision-making process. The Appellant did not provide any authority that anyone had an obligation to act on the recommendations in question or that the failure to act so was in any way improper or contrary to the UTGSU governance documents, other than the Appellant’s disagreement with this course of
The Board of Appeal is of the view that the Appellant has not established that this matter falls within the parameters of an appeal of “decision-making processes” or a “concern regarding the operation of any UTGSU body”.

With respect to the matter relating to the content of the Executive Motion brought before the Annual General Meeting, the Appellant appears to take issue with content related to matters that appear to have been the subject of decisions made at some point prior to the AGM. It appears that the Appellant is asking the Board to rule on these decisions and the appropriateness of their inclusion in the Executive Committee Motion. The Board of Appeal was not provided with any information about the decisions surrounding the content that the Appellant alleges was inappropriately included in the Motion. Without identifying the decision-maker, the decisions, the context in which the decisions were made, and setting out how those decisions were contrary to the UTGSU’s governance documents, the Board of Appeal is unable to understand how the matter raised by the Appellant falls within the parameters of “the decision-making processes” or a “concern regarding the operation of any UTGSU body”.

The Board of Appeal is a volunteer body charged with determining appeals that fall within the parameters set out in Article 15. The Appellant’s notice of intent suggests that she generally disagrees with General Council-related matters. However, the Appellant has failed to clearly identify any issue that falls within the Board of Appeal’s legislated jurisdiction. For this reason, the Board of Appeal has declined to consider the Appellant’s appeal brought on January 17, 2022.

**Decision**

The BoA voted unanimously in favour on the following resolution:

“Be it resolved that the appeal submitted by Lynne Alexandrova dated January 17, 2022 does not constitute an appeal as established by UTGSU Bylaw 15.1.1 and as such cannot be considered by the Board of Appeal.”
BOARD OF APPEAL REPORT
University of Toronto Graduate Students’ Union

RE: Appeal for Adam Hill | 2021-22 UTGSU Board of Appeal

REFERENCE No.: (202110)

Decided: February 3, 2022
Chair: Ian Hutson
Vice-chair: Anne-Katherine Dionne
Panelists: Jennifer Franks (Division 1)
Shekinah Emma-Adamah (Division 2)
Danya Lette (Division 3)
Emma-Adamah (Division 2)
Emily Cordeaux (Division 4)
Habib Hassoun (Secretary - November 20, 2021)
Amy Jane Lunov (Secretary - February 3, 2022)

Introduction

At the UTGSU General Council/Board of Directors meeting dated October 26, 2021, the Chair of the General Council ruled that UTGSU Policy G4: Standing Committees excludes UTGSU general members from serving on the Policy and Operations Committee as School of Graduate Studies divisional representatives with voting rights. This ruling was upheld by a majority vote of the General Council when challenged by Adam Hill, the Appellant.

The Appellant subsequently notified the Chair of the Board of Appeal (BoA), by written notification via email, of his intent to appeal this ruling. The Appellant’s notification of intent to appeal was sent to the Chair of the BoA on the evening of October 26, 2021. The Chair of BoA confirmed receipt of notification with the Appellant on October 27, 2021.

A Board of Appeal for Adam Hill (202110) was constituted as per Article 15 - Board of Appeal and according to all the applicable other UTGSU Bylaws and Policies referencing the Board of Appeal.
The Board of Appeal for Adam Hill (202110) met twice.

The first meeting of the BoA took place on November 20, 2021. By majority vote, the Board directed the Chair of the BoA to request additional written testimony from the UTGSU Executive Director as well as the Chair of the General Council along with the official Minutes of the Oct 26, 2021 UTGSU General Council/Board of Directors meeting.

The second meeting of the BoA took place on February 3, 2022.

On that date, by unanimous vote, the BoA determined that the October 26, 2021 ruling of the Chair of the General Council interpreting UTGSU Policy G4: Standing Committees to exclude general members from serving on the Policy and Operations Committee should be overturned. The BoA also made specific recommendations respecting the wording of Policy G4 to be included in the BoA’s report to the General Council.

**BoA Selection Process**

Pursuant to Article 15 in UTGSU By-Laws, each Board of Appeal must comprise a Chair, a Vice-chair, and four Panelists, each representing one of the four UTGSU divisions. Article 15 also requires that a Secretary be appointed to take minutes of the BoA’s meetings.

The selection of BoA Panelists is initiated through the Office of Vice-Provost, Students (OVPS). The Panelists and Secretary are selected, at random, from each of its four UTGSU divisions. See attached Appendix A for an overview of the joint process between the Board and OVPS for selecting Panelists. As the first request for volunteer Panelists did not identify someone from division 2 participating as a Panelist, the Chair of the BoA requested the OVPS to randomly generate another list for that division.

The other divisions had multiple volunteers willing to participate as a Panelist for the appeal. The Chair selected the first prospective volunteers who responded to serve on the appeal.

The BoA Panelists for the appeal of Adam Hill were officially invited to form a BoA by email from the Chair of the BoA on November 10, 2022.
At issue

At issue: UTGSU Policy G4: Standing Committees contains conflicting and ambiguous language governing membership in the UTGSU Policy and Operations Committee. Policy G4.1: Overarching Mandate broadly governs membership in all UTGSU Standing Committees. It states that with specified exceptions, “...all standing committees of Council are open to any member of the Union” [emphasis added]. The Policy and Operations Committee is not one of the enumerated exceptions. Policy G4.2.2.3.1 states that one member of the Policy and Operations Committee must be elected by the General Council from each of the four School of Graduate Studies Divisions. It is unclear whether “member” refers to the Division Representatives elected as members of the General Council or whether the word “member” in the Policy means general members of the UTGSU.

Applicable Policy

UTGSU Policy G4.1: Overarching Mandate states [emphasis added]:

G4.1.1 With the exception of the Executive Committee and the Finance Committee, all standing committees of Council are open to any member of the Union.

G4.1.2 Standing committees are to serve as the working bodies of the Union to aid Council in its deliberations, recommending and creating materials related to the issues contained in committees’ terms of reference.

G4.1.3 Meetings of committees must occur at least once per calendar month, and committees should attempt to meet at least twice per month (including meetings that fail to reach quorum).

UTGSU Policy G4.2: Policy and Operations Committee states (emphasis added):

G4.2.1 The Policy and Operations Committee shall coordinate policy drafting, implementation, and revision mandated by the Union, especially those mandated in the Committee’s Legislative Programme.
G4.2.1.1 This Committee shall also be empowered to make recommendations to Council on these matters.

G4.2.2 The Committee's base membership shall consist of

G4.2.2.1 The Internal Commissioner who shall act as Chairperson of the committee (non-voting; will only vote to break tie votes as per Rules of Order);

G4.2.2.2 One (1) other member of the Executive Committee appointed by General Council as Vice-Chairperson (voting); and

G4.2.2.3 Four (4) Members, elected by General Council, who are not members of the Executive.

G4.2.2.3.1 One (1) member elected by the General Council / Board of Directors from each of the four (4) School of Graduate Studies Divisions (humanities, social sciences, physical sciences, and life sciences);

G4.2.2.4 The above members shall be confirmed by General Council at its first meeting following the beginning of a session of Council.

G4.2.2.5 Vacancies shall be filled at the next General Council meeting.

G4.2.3 A quorum of the Committee consists of a majority of voting members: the vice-chair, the four (4) divisional representatives, and the non-voting chair of the meeting.

G4.2.4 No other member of the Union shall have voting rights within this committee.

G4.2.5 If a member ceases to attend 50% or more of the committee meetings within a three (3) month period, notice will be given at the next General Council meeting, and the member will either remain on the committee or their position will be vacated by General Council vote.

G4.2.6 Vacancies shall be filled at the current or next General Council meeting via election.

Analysis
UTGSU Policy G4.2.2 sets out the “base membership of the Policy and Operations Committee”. There are only two provisions of Policy G4.2.2 that potentially grant general members of the Union eligibility for election to the Policy and Operations Committee: G4.2.2.3 and G4.2.2.3.1. They are:

*G4.2.2.3 Four (4) Members, elected by General Council, who are not members of the Executive.*

*G4.2.2.3.1 One (1) member elected by the General Council / Board of Directors from each of the four (4) School of Graduate Studies Divisions (humanities, social sciences, physical sciences, and life sciences).*

Ambiguity as to the membership of the Policy and Operations Committee is created, in part, due to the use of an uppercase “M” for the term “Members” in Policy G4.2.2.3 and a lowercase “m” for the term “member” in Policy G4.2.2.3.1. The BoA considered that such ambiguity, along with other conflicting language, is likely due to the various amendments of the UTGSU Policy G4: Standing Committees (adopted March 2013; amended February 2016, September 2017, March 2018, October 2019, February 2020).

The BoA reviewed Policy G4: Standing Committees and considered Policy G4.1, which is styled as “G4.1 Overarching Mandate”. Section G41.1 specifies:

*G4.1.1 With the exception of the Executive Committee and the Finance Committee, all standing committees of Council are open to any member of the Union.*

The BoA is of the view that the Overarching Mandate seeks to encourage full participation and engagement by general members of the Union on the various committees (with the stated exception of the Executive and Finance Committees). Full participation and engagement includes the exercise of a democratic vote except where expressly limited in the Bylaws or Policy documents. The Policy and Standing Committee does not fall within the enumerated exceptions listed in Policy G4.1.1.
Therefore, Policy G4.2.2, which governs the composition of the Policy and Operations Committee must be read to honour the spirit of the Overarching Mandate.

Voting rights for members of the Policy and Operations Committee are established and limited through Policy G4.2.3 and Policy G4.2.4 which state:

**G4.2.3** A quorum of the Committee consists of a majority of voting members: the vice-chair, the four (4) divisional representatives, and the non-voting chair of the meeting.

**G4.2.4** No other member of the Union shall have voting rights within this committee.

Accordingly, if “Members” in Policy G4.2.2.3 is intended to denote “Members of the Corporation” (i.e. general members of the Union) as the Appellant submits, those “Members” would not fall within the categories of voting members defined in Policy G4.2.3 (which includes: the vice-chair, the four (4) divisional representatives). Simply put, the “Members” would be denied voting rights pursuant to the limits on voting rights established in Policy G4.2.4. It is, however, unclear whether the term “Members” does, in fact, refer to general members of the Union or Members of the General Council. An argument may be made that the clause “who are not members of the Executive” limits the term “Members” to individuals who are members of the General Council. This interpretation would also deny general members of the Union a voice on the Policy and Operations Committee pursuant to the limitations set out in Policy G4.2.3 and G4.2.4. Accordingly, on any reading, Policy G4.2.2.3 limits general members of the Union full participation in the Committee’s decision-making process.

Turning to Policy G4.2.2.3.1, if the term “member” is interpreted to mean only the four School of Graduate Studies divisional representatives elected to General Council, general members of the Union are again denied eligibility for membership in and voting rights on the Policy and Operations Committee. Such a restrictive reading of the term “member” in Policy G4.2.2.3.1 runs counter to the democratic nature of the General Council and Overarching Mandate articulated in Policy G4.1.1.

**Decision**
The BoA voted unanimously in favour on the following resolution:

“Be it be resolved that the Board of Appeal overturn the October 26, 2021 decision of the Chair of the General Council, interpreting UTGSU Policy G4 so as to exclude members of the general membership of the UTSGU from membership on the Council's Policy and Operations Committee and to limit membership as set out in Policy G.4.2.2”

The BoA does not accept that excluding general members of the Union from eligibility for full participation in the work of the Policy and Operations Committee under Policy G4.2.2.3.1 is warranted. The General Council adopted the G4.1.1 Overarching Mandate to guide the interpretation of the Standing Committee policy provisions. The Policy and Standing Committee is not one of the articulated exceptions to the Overarching Mandate.

Limiting the Policy and Operations Committee membership eligibility in Policy G4.2.2.3.1 to divisional representatives already elected to the General Council denies general members of the Union membership in and voting rights on the Policy and Operations Committee. Such an interpretation contravenes the spirit of the Overarching Mandate articulated in Policy G4.1.1. The Overarching Mandate of the General Council’s standing committees is intended to promote full participation and engagement of the general membership of the Union on all but two of the General Council’s standing committees. The Policy and Operations Committee is not one of the two exceptions enumerated in Policy G4.1.1.

Accordingly, the BoA has determined that the October 26, 2021 ruling of the Chair of the General Council interpreting Policy G4.2.2.3.1 to being limited to Divisional Representative elected to the General Council and precluding general members of the Union from each of the four School of Graduate Studies Divisions being eligible for election to the Policy and Operations Committee must be overturned.

**Recommendations**

The BoA recommends that the General Council review and amend Policy 4.2.2 to clearly reflect the Overarching Mandate articulated in G4.1.1 and to expressly provide that
general members of the Union are eligible for election to fully participate in the work of the Policy and Operations Committee pursuant to Policy G4.2.2.3.1.
Appendix A

Note to File: Office of the Vice-Provost, Students (OVPS) Role in Facilitating Creation of the University of Toronto Graduate Students’ Union (UTGSU) Board of Appeal

Principles

- The University protects personal information consistent with applicable law and policy.
- The University respects the autonomy of student societies which receive funds under the Policy for Compulsory Non-Academic Incidental Fees.
- The OVPS’ actions, including assisting the UTGSU in creating its Board of Appeal, are carried out in a manner consistent with applicable law and policy.
- The University will only release personal information consistent with applicable law and policy, and if necessary and proper in the discharge of the University’s functions.

Process

- The UTGSU notified the OVPS of its intent to invite a randomly-selected representative from each of its four divisions to serve on the Board of Appeal.
- The UTGSU requested that the OVPS facilitate this process, owing to privacy restrictions concerning the release of student email addresses.
- The OVPS recommended creating four listservs (one for each School of Graduate Studies [SGS] division). At the UTGSU’s request, the listservs for Divisions 1 and 4 would be populated with one hundred (100) randomly-selected students and Divisions 2 and 3 would be populated with sixty (60) randomly-selected students (for a total of three hundred and twenty [320] students).
- The UTGSU could then use these listservs to invite students to serve on its Board of Appeal.

Technical Steps to Achieve Broad Process

- Based on a “transaction code” (a specific code relating to each fee charged in ROSI) assigned to the UTGSU, the OVPS generated a UTGSU membership list from ROSI. This list includes “2nd Org” (secondary organization) information, which can be manually sorted into one of the four divisions of SGS.
- The OVPS received advice (see appendices) from SGS on how to classify the 2nd Org codes into divisions. • The OVPS consulted the SGS Calendar for and updated Appendix 1 accordingly.
- The OVPS sorted the information into four lists by replacing the 2nd Org codes with the appropriate one of the following: “1 - Humanities” (n=1,498), “2 - Social Sciences” (n=8,514), “3 - Physical Sciences” (n=4,740), or “4 - Life Sciences” (n=5,627).
  - Students in the Institute for Management & Innovation at the University of Toronto Mississauga (2nd Org: IMI) were then sorted by program of study as they fell into Divisions 2 or 4.
- Using a random number generator, OVPS selected one hundred (100) students from Division 1 and 4, and sixty students (60) from Division 2 and 3 to populate four (4) separate listservs (one for each
In 2020, OVPS provided training to the UTGSU Board of Appeal Chair on how to operate each listserv.

- This training included instructions that the Board of Appeal Chair should notify individuals that they had been randomly selected and contacted through a listserv system set up by the University that did not disclose their email address.
- The training also included instructions that the Board of Appeal Chair should further notify individuals that if they chose to respond to the Chair’s email message, they consequently consented to their email address being released to the UTGSU.