<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 3</td>
<td>FEUQ special congress</td>
<td>Scholarships/ super scholarships/International students share</td>
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</tr>
<tr>
<td>June 5</td>
<td>Meet Dr. Mendelson</td>
<td>Meet and Greet</td>
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<tr>
<td>June 6</td>
<td>Meet Mariève Isabel</td>
<td>External Affairs Officer transition</td>
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<tr>
<td>June 6</td>
<td>Meet Errol Salamon</td>
<td>External Affairs Officer transition</td>
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<tr>
<td>June 6</td>
<td>Executive meeting</td>
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<tr>
<td>June 13</td>
<td>Meeting Vice Principal (External Relations)</td>
<td>University funding policies</td>
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<tr>
<td>June 14 to</td>
<td>FEUQ congress in Sutton</td>
<td>Financing of Universities/ Governance of universities / accessibility to studies ...</td>
<td>News release</td>
</tr>
<tr>
<td>June 16</td>
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<tr>
<td>June 17</td>
<td>Meeting Vice Principal (External Relations)</td>
<td>International students tuitions, financial aids, ...</td>
<td></td>
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<tr>
<td>June 19</td>
<td>PGSS exec-commissioner meeting</td>
<td>PGSS agenda</td>
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</tr>
<tr>
<td>June 21</td>
<td>Meeting FEUQ</td>
<td>Discussing translations/ planning FEUQ conference in Thomson house in November</td>
<td>Required reservations/ contracts ...</td>
</tr>
<tr>
<td>July 3</td>
<td>Sustainability Coordinator meeting</td>
<td>Sustainability action plan</td>
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<tr>
<td>July 4</td>
<td>Executive meeting</td>
<td>Ubruity governance module</td>
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<tr>
<td>July 5</td>
<td>Executive meeting</td>
<td>Work plan</td>
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<tr>
<td>July 8</td>
<td>SSMU-PGSS executive meeting</td>
<td>Collaborations on projects</td>
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<tr>
<td>July 9</td>
<td>Meeting the Deputy provost</td>
<td>University budget update</td>
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<td>July 11</td>
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<td>Thomson house lease negotiations with university</td>
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<td>July 11</td>
<td>PSAC</td>
<td>Harassment discussions</td>
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<tr>
<td>July 16</td>
<td>Meeting with Conor</td>
<td>Research on University funding</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
<td>Details</td>
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<tr>
<td>July 16</td>
<td>Meeting GSA</td>
<td>Improving relationships and discussing collaboration opportunities</td>
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<tr>
<td>July 25</td>
<td>FEUQ board of directors meeting</td>
<td>Referendum contract</td>
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<tr>
<td>July 25</td>
<td>FEUQ special congress</td>
<td>Research on student right of strike</td>
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<tr>
<td>August 5</td>
<td>Meeting with FEUS president</td>
<td>Discussing various propositions about vote allocations in FEUQ / Discussing the possibility of an online open Q&amp;A system for student associations legal matters co funded by student associations across Quebec</td>
<td>Lobbying for a good vote allocations in FEUQ conference in Chicoutimi / Discussing the Q&amp;A system in executive meeting</td>
</tr>
<tr>
<td>August 8 to August 11</td>
<td>Student union development summit at UBC</td>
<td>Campus media relations / Contracts and other legal issues for student unions / graduate and undergraduate student relations / government relations ….</td>
<td>Discussing the relevant subjects at executive meeting</td>
</tr>
<tr>
<td>August 9</td>
<td>Meeting with CSU</td>
<td>Media relations</td>
<td>Set another meeting with CSU</td>
</tr>
<tr>
<td>August 15</td>
<td>Meeting with CNCS president of FEUQ</td>
<td>Discussing vote allocations in FEUQ/ Discussing work plan of FEUQ conference in Chicoutimi</td>
<td></td>
</tr>
</tbody>
</table>

**Further information**

In summary during the summer I have studied the works of previous external affairs officers and with the help of other executives worked on improving our relationship with other student associations across Quebec and Canada and with the University. There has been a focus on university funding as well as reinvestment in research. Furthermore a special effort has been put on representing international students, the services they get, health care, etcetera. We have also started our research and discussions with other associations on divestment campaign.

As always, if you have any questions or concerns please feel free to email me at external.pgss@mail.mcgill.ca
Activities occurring:

January 10th through February 6th 2013.

June 6th – Executive Meeting
June 11th – Meeting with Dean of Libraries
June 19th – PGSS orientation

July 4th – Ubriety Meeting
June 8th – Meeting with SSMU
June 22nd – Senate Composition Meeting

August 2nd – Executive Meeting
August 9th – Meeting with McGill Writing Center

Announcements and Updates

Library Improvement Fund
Changes to the process are being put together for amendments to the Society Affairs Manual to come to council in September. Ask about it during question period.

Space Elevator
In order to have a less fuel intensive trip to the future Thomson House moon base a Space Elevator should be constructed as a low orbit launch platform (http://en.wikipedia.org/wiki/Space_elevator). In order for the tower to remain stable in geosynchronous orbit it must be built on the equator. McGill’s Barbados campus is the closest to the equator at 13.1° North and would be the best place to set up a research center for feasibility studies.

Senate Composition
I am currently on the committee tasked with reviewing the current University Statutes that lay out the composition of McGill Senate. One component of that is coordinating consultation with the community, including PGSS, MACES, and SSMU. Send me any ideas, or your contact information if you would like to help set up these consultations with students.

McGill Writing Center
The fee referendum which would have provided valuable funding did not pass last spring so I have been working with the MWC to prioritize programming and seek gap sources in the short term. Ask about it during question period.

Adam Bouchard
Academic Affairs Officer.
aademic.pgss@mail.mcgill.ca
# Meetings and Representation

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 28</td>
<td>Grants committee meeting</td>
<td>Allocation of funding for the June grants funding period</td>
<td>Answer any queries</td>
</tr>
<tr>
<td>July 5</td>
<td>Executive meeting</td>
<td>Executive work plan</td>
<td></td>
</tr>
<tr>
<td>July 9</td>
<td>Student leaders with Michael DiGrappa and DPSLL</td>
<td>University budget update meeting</td>
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<tr>
<td>July 9</td>
<td>MSO and Jacinthe</td>
<td>Committee branding</td>
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<tr>
<td>July 11</td>
<td>PSAC</td>
<td>Guest attendance (harassment discussion amongst others)</td>
<td>August 1 meeting</td>
</tr>
<tr>
<td>July 16</td>
<td>Board of Directors</td>
<td>CFS, sustainability projects, Society Affairs Position</td>
<td>July 23 meeting</td>
</tr>
<tr>
<td>July 23</td>
<td>Board of Directors</td>
<td>CFS, Society Affairs Position, sustainability projects</td>
<td></td>
</tr>
<tr>
<td>July 25</td>
<td>Richard Branson on the Moon</td>
<td>Moon Vision 2030 funding</td>
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<tr>
<td>August 1</td>
<td>PSAC</td>
<td>Harassment policy update</td>
<td>Council</td>
</tr>
<tr>
<td>August 2</td>
<td>Executive meeting</td>
<td>Society Coordinator Position</td>
<td></td>
</tr>
<tr>
<td>August 2</td>
<td>Grants committee meeting</td>
<td>Allocation of funding for the August grants funding period</td>
<td></td>
</tr>
<tr>
<td>August 5</td>
<td>Sustainability Coordinator meeting</td>
<td>Budget for SAP</td>
<td></td>
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<tr>
<td>August 5</td>
<td>Operations and MSO</td>
<td>Daycare and Society Coordinator Position</td>
<td></td>
</tr>
<tr>
<td>August 6</td>
<td>Meeting with MSO</td>
<td>Sustainability initiatives meeting</td>
<td></td>
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<tr>
<td>August 7</td>
<td>Meeting with Brooke</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 13</td>
<td>Danielle Meadows</td>
<td>Hiring committee for SAC</td>
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</tbody>
</table>

Further information
A focus this summer was choosing how to proceed with the CFS case. We have chosen new representation as well as narrowing the scope of the case and are moving forward with renewed confidence. Our daycare application reviewed by the Government and has been sent to us asking for additional information. We have subsequently resubmitted and expect to hear more in near future. Finally we have ongoing discussions with the University regarding the lease of Thomson House.

As always, if you have any questions or concerns please feel free to email me at finance.pgss@mail.mcgill.ca
Report of the Internal Affairs Officer to August Council 2013

Meetings since the last council report:

- June 17: Meeting with Olivier Marcil
- June 17: IAC meeting
- July 5: Exec Meeting
- July 8: Meeting with SSMU-exec
- July 12: Lease negociation
- July 16: BOD meeting
- July 16: Meeting with Adriana Rachubinski (Welcome Centre)
- July 16: Meeting with Concordia GSA executive
- July 17: Planning meeting: Sports Day
- July 18: Meeting with Bangladeshi students
- July 23: BOD meeting
- August 2: Exec Meeting
- August 14: Meeting with Jacinthe

Bangladeshi Graduate Student Association

The Sec-Gen and I have been meeting with a group of Bangladeshi PGSS members who want to start an association. Apart from giving information on how to start such an association, we already have co-organized an event. On August 5 there was an Iftar (the breaking of the fast at sunset in Ramadan) in the form of a potluck. The event was well attended (around 50 people according to the co-organizer) and gave the to be founded organization some space for self-promotion and awareness.

If any of the Councillors are interested in joining the Bangladeshi Graduate Student Association or know of people who might be, please do not hesitate to contact me.

Help needed from Councillors

Dear Councillors I have two projects for which I could use your help. Firstly, we would need volunteers for our upcoming orientation on September 3rd. We would need volunteers to welcome new students, help the environment committee to distribute agendas, and answer general questions. We would specifically like to extend this invitation to individuals who speak another (other) language(s) in addition to English.

Secondly, I am planning to have a speaker panel for new graduate students on what mistakes to avoid and how to succeed in graduate school (I know, so original!). For this I would need two graduate
students (preferably from humanities and social science) who are currently writing their thesis, are waiting to defend, or just defended.

If you or one of your constituents is interested in please send me an email at internal.pgss@mail.mcgill.ca.
Dear Council members,

I hope that everyone had a relaxing and enjoyable summer. I’m excited to get started on a new set of projects for 2013-2014. If anyone has any recommendations, comments or questions about my proposed projects please feel free to bring these up during Question Period.

**Meetings and Representation**

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</tr>
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<tbody>
<tr>
<td>June 28, 2013</td>
<td>Grant’s meeting</td>
<td>We decided on the June grants.</td>
<td>August 2nd</td>
</tr>
<tr>
<td>July 3, 2013</td>
<td>QI Meeting</td>
<td>Update on McGill QI Project. Discussion on the role of PGSS and ways to get involved in the coming year.</td>
<td>September 2013</td>
</tr>
<tr>
<td>July 5, 2013</td>
<td>ASEQ and Health Commissioner</td>
<td>Meeting with ASEQ to discuss plan usage statistics</td>
<td></td>
</tr>
<tr>
<td>July 5, 2013</td>
<td>Exec Meeting</td>
<td>Regular business and discussion of 2013-2014 work plan</td>
<td>Monthly</td>
</tr>
<tr>
<td>July 8, 2013</td>
<td>Meeting with SSMU and Clara from “Students in Mind”</td>
<td>Meeting to discuss mental health objectives for the year.</td>
<td></td>
</tr>
<tr>
<td>July 8, 2013</td>
<td>“Students in Mind” organizing meeting</td>
<td>Meeting of the organizing committee of a student run mental health conference “Students in Mind”</td>
<td></td>
</tr>
<tr>
<td>July 9, 2013</td>
<td>Budget update meeting</td>
<td>Student leaders with DP SLL and VP Finance – update on McGill budget</td>
<td></td>
</tr>
<tr>
<td>July 9, 2013</td>
<td>Student life coordinator</td>
<td>Discussion on work plan, orientation and commissioner branding.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>July 24, 2013</td>
<td>Phone call to Secretary General</td>
<td>Phone call about Health and Dental Insurance Plan to Sec Gen from Modena, Italy.</td>
<td></td>
</tr>
<tr>
<td>August 2, 2013</td>
<td>Exec Meeting</td>
<td></td>
<td>Monthly</td>
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<tr>
<td>August 5, 2013</td>
<td>Meeting with Operations Manager and FAQ</td>
<td>Discussion of Family Care application and Society Affairs Manager position</td>
<td>August 20</td>
</tr>
<tr>
<td>August 5, 2013</td>
<td>Meeting with ASEQ, Lev Buckman</td>
<td>Discussion of ASEQ projects and PGSS HDIP</td>
<td>August 20</td>
</tr>
<tr>
<td>August 6, 2013</td>
<td>Meeting with FAO</td>
<td>Discussion of Sustainability and projects for the coming year</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>August 13, 2013</td>
<td>Meeting with FAO, and Nikki Meadows</td>
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<tr>
<td>August 19, 2013</td>
<td>Meeting with new DP SLL</td>
<td></td>
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<tr>
<td>August 20, 2013</td>
<td>PGSS Trivia</td>
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<tr>
<td></td>
<td>Fun n’ GAMES! Yay games! 😊</td>
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**Further information**

**Sustainability**: The SAP has been presented to the Board and was reviewed by the Exec. It is being presented at this Council meeting for feedback before approval.

**Health and Dental Plan**: To help our members with usage and understanding of their health and dental insurance there will be info sessions on September 5th and 21st. There will be info sessions and open question periods with our ASEQ broker as well as the International Student Office. These sessions are open to all students and all questions and concerns are welcome.

**Day Care Application**: Our application was reviewed and we were asked for additional information. This additional information has been submitted to the Ministry and the application is under review again.

**“Branding”**: All commissioners have come up with logos for their committees. We hope that this will help our members identify the information that they want and make our committees and commissioners more visible.

**Post Doc Referendum/ Student Services**: The logistics of how to charge post docs is being discussed with the DP SLL. The referendum period is schedule to occur this Fall.

I have attached the Sustainability Action Plan. Please review it as there will be a short presentation after which Council can give feedback. This is your last opportunity for feedback before the Action Plan comes for final approval.

As always, if you have any questions or concerns please feel free to email me at membership.pgss@mail.mcgill.ca
This summer, the executive committee reached out to other student groups and worked with the university to finalize outstanding agreements and negotiate a renewed lease on Thomson House.

### Representation

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<tr>
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<th>Meeting</th>
<th>Activity/Event/Description</th>
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</thead>
<tbody>
<tr>
<td>6/17</td>
<td>Olivier Marcil, Vice Principal (Communications and External Relations)</td>
<td>Discussed international student fees</td>
<td>Ongoing</td>
</tr>
<tr>
<td>7/8</td>
<td>SSMU executive committee</td>
<td>Discussed plans for coming year</td>
<td>Ongoing</td>
</tr>
<tr>
<td>7/12</td>
<td>Vilma Campbell, Director and Senior Policy Advisor, Office of the Associate Provosts</td>
<td>Discussed renewal of PGSS lease</td>
<td>Ongoing</td>
</tr>
<tr>
<td>7/16</td>
<td>Xénia Reinach, FEUQ</td>
<td>Discussed funding of universities</td>
<td>Ongoing</td>
</tr>
<tr>
<td>7/16</td>
<td>Concordia Graduate Students Association executive committee</td>
<td>Discussed issues affecting international students, coordinating activities for the year, PGSS-GSA relationship</td>
<td>Ongoing</td>
</tr>
<tr>
<td>8/2</td>
<td>Lili de Grandpré, McGill Board of Governors and Katie Larson, SSMU President</td>
<td>Discussed initiatives for the Board of Governors</td>
<td>Ongoing</td>
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### Further information

#### Upcoming events and activities

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<tr>
<th>Recommendations</th>
<th>Action</th>
<th>Follow-up</th>
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The Executive Committee focused on developing a workplan for the year and addressing outstanding policy issues.

### Executive Committee
<table>
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<tr>
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<th>Follow-up</th>
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</thead>
<tbody>
<tr>
<td>7/5</td>
<td>Executive Committee</td>
<td>Discussed workplan, potential upcoming provincial election, research projects on university governance</td>
<td></td>
</tr>
<tr>
<td>8/2</td>
<td>Executive Committee</td>
<td>Discussed hiring of new society affairs coordinator, communication plan, CFS</td>
<td>Ongoing</td>
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**Further information**

**Upcoming events and activities**

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The Policy and Structure Advisory Committee met during the summer to address the recommendations from the BoD report, general reform of elections regulations, and other policy changes.

**Governance documents**

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<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow up</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11</td>
<td>Policy and Structure Advisory Committee</td>
<td>Discussed harassment policy, right to strike, electoral reform, tuition policy</td>
<td>8/1</td>
</tr>
<tr>
<td>8/1</td>
<td>Policy and Structure Advisory Committee</td>
<td>Discussed harassment policy, general bylaw and SAM reform</td>
<td>8/21 council meeting</td>
</tr>
</tbody>
</table>

**Further information**

**Upcoming events and activities**

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</table>
Report to PGSS Council (August 21, 2013)

a. Meetings
   i. PEC bi-weekly meetings (May, June, July 2013)
   ii. CEELR, Sustainability Working group meetings
   iii. Attended HAWC meeting to discuss Bike Week
   iv. Meeting with PGSS execs (financial and member services) for budget approval
   v. Meetings with Sustainability Coordinator (garden and future initiatives)
   vi. Meeting with SSMU environment committee for upcoming Green Drinks events
   vii. IAC meeting for event planning

b. Activities
   i. Drafted a work plan to be included in this council package.
   ii. Drafted and received budget approval
   iii. Participated in discussions and drafted summary document on upcoming votes on SAP and implementation.
   iv. Began planning for fall and winter Green Drinks events in collaboration with SSMU.
   v. Began planning for “Bike to McGill” week with HAWC, Health Commissioner and Sustainability Coordinator.
   vi. Created PEC logo for promotional materials, future events and September orientation.
   vii. Overhaul of permaculture garden → transition to primarily herb garden as needed by TH kitchen.
   viii. Assisted with planning of handbook distribution for upcoming orientation

c. Upcoming Events or Meetings
   i. End of August- PEC meeting
   ii. August 29- CEELR
   iii. September 3- PGSS orientation
   iv. September 17- Green Drinks
   v. September 3-15- PEC survey launch
   vi. October 7-11- Bike to McGill week

PGSS Environment Commissioner Work Plan → Please see separate document.

Sincerely,

Amanda Winegardner

Environment Commissioner
Health Commissioner
Council Report August 21st 2013
Emily Yung

June 8th through August 14th 2013

1. Meetings Attended
   a. June 17 – PGSS Events Committee Meeting
   b. June 19 – Commissioner Orientation
   c. June 26 – Health and Wellness Committee (HAWC) June Meeting
   d. June 26 – Peer Support Network Committee Meeting
   e. July 5 – ASEC Meeting with Member Support Officer (MSO)
   f. July 8 – Mental Health Conference Planning Meeting
   g. July 9 – CIBC Run for the Cure Ambassador Meeting
   h. July 11 – HAWC July Meeting
   i. July 18 - Mental Health Conference Planning Meeting
   j. July 23 – Meeting with McGill Mental Health Services & Eating Disorders Program
   k. July 24 – Peer Support Network Committee Meeting
   l. July 25 – Mental Health Conference Planning Meeting
   m. July 30 – Meeting with HAWC members planning for Run for the Cure fundraisers
   n. August 1 – Mental Health Conference Planning Meeting
   o. August 7 – Meeting with McGill Student Services
   p. August 8 – Meeting with Gabrielle, Coordinator of Concordia’s Peer Support Program
   q. August 8 – HAWC August Meeting
   r. August 9 – Meeting with Student Life Coordinator regarding HAWC promotions
   s. August 9 – CIBC Run for the Cure Ambassador Meeting
   t. August 12 – Meeting with Sustainability Project Coordinator and Environment Commissioner regarding McGill Bike Week
   u. August 13 – Meeting with McGill Health Promotion regarding Fall 2013 collaboration
   v. August 14 – Meeting with McGill Counselling

2. Upcoming Meetings
   a. August 15 – PGSS Events Committee
   b. August 21 – Peer Support Network Committee
   c. September HAWC meeting to be scheduled

3. Continual Activities
   a. Health and Dental Plan Inquiries: Respond to PGSS members’ emails
   b. HAWC event promotions: Work with Student Life Coordinator and VP Internal as well as create a HAWC website
   c. McGill Peer Support Program: Work with Health Promotion and both undergraduate and graduate students to create a student-led peer support program that will provide a safe space for students to access immediate support during drop-in sessions with the goal to reduce stigma in seeking help and promote a mentally healthy community at McGill
4. Workplan
   a. Work with HAWC, MSO, Health Promotion, and Environment Committee to execute the Fall semester events:
      - September 3 – HAWC representation at PGSS Orientation
      - September 3, 5, 20 – ASEQ info sessions on Health and Dental Plan
      - September 10 – Trivia and Pink Drinks Fundraiser
      - September 11 – Speed-friendling event
      - October 6 – CIBC Run for the Cure
      - October 7-11 – McGill Bike Week
      - Tentative November 7 – Flu Shot Clinic
      - November 21 – Speed-friendling event
   b. Prepare additional questions for ASEQ’s October Feedback Survey regarding the PGSS Health and Dental Plan

Thank you for reading this report. If you have any questions, comments, or concerns, please contact me at health.pgss@mail.mcgill.ca.

Sincerely,

Emily Yung
Health Commissioner
Post-Graduate Students’ Society, McGill University
Hi Councilors,

If you are interested in becoming part of “Committee for Member Support” (CMS), please contact me at the email address below. This report is summary of June-July meetings since there was no Council meeting in July.

1. Meetings

- PGSS Council meeting- None (Couldn't attend meeting on June 12th because I was out of country)
- CGSS new member orientation- One
- Meetings with new graduate student inquiries- 15 (6 meetings with students)
- Exec-Commissioner caucus- One meeting with PGSS Finance officer and Member Services officer (June 28th 2013)
- Meeting with Post Graduate Student life Coordinator- One (June 19th 2013) - Planning for 2013-14 activities.

2. Committee for Graduate Member Support (CMS) related activities

- Active cases- 25
- New inquiries - 15
- TFSS applications- No new applications
- Resolved cases- 6

3. Planning, communications

- To set up meeting PGSS business manager for disbursement of MLSF (Member Legal Support Fund)
- PGSS new student orientation activities- September 3rd 2013

Vikrant Bhosle
Member Support Commissioner
Post-Graduate Students’ Society of McGill University
Email- cgss.pgss@mail.mcgill.ca
Report of the Policy and Structure Advisory Committee

August 2, 2013

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1. Proposed member code of conduct and harassment policy
2. Miscellaneous bylaw and SAM changes
3. Proposed bylaw and SAM changes regarding commissioners

Proposed member code of conduct and harassment policy

PGSS member code of conduct

1. Members shall
   1. treat others with respect and courtesy and without harassment
   2. act in a way that upholds the integrity and good reputation of the PGSS and not act in such a way as to cause prejudice to the association
   3. act in accord with the “Rules Regarding the Use of Thomson House”

PGSS Harassment Policy

1. Definitions
   1. “Harassment” shall be defined as vexatious behaviour which singles out an individual or group and treats that individual or group in a manner which would cause a reasonable member of the society to be unable to participate as an equal.
   2. “Sexual harassment” is harassment of a sexual nature
   3. “Harassment complaints committee” (HCC) shall refer to a board committee which receives complaints about harassment
   4. "Complaint" shall mean an allegation that a PGSS member has engaged in harassment
   5. “Complainant” shall mean any person or group who brings a complaint to the attention of the HCC
   6. “Respondent” shall mean a PGSS member or members against whom a complaint has been made
   7. “Investigation” shall mean a formal inquiry into a complaint undertaken by the HCC

2. Harassment complaints committee
   1. There shall be a harassment complaints committee (HCC) which serves as a Board committee and reports to the Board and to the Annual General Meeting
   2. The composition of the HCC shall be as follows
      1. Two committee members appointed by the Board of Directors
         1. The Board shall solicit names of qualified persons from Associate Provost (Policies, Procedures, and Equity), the McGill Association of University Teachers, and the McGill Faculty of Law
      2. Two committee members elected by Council
      3. Two PGSS employees appointed directly by the senior management of the PGSS
   3. The HCC shall only be empowered to investigate complaints about harassment that is alleged to have occurred under the control and authority of the PGSS
   4. A matter of personal privilege that arises during debate at a PSSS assembly should be dealt with at the assembly, not via this policy.
5. Members of the HCC shall receive at least two hours of training from a member of the Barreau du Quebec with expertise in investigations of harassment paid for by the PGSS.

6. The committee may consult with external legal counsel as the need arises. The Board of Directors shall provide all reasonable necessary funding for such consultation.

7. The committee shall choose a chairperson following receipt of its legal training.

8. The HCC shall make an annual report to the Annual General Meeting and the Board of Directors detailing its activities and report statistics regarding complaints while maintaining the confidentiality of all involved parties.

9. No two members of the HCC shall be students studying in the same faculty at McGill.

3. Initial complaint
   1. An e-mail address to contact the HCC shall be made available on the PGSS website.
   2. A complainant may bring a complaint to the attention of the HCC by contacting the HCC via e-mail.
   3. A complaint must be brought to the attention of the HCC within 90 days of the most recent incident giving rise to the complaint for the HCC to consider the complaint.
   4. The HCC shall require a formal, written, signed statement from the complainant detailing the complaint to begin the evaluation process.
   5. The HCC shall request a formal, written, signed statement responding to the complaint from the respondent. The respondent shall have seven (7) days to prepare the response.
   6. Upon receipt of a complaint and a response, the HCC shall consider whether there is prima facie evidence that harassment may have occurred. To do so, the HCC may seek further details from the complainant and/or the respondent. If the HCC determines that there is not prima facie evidence of harassment, the complaint shall be dismissed. If the HCC determines that there is prima facie evidence of harassment, the complaint shall proceed to the informal resolution phase.
   7. During the course of dealing with a complaint, the complainant shall be assumed not to liable for harassment until a decision is reached.

4. Informal resolution
   1. One or more members of the HCC shall communicate with the complainant to determine whether the complainant will pursue informal resolution of the complaint. Parties are encouraged to attempt informal resolution of complaints. If the complainant agrees to attempt informal resolution, one or more members of the HCC may communicate with the respondent and mediate a mutually acceptable resolution. In the event that the complainant does not wish to pursue informal resolution, or in the event that a mutually acceptable resolution is not reached, the complaint shall proceed to the investigation phase.

5. Investigation
   1. The HCC shall require a formal, written, signed statement from the complainant detailing the complaint within seven (7) days of the beginning of the investigation.
   2. The complainant may submit formal, written, signed statements from other parties in support of the complaint to the HCC within seven (7) days of the beginning of the investigation, which shall be considered by the HCC.
   3. The HCC may request to meet with the complainant to ask questions and obtain further oral statements regarding the complaint.
   4. Based on the statements of the complainant, the HCC may obtain further statements from other parties and may request to meet with other parties.
   5. The HCC shall notify respondent of the complaint and present all the evidence in support of the complaint to the respondent.
   6. The HCC shall request a formal, written, signed statement responding to the complaint from the respondent. The respondent shall have seven (7) days to prepare the response after receipt of the evidence.
7. The respondent may submit formal, written, signed statements from other parties in response to the complaint to the HCC within seven (7) days of receipt of the evidence, which shall be considered by the HCC.

8. After receiving the response, the HCC may request to meet with the respondent to ask questions and obtain further oral statements regarding the complaint.

9. Based on the statements of the respondent, the HCC may obtain further statements from other parties and may request to meet with other parties.

10. After considering all the evidence, the HCC shall determine whether the evidence presented supports the claim that harassment occurred.

6. Outcome
   1. If the HCC determines that the evidence presented does not support the claim that harassment occurred, the HCC shall prepare a report exonerating the respondent
   2. If the HCC determines that the evidence presented supports the claim that harassment occurred, it may take action in a matter appropriate to the complaint:
      1. Issue a private reprimand to the respondent, a record of which shall be retained by the PGSS
      2. In the event that the respondent holds a public office in the PGSS, recommend that the respondent be censured or removed from office
      3. Recommend restricting access to PGSS space or activities
      4. Recommend suspension of the member from the PGSS
      5. Recommend the expulsion of the member from the PGSS
   3. Both the complainant, the respondent, and the Dean of Students of McGill University shall be notified of the outcome of the investigation

7. Duties of participants
   1. All parties are obligated to maintain confidentiality regarding all aspects of the process, including the complaint, the informal resolution, the investigation, and the outcome. Failure to maintain confidentiality may give rise to an outcome in section 6.2 of this policy or a complaint of harassment under this policy.
   2. Failure to maintain confidentiality on the part of a HCC member shall result in automatic removal from the committee and may give rise to an outcome in section 6.2 of this policy or a complaint of under this policy.
   3. The presentation of false or prejudicially misleading statements to the HCC may give rise to an outcome in section 6.2 of this policy or a complaint of harassment under this policy.

8. Other recourse
   1. In event that a complainant should concurrently seek resolution of a complaint under any other internal or external recourse, any complaint submitted under this policy shall be deemed to have been withdrawn.
Miscellaneous bylaw and SAM changes

Proposed new Bylaw change to prevent of frivolous or vexatious attempts at disciplinary measures

BIRT Bylaw 8.6 be amended to read as follows:

Removal and Censure
6.1 To be placed on the agenda of a meeting of a governing body, a motion of censure or removal must be supported in writing by
6.1.1. A motion of another governing body; or
6.1.2. The signatures of a number of members of that governing body equivalent to at least one-fourth the quorum of the body.

And re-number subsequent clauses accordingly.

Proposed SAM change to add under powers of the council steering committee

BIRT the Society Affairs Manual be modified to add the following clause

5.14.1.1.3. Exclude from the council package any motions or reports which contain unparliamentary language or expose the PGSS to liability

Proposed bylaw and SAM changes regarding commissioners

WHEREAS commissioners are currently not considered employees under the current PGSS structure and thus do not enjoy the rights and protections guaranteed to employees under An Act Respecting Labour Standards
WHEREAS a proposal is currently under consideration to make commissioners employees
WHEREAS there are currently contradictions between the bylaws and the SAM regarding how long commissioners serve and the appointment process to become a commissioner
WHEREAS defining commissioners in one place will allow for greater clarity and greater flexibility in the event the society opts to make commissioners employees

BIRT the following amendments to the bylaws be made:

1. Rename section 8 to “Officers and Directors” and update subsequent references.
2. Move the text of bylaw 8.6.5 to SAM 2.3.3 and renumber subsequent sections.
3. Move the text of bylaw 8.8.2 to SAM 2.5.8.
4. Remove sections 1.11, 8.2, 8.5.2, 8.7.5,
5. Replace section 10.4.2.5b) with “Binding referendum questions may only modify or levy fees, or change these bylaws, as set out in these bylaws”
6. Replace section 1.1.3.2 with “In addition, Officers are non-voting members of Council”

BIFRT the following amendments to the society affairs manual be made:

1. Add “subject to ratification by council” after “Appointments Board” in SAM 2.3.1
2. Add section 2.5.4: “Commissioners are non-voting members of Council”
Proposed work plan for the PGSS Environment Committee and Environment Commissioner
June 2013 – June 2014
Amanda Winegardner (amanda.winegardner@mail.mcgill.ca)

Included in document:
- Changes to committee and commissioner roles and responsibilities.
- External committee activity.
- Commissioner activities.
- Committee priorities.
- Additional plans.

Acronyms:
EC - Environment Commissioner
PEC – PGSS Environment Committee
PGSS – Post Graduate Students’ Society
SC – Sustainability Coordinator (PGSS)
SPF – Sustainability Projects Fund
STH – Sustainable Thomson House

Preamble
As per council motions in the 2012-2013 academic year, the following amendments to the Society Affairs Manual will come into effect June 1, 2013: (bolded reflect amendments)

Section 3: Environment Commissioner
1. Duties of the Environment Commissioner.
1.1 The Environment Commissioner shall:
1.1.1 Be the Environment Committee’s direct liaison to the Executive Committee;
1.1.2 Represent the PGSS’ interests in all environmental issues on campus;
1.1.3 Monitor the implementation and success of the PGSS’ policies with respect to environmental concerns;
1.1.4 Be the liaison with the SSMU Environment Commissioners;
1.1.5 Represent the PGSS on the Sustainability Coordinating Group;
1.1.6 Under the direction of the Member Services Officer, ensure that the PGSS is represented on University committees, subcommittees and workgroups whose mandate includes environmental issues.

Section 11: PGSS Environment Committee (PEC)
1. Purpose
1.1 The PGSS Environment Committee shall:
1.1.1 Assess, monitor and make recommendations for the improvement of the PGSS’ operations in relation to the environment;
1.1.2 Elicit opinions of PGSS members on the environment;
1.1.3 Collaborate with other environmental groups and offices;
1.1.4 Be responsible for the education of PGSS members on environmental issues;
1.1.5 Make recommendations to the PGSS on environmentally related matters.

2. Composition
2.1 The Environment Commissioner (chair);
2.2 Five (5) at-large regular members of the PGSS;
2.3 All society representatives to:
2.1.1 The Senate Committee on Physical Development (SCPD);
2.1.2 The Sustainability Projects Fund (SPF).
Bearing in mind that these changes considerably alter the mandate of the EC and PEC, the former commissioner and this year’s committee worked hard to transition into these new responsibilities. As such, I’ve attempted to have this work plan for the 2013-2014 year reflect this new mandate and compositional changes.

Committees that EC will sit on:
- PGSS executive-commissioner caucus
- Sustainability Coordinating Group
- Vision 2020 Steering Committee (if continuing for 2013-14 year)

Committees that will include either a permanent or rotating representative of the PEC:
- Sustainability Projects Fund (current representative, Alex Goulet-Hassens will likely be replaced by Line Bourdages when Alex’s term ends).
- Senate Committee on Physical Development (current representative: Mercedes Garcia Holguera)
- SSMU Environment Committee (representative will be chosen or will rotate)
- MacDonald Campus Environment Committee (tentative)
- Integrated Education for Sustainability (tentative)

EC ongoing responsibilities:
- Schedule and chair bi-monthly meetings of the PEC. Ensure circulation of the meeting agenda prior to each meeting and the minutes afterwards.
- Attend PGSS council meetings and AGMs. Submit monthly report for council one week prior to each scheduled council to the council speaker.
- Attend all scheduled meetings of committees on which EC sits, file reports afterwards to PEC/ interested parties of PGSS.
- Receive feedback from PEC representatives to other committees.
- Communicate with PGSS member services executive about environmental related matters/ those related to the EC position and the PEC.
- Liaise with the SC to foster joint projects and implementation of recommendations related to STH.
- While the SC will continue to manage the Thomson House garden, the EC will assist in finding volunteers within PEC with the goal of eventually transitioning daily tasks and harvesting to TH staff. Currently Line Bourdages has taken the leadership role within PEC for the garden and garden workshops.

PEC priorities based on Sustainability Action Plan (compiled by SC and STH project):

In the winter of 2013, the PEC met with Shona Watt (SC) to discuss recommendations generated from the STH project and what items might best fall under the mandate of the PEC. The following tasks were derived from STH recommendations and were adopted by the PEC as a working plan for upcoming PEC activities.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Priority and timeline</th>
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<tbody>
<tr>
<td>Outreach campaign for PGSS members beyond TH</td>
<td>Currently, PGSS operates within a Thomson House-centric sphere of influence. Yet the majority of post-graduate time is spent in the workspace, office or laboratory. Focusing on reaching out to all PGSS members would substantially expand awareness of PGSS. Increased communication could be used as leverage to create real changes in members' workspaces.</td>
<td>High: ongoing, beginning June 2013</td>
</tr>
<tr>
<td>Increase in educational events for PGSS members</td>
<td>A primary focus will be to increase awareness and education materials at PGSS orientation. As well, we could create a PEC listserv for increased advertising avenues and information distribution. A third initiative would be to create a series of resources for green events, actions and materials- in collaboration with SSMU through a shared website.</td>
<td>High: ongoing, beginning June 2013</td>
</tr>
<tr>
<td><strong>Create an offset program for PGSS air travel emissions</strong></td>
<td>The previous constitution included a carbon offsets program for PGSS executive travel as well as travel supported by PGSS travel grants. Instead of paying to an external fund, an internal fund was suggested; both avenues should be investigated.</td>
<td>Medium: fall semester 2013</td>
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<tr>
<td><strong>PGSS environment and sustainability survey</strong></td>
<td>The survey will be unveiled April 2013. To maintain an up to date understanding of issues and initiatives important to PGSS members, it is suggested that the survey be upgraded and distributed annually.</td>
<td>Medium: annually in April</td>
</tr>
<tr>
<td><strong>Sustainable projects website</strong></td>
<td>Integrated Education for Sustainability (IES) is an initiative that aims to create a McGill hub for applied, experimental, and community-based learning and research. Collaboration between IES, SSMU and PGSS is recommended.</td>
<td>Medium: ongoing, beginning June 2013</td>
</tr>
<tr>
<td><strong>Increase the number of native plants at Thomson House</strong></td>
<td>For continuity purposes, we suggest allocating oversight responsibility the SC, with PEC members filling volunteer positions. A work study position for the summer has been suggested. However, PEC could volunteer to plant more native plants.</td>
<td>Low: planting season 2014</td>
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</table>

**Current progress on the PEC priorities:**

**Outreach campaign for PGSS members beyond TH**

This priority nests itself nicely in the amended responsibilities of PEC; to have an interest in the environmental education within the PGSS and advise the PGSS on environmental related issues and policies. PEC feels strongly that environmental thinking has an important place in a broad range of PGSS activities and those of PGSS members. We feel it is important to encourage educational events and policies that reflect the inextricable link between environmental health and sustainable practices with organizational sustainability, economic well-being and social opportunity. Simply put, there is room for an environmental mandate to grow within the PGSS in a way that encourages critical thinking, diverse viewpoints and balanced agendas. While we want to continue to invest time in Thomson House related events we would also like to increase PEC’s presence on campus and within the PGSS membership in other ways. These include planning one event larger than the monthly “Green Drinks” gatherings in collaboration with other campus groups; reaching out to the membership via social media (Facebook and Twitter); and improving communication between the PEC and GSAs to support environment and sustainability related projects and dialogue.

**Increase in educational events for PGSS members**

As of May 2013, PEC has pursued collaboration with the SSMU environment commissioners and committee to expand the current “Green Drinks” offering. Starting this September, SSMU environment committee and PEC will share responsibilities surrounding the event in an attempt to increase attendance, networking opportunities, and to share costs. In a draft collaboration document PEC and SSMU have agreed to co-host six events between September 2013 and March 2014. Planning will be collaborative and each committee will be responsible for advertising within their membership but the groups will alternate the major hosting responsibilities and will solicit campus environmental groups for suggested themes and formats. We will also use this summer to seek out off and on-campus partnerships that might help us to increase the mandate of this event. Both committees agreed that Thomson House represents an ideal venue for this event. It is well equipped and aesthetically appealing and PEC feels that moving the event may discourage graduate student attendance. We hope to be able to negotiate the renting of the TH basement for this event at a reduced cost despite mixed attendance between members and non-members. If PEC is able to negotiate a cost discount, it has been agreed that PEC will cover venue rental and SSMU will cover refreshment costs. If an economically viable fee for the use of TH cannot be negotiated or attendance becomes too great for TH, the event will be moved to the SSMU building or will perhaps rotate through different campus venues. We feel that this is an excellent opportunity for PGSS members to access high quality programming, relevant to their lives and educational/research interests, while at the same time encouraging a deeper connection with the broader Montreal community.
PEC will continue to offer garden workshops in the spring and fall months, taking place at the TH garden. Topics of past workshops have included container gardening, seed saving and making your own self-watering containers. These workshops have been popular and while small, we’ve regularly had full attendance (10-15 people). We would like to investigate ways in which to integrate some garden maintenance into the workshops. An eventual goal would be for garden workshops to exist as a series and be incorporated into the existing leisure course framework offered by the PGSS. We think this would be an interesting and popular offering within the summer leisure course program and would be interested in investigating this possibility.

Non-event based education is also a priority for the PEC. We would like to pursue ideas surrounding the creation of “green” and sustainability related resources. This would also be another way to involve PGSS members, through the creation of temporary working groups.

**Create an offset program for PGSS air travel emissions**
Research into this program will begin in the fall semester of 2013. We look forward to collaboration with the PGSS executives on developing this program.

**PGSS environment and sustainability survey**
We believe that an important part of the PEC should be to understand the expectations, needs and desires of the greater PGSS community in relation to environmental issues and projects. The former EC and PEC did an excellent job creating a survey for the PGSS community that polls members about what they would like to see from the PEC: projects of interest; community consultation and accountability requirements; and current sources of confusion surrounding PEC or environmental practices of the PGSS. It was suggested that this survey be distributed online annually in April. Due to the size of the survey and expiry of the PGSS Survey Monkey account, distribution of the survey has been on hold. After investigating alternative, McGill-hosted survey platforms, the best option seems to be purchasing a one-month only Survey Monkey account so that the survey can be distributed and analysed. While, the summer semester has begun and the survey would have been better off being disseminated prior to this time we would still like to try and solicit feedback prior to the fall semester in September. We feel that results obtained now may help us in improving our proactive approach. If we are unable to garner sufficient responses to the survey, we will re-launch at the start of the fall semester.

**Sustainable projects website**
We will make contact with the IES in regards to this SPF-funded, McGill-wide initiative.

**Increase the number of native plants at Thomson House**
Upon completion of a report on the TH garden by Sasha Rodrigues in May 2013, PEC and the SC have adopted several of the recommendations of the report (which was compiled in consultation with the TH kitchen and staff). Since soil testing has revealed that ground beds have levels of heavy metals above those recommended for food consumption, we have transplanted all raised bed, perennial plants to the ground beds. This maintains the permaculture vision for at least part of the garden and frees up the safe, raised beds for herbs. We have planted the herbs that the kitchen has indicated they will use and will work out a harvesting plan with the kitchen. Vegetable production was not a viable use of the garden space because of past miscommunication with the kitchen. This may be something we can re-visit in the future.

**Other PEC initiatives:**
The following are additional goals and activities of the PEC that fall outside the original priorities based on the STH project but still fall within the PEC and EC’s expanded mandate.

**Divest McGill**
The following BIRT clauses were passed as part of a motion supported by PEC members at AGM on March 20, 2013:

*BIRT PGSS lobby McGill University to divest its holdings in companies engaged in fossil fuel production.*

*BIFRT PGSS, in collaboration with other student groups, sponsor a university-wide case competition for alternative investment options.*
BIFRT PGSS mandate the External Affairs Officer to bring a motion to the FEUQ, to initiate a divestment campaign and to lobby the FEUQ’s member associations to bring motions to their respective universities to divest their holdings in tar sands companies.

BIFRT PGSS mandate the Secretary-General of PGSS present the PGSS’ stance on these matters at the Board of Governors and the Committee to Advise on Matters of Social Responsibility.

To respect and remain accountable to the wishes of the larger PGSS membership, PEC will collaborate with the PGSS current executives and leadership of the Divest McGill movement to enact these clauses and move discussion surrounding this issue forward.

Work with Sustainability Coordinator
While the continuation of the SC position on a permanent basis is currently unclear, PEC values the role of the SC and will continue to collaborate with the SC on aspects related to PGSS sustainability and recommendations from the STH project. We feel strongly the PEC has a mandate to advise PGSS and PGSS members on environmental issues, it cannot implement many logistical measures without the SC.

Monitoring of past PEC initiatives
The PEC will continue to be involved in and monitor the success of past PEC initiatives. These include the rebate on coffee introduced at TH for re-useable mugs. Increased advertising of this program may be necessary. The PEC ran a survey to gauge handbook use amongst PGSS members. Based on the results of this survey, PGSS has decided to reduce printing of the handbook and PEC will be involved with distribution of the handbook in the fall semester to track future use and advise about migration to online content. As mentioned at the beginning of this document, as of June 1st, 2013, there will be changes to the composition of the committee. We will make sure that committee recruitment follows this new formula.

PEC will also continue to be open to project suggestions from TH staff, PGSS executives, the Board of Directors and the greater membership.

Orientation
PEC would like to have an increased presence at new student orientation in the upcoming fall and winter semesters. Upon approval of our 2013-14 budget we will consider options for resource materials.

TH Garden
PEC will continue to help with the garden and work to plan and set-up each year, but we feel with some additional work this summer (maintenance tasks such as fixing the back hose tap of TH), the weekly harvesting and watering of the garden could be assumed by TH staff and would be no more work than taking down and setting up the side terrace each day.
PGSS & Thomson House

5 year Sustainability ACTION plan

[2013]
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**Recommendations:**
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12. Equity Committee  
14. Sustainability Coordinator  
18. Student Projects  
20. Executives  
25. Restaurant  
28. Board of Directors  
30. Building

The Sustainability Action Plan was designed and completed by Shona Watt, PGSS Sustainability Coordinator (sustainable.pgss@mail.mcgill.ca)
Executive Summary

-> PGSS conducted an operations and building audit to determine which sustainability actions were feasible at Thomson House.

-> Based on the recommendations, stakeholders were consulted to determine whose responsibility it would be, including the time frame (short/medium/long) and potential costs and benefits. These were compiled into the 5 year Sustainability Action Plan.

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<td>Promote accessibility and diversity at TH</td>
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<td>Board of Directors</td>
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<tr>
<td>Building</td>
<td>Energy and water efficiency</td>
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</tbody>
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What is Sustainability at PGSS?

Sustainability incorporates social justice, ecological responsibility and economic equality, bound by limits of the environment.

- **Social**
  - Fair governmental representation (gender, LGBTQ, ethnicity, class, age)
  - Government transparency
  - Increasing quality of life
  - Providing equitable opportunities and outcomes for all members, particularly the poorest and most vulnerable (e.g. tuition or funding)

- **Ecological**
  - Increasing biodiversity
  - Reducing pollution (e.g. greenhouse gas emissions, waste, water contamination)
  - Reducing consumption of resources
  - Soil quality
  - Nutrient cycling

- **Economic**
  - A more equal distribution of wealth
  - Accounting transparency
  - Investing in socially/environmentally responsible companies
  - Fair/living wages

- **Environment**
What is the Sustainable Thomson House project?

- Since January 2012, the PGSS Sustainability Coordinator and a team of undergrad and grad students have been completely assessing the sustainability of Thomson House and PGSS operations. With these assessments, they have been working on a 5 year Sustainability Action Plan.

How did we measure sustainability at Thomson House / PGSS?

- There are two facets to the project:
  - A building audit (completed by an architecture and engineering firm), funded by the Sustainability Projects Fund (SPF) to assess the energy and water use of Thomson House.
  - An operations audit (completed by the Sustainability Coordinator and grad/undergrad volunteers) to assess the environmental and social impacts (e.g. accessibility, diversity, waste, greenhouse gas emissions, landscape, food, etc). The Sustainability Tracking, Assessment, and Rating System was used as a framework. The report was completed in January 2013 and is available here.
- Based on the results of the building and operations audit, many recommendations were made (everything from solar panels to better wheelchair access!). From these recommendations, the Sustainable Thomson House Working Group decided which were feasible (based on costs, benefits, how realistic they were, etc.). They then consulted with the stakeholders responsible to create the Action Plan.
Sustainable Thomson House: by the numbers

1 water meter installed
1 article in The McGill Daily
1 radio announcement on CKUT
1 purchasing policy passed by PGSS Board of Directors

2 community consultations
2 audits (operations + building)
6 student research reports
13 undergrads received course credit
23% STARS sustainability operations rating
39 undergrad and grad students contributed
89 sustainability indicators examined
117 stakeholders consulted
207 kg composted from TH per month

Completed -on time
-within budget
Using the **Sustainability Tracking, Assessment, and Rating System** (STARS), the PGSS operations report evaluated:

- **Waste results:**
  - 8% garbage
  - 42% compostable
  - 50% recyclable

- **GHG emissions:**
  - Natural gas heating & cooking
  - Electricity

- **Food results:**
  - 4% local/organic food served at Thomson House
Sustainability Action Plan Process

January 2012
• Determined scope and organization of project

April 2012
• Undergrad and grad student recruitment – Sustainable TH Working Group
• Determined STARS framework

Summer 2012
• Operations audits begin (food, waste, green house gas emissions, purchasing, social sustainability)
• Building audit scope and outcomes determined

Fall 2012
• Write-up of operations audits (STARS report)
• Building audit starts
• Student research projects

Winter 2013
• STARS report completed
• Building audit first draft completed

Spring 2013
• Consulted with stakeholders about recommendations
• Building audit completed

Summer 2013
• Integrated operations and building audit recommendations into Sustainability Action Plan
• Community consultation

May 2012
• Community consultation

Future
• Project implementation
Sustainable Thomson House: Vision and Goals

**Sustainable Thomson House vision**
A vibrant PGSS community driven by economic sustainability and social and environmental responsibility

**Sustainable Thomson House mission statement**
To create an environment around Thomson House that supports local ecosystems and promotes local, sustainable goods and services

**Core values**
- Respect and protect the environment
- Meet the changing needs of the PGSS Community
- Promote ethical business standards
- Create opportunities for graduate students to learn new skills
- Become a model for applied learning
- Disseminate information of interest to PGSS members

[Written by Sasha Rodrigues, B.Sc. as part of her Honours thesis]
The recommendations from the operations and building audit are categorized by the stakeholder responsible. Each stakeholder’s page looks like this. (e.g. if an action requires a strong commitment, it would be rated 3x’s in that box)

<table>
<thead>
<tr>
<th>Action</th>
<th>Possible Benefits (rated from 1-3 x’s)</th>
<th>Possible Costs (rated from 1-3 x’s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ saved</td>
<td>Greenhouse gas emissions reduced</td>
</tr>
<tr>
<td>Short term [1-2 years]</td>
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<tr>
<td>Recommendation (page # of recommendation in STARS report)</td>
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<tr>
<td>Medium [3-4 years]</td>
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<tr>
<td>Recommendation (page # of recommendation in STARS report)</td>
<td>x</td>
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<tr>
<td>Long [5+ years]</td>
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<tr>
<td>Recommendation (page # of recommendation in STARS report)</td>
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</tbody>
</table>
**Environment Committee**

**Educate PGSS members on environmental issues and sustainability**

<table>
<thead>
<tr>
<th>Action</th>
<th>Student opportunities</th>
<th>#PGSS members informed</th>
<th>Increase wellbeing</th>
<th>Reduce GHGs</th>
<th>Strengthen community</th>
<th>Other</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase awareness and education materials at PGSS orientation (e.g. PEC listserv) (p. 8)</td>
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<tr>
<td>Create TH offset program for air travel emissions (p. 21)</td>
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<tr>
<td>Increase number of native plants at Thomson House (p. 18)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>biodiversity</td>
<td></td>
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<td>x</td>
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<tr>
<td>Increase number of educational events at PGSS, including co-sponsored ones (e.g. SSMU) (p. 8)</td>
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<td>x</td>
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<tr>
<td>Ongoing outreach campaign (p. 8)</td>
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<tr>
<td>Create a series of resources for green events, actions, and materials (p. 8)</td>
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**Short term [1-2 years]**

**Medium [3-4 years]**

**Long [5+ years]**

Loss of accuracy
Challenge: An outreach campaign for PGSS members beyond Thomson House would be a beneficial addition to the Environment Committee’s activities. Increase involvement of PGSS members to environmental issues, events, and discussions. Currently, PGSS operates within a Thomson House-centric sphere of influence. Yet the majority of post-graduate time is spent in his or her workspace, office or laboratory.

Why it’s worth it: Focusing on reaching out to all PGSS members would substantially expand awareness of PGSS. Increased communication could be used as leverage to create real changes in members’ workspaces. This program would have a trickle-down effect, so not only students that visit Thomson House would benefit. It would also change the focus from Thomson House to PGSS members in general. Post-graduate students hold influence as the senior members in their respective work environments.
## Equity Committee (EqC)

Promote **equity** in PGSS operations and among PGSS members, and **collaborate** with other equity groups on campus

<table>
<thead>
<tr>
<th>Action</th>
<th># PGSS members informed</th>
<th>Increase well-being</th>
<th>Promote accessibility</th>
<th>Promote equity</th>
<th>Increase diversity</th>
<th>Strengthen community connections</th>
<th>Other</th>
<th>$ spent</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
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<tbody>
<tr>
<td><strong>Short term [1-2 years]</strong></td>
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<tr>
<td>brief EqC introduction during orientation registration; small scale equity workshop (winter orientation) (p. 8)</td>
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<tr>
<td>publicize equity issues and SEDE workshops (p. 38)</td>
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<tr>
<td>information and events/leisure courses focused on equity training/workshops (p. 40)</td>
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<tr>
<td>staff training in environmental and social sustainability once per year (incl. incoming execs/comm./councilors) (p. 40)</td>
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<td><strong>Medium [3-4 years]</strong></td>
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<tr>
<td>more gender neutral bathrooms (with signage) (p. 34)</td>
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<td>x</td>
<td>xxx</td>
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<tr>
<td>guidelines for more accessible events (p. 42)</td>
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<tr>
<td>assess the participation of underrepresented groups in PGSS government (p. 35)</td>
<td>x</td>
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<td><strong>Long [5+ years]</strong></td>
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<td>reoccurring building accessibility audit (p. 34)</td>
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<tr>
<td>formal, systematic assessment of diversity + equity (p. 35)</td>
<td>x</td>
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</tbody>
</table>
Challenge: PGSS does not currently conduct a systematic assessment of accessibility, diversity, and equity. Regular assessments would ensure that needed services for PGSS members are not being excluded. Due to the nature of the commissioner and executive positions, turnover is inevitable and institutional memory can be easily lost.

Why it’s worth it: Using a systematic assessment tool to measure accessibility, diversity, and equity at PGSS and the Thomson House building would allow for objective reevaluations. This data may be used to establish future priorities or funding needs.
## Sustainability Coordinator

Oversee the **implementation** of the Sustainability Action Plan, **increase opportunities** for student learning, and **outreach** to graduate students within Thomson House and McGill.

<table>
<thead>
<tr>
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<th>Student opportunities</th>
<th># PGSS members informed</th>
<th>Increase well-being</th>
<th>Reduce GHGs</th>
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<th>$ required</th>
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<th>Feasibility</th>
<th>Commitment</th>
</tr>
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<tbody>
<tr>
<td>Short term [1-2 years]</td>
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<tr>
<td>internal signage for improvements around TH (p. 28)</td>
<td>xxx</td>
<td>xxx</td>
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<td>x</td>
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<td>centralize waste bins (p. 26)</td>
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<tr>
<td>update website with possible student research projects for course credit; recruit students from diverse departments (p. 29)</td>
<td>xxx</td>
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<td>x</td>
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<tr>
<td>increase the number of established volunteer “positions”, to give more incentive to PGSS members to volunteer/participate</td>
<td>xxx</td>
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<tr>
<td>staff training in environmental and social sustainability once per year (with EqC) (p. 40)</td>
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<tr>
<td>organize work study position to set up garden (incl. documentation for institutional memory)</td>
<td>xxx</td>
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<td>x</td>
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<td>local, fresher food</td>
<td>x</td>
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<tr>
<td>manage student projects and volunteers, liaise between commissioners, execs, staff, etc. (p. 29)</td>
<td>xxx</td>
<td>xx</td>
<td>Xv</td>
<td>xx</td>
<td>xxx</td>
<td></td>
<td>co-ordination/efficiency</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Action</td>
<td>Student opportunities</td>
<td># PGSS members informed</td>
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<tr>
<td>track energy use</td>
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<td>x</td>
<td>xx</td>
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<td>Baseline info</td>
<td>xx</td>
<td>xx</td>
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<tr>
<td>research and promote carpooling programs (p. 24)</td>
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<td>xxx</td>
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<tr>
<td>create local offset program to reduce emissions through outreach activities (p. 21)</td>
<td>x</td>
<td>xxx</td>
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<td></td>
<td>expand reach beyond TH</td>
<td>xx</td>
<td>xx</td>
<td>xxx</td>
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<tr>
<td>start an eco-ambassadors program for graduate students and post-docs (p. 7)</td>
<td>xxx</td>
<td>xxx</td>
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<td>xxx</td>
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<tr>
<td>reassess STARS assessment every 3 years, as is customary in other universities</td>
<td>xx</td>
<td>xx</td>
<td>x</td>
<td>x</td>
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<td>xxx</td>
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</table>
## Sustainability Coordinator (cont.)

<table>
<thead>
<tr>
<th>Action</th>
<th>Student opportunities</th>
<th>PGSS members informed</th>
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<tbody>
<tr>
<td>Long [5+ years]</td>
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<tr>
<td>more community partnerships and projects (e.g. Vision2020, Montréal Plan de Développement Durable) (p. 43)</td>
<td>xxx</td>
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<td>xx</td>
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<tr>
<td>emissions inventory every 5 years (p. 13)</td>
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<td>xx</td>
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<td>baseline info</td>
<td></td>
<td>x</td>
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<tr>
<td>apply for funding for more renewable energy (heating and cooking)</td>
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</table>

- Recycling bins at Thomson House
- Water meter at Thomson House
Challenge: An Eco Ambassadors Program led by the Sustainability Coordinator could reach grad students beyond Thomson House. Sustainable TH has so far focus only on PGSS and Thomson House activities, but only a small percentage of grad students ever visit TH. It will be difficult to access grad students in labs at first, but establishing relationships and creating policies in labs and their workplaces will be beneficial so that other grad students and undergrads learn.

Why it’s worth it: Grad students spend a lot of time in their respective labs, and often play a mentoring role to undergrads. Reaching beyond TH to give workshops and establish energy-saving practices in labs across campus would reach far more students.
Gain **credit or volunteer experience** for working on an **applied project** at Thomson House. Use knowledge learned at McGill + **creativity** to contribute meaningfully.

### Student Projects

<table>
<thead>
<tr>
<th>Action</th>
<th>Student opportunities</th>
<th>Save water</th>
<th>Biodiversity</th>
<th># PGSS members informed</th>
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<tr>
<td><strong>Short term [1-2 years]</strong></td>
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<td>awareness campaigns to publicize sustainable measures in TH</td>
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<tr>
<td>organize a bike to work week &amp; outreach events (p. 23)</td>
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<tr>
<td>list of native plants suitable for the area + ecosystem services (p.8)</td>
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<td>Create a “Sustainable Guide to Montreal” for newcomers (p. 9)</td>
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<tr>
<td>Scope 3 ghg emissions (p.13)</td>
<td>x</td>
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<td>XX</td>
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<td>baseline info</td>
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<td><strong>Medium [3-4 years]</strong></td>
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<td>water awareness campaign</td>
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<tr>
<td>information/campaign on how to dispose of e-waste properly (possible e-waste bin) (p. 29)</td>
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<td>landscaping to reduce erosion</td>
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</table>
Student Projects (cont.)

Gain **credit** or **volunteer experience** for working on an **applied project** at Thomson House. Use knowledge learned at McGill + **creativity** to contribute meaningfully.

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<tr>
<td>create a climate action plan with emission targets (p. 31)</td>
<td>xxx</td>
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<td>xxx</td>
<td>x</td>
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<tr>
<td>climate change adaptation plan (p. 31)</td>
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<td>x</td>
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<td>xxx</td>
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<td>create physical plan (with board approval) (p. 30)</td>
<td>xx</td>
<td>xxx</td>
<td>xx</td>
<td>x</td>
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</tr>
<tr>
<td>create vendor code of conduct for PGSS contracts (with board approval) (p. 20)</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
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<td>xx</td>
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</tbody>
</table>

**Challenge:** Students can gain valuable hands-on experience by working on new and existing sustainability projects at McGill. However, students who are volunteering or gaining course credit need mentoring and/or supervision from staff and faculty. It can also be difficult to break projects into semester-long pieces to accommodate students’ schedules and credit requirements.

**Why it’s worth it:** McGill prides itself on excellence, but many students graduate without much practical experience. Applied student learning not only helps students decide their future career path, but teaches them life-long skills.
Student Projects

Sustainable Thomson House: A 5-year action plan for local food

McGill School of Environment Honours Project

Background and Methods: Pollinator survey at Thomson House

In August 2012, flowers visiting insects at the Thomson House property were sampled. Though August is the end of the season, the property proved to be a suitable habitat for pollinators sampled on the property:

Site 1: Permaculture Garden (On front)
Site 2: Vegetable Garden (In back of house)
Site 3: Raised native plant garden (On front)

Investigating Community Participation and Engagement in Sustainability Projects at Thomson House

Sarah Silverman
Sustainable Thomson House Pollinator Report
Summer 2012

THOMSON HOUSE
SUSTAINABILITY ASSESSMENT AND RECOMMENDATIONS

Prepared for: Dr. Jan Adamowski
Prepared by: Isabel Alvarez, Camille Fong and Jana Gnarlik
Date: April 18, 2013
Course: BREE 420 Engineering for Sustainability

Sustainable Thomson House: Greenhouse Gas Emissions Audit

A report by
Line Bourdages
email: line.bourdages@mail.mcgill.ca
Date: 14 January 2013
**Executives**

*Provide representation, work to improve the **quality** and **accessibility** of post-grad education, and provide **resources** and **services** to PGSS members*

<table>
<thead>
<tr>
<th>Exec</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short term [1-2 years]</strong></td>
<td></td>
</tr>
<tr>
<td>all execs + commissioners</td>
<td>exec committee meet &amp; greet booth at orientation</td>
</tr>
<tr>
<td>Academic affairs</td>
<td>clear/accessible governance graphic and FAQ on PGSS website (p. 34)</td>
</tr>
<tr>
<td>Internal</td>
<td>incorporate policy that most eco-friendly means of transportation is favourable for exec business trips (p. 13)</td>
</tr>
<tr>
<td>Financial</td>
<td>include more sustainability-focused questions as part of the PGSS/GPS grants process (p. 42)</td>
</tr>
<tr>
<td>Internal</td>
<td>promote to associations that they can receive PGSS grants; promote access to SSMU clubs (p. 42/44)</td>
</tr>
<tr>
<td>Internal</td>
<td>incorporate more outdoors programs into PGSS activities (e.g. bicycle trips) (p.10)</td>
</tr>
</tbody>
</table>
### Executives {cont.}

<table>
<thead>
<tr>
<th>Exec</th>
<th>Action</th>
<th>Student opportunities</th>
<th>#PGSS members informed</th>
<th>Increase wellbeing</th>
<th>More transparent government</th>
<th>Reduce GHGs</th>
<th>Strengthen community</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>$ required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Medium [3-4 years]</strong></td>
<td></td>
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<tr>
<td>Academic Affairs + Sec Gen</td>
<td>advocate for increases in the levels of bursaries; advocate for the extension of entrance level financial aid, tuition fee waivers, guaranteed funding packages, access to McGill or PGSS financial audit (p. 37)</td>
<td>xxx</td>
<td>xx</td>
<td>x</td>
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<td></td>
<td></td>
<td>xxx</td>
<td>xx</td>
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</tr>
<tr>
<td>Member Services + Financial</td>
<td>advertise Bixi more, possible PGSS membership discount, advocate for closer Bixi station (p. 23)</td>
<td>xx</td>
<td>xxx</td>
<td>xx</td>
<td>xx</td>
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<td>xx</td>
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<td>xx</td>
<td>xx</td>
<td>x</td>
</tr>
<tr>
<td>Member Services + Financial</td>
<td>expand Communauto offers to staff (p. 24)</td>
<td>xxx</td>
<td>xxx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>x</td>
</tr>
<tr>
<td>Member+ Financial</td>
<td>more daycare available to staff and members, tailored to parents' needs (p. 39)</td>
<td>xxx</td>
<td>xxx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
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<td>x</td>
</tr>
<tr>
<td>External, Financial + Acad</td>
<td>provide grad students with full, accessible info on the cost of living in Montreal (work with FEUQ); collect data on which groups get funding over time (p. 37)</td>
<td>xxx</td>
<td>x</td>
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<td></td>
<td>x</td>
<td>x</td>
<td>xx</td>
<td>x</td>
</tr>
<tr>
<td>External</td>
<td>encourage participation for community service (p. 44)</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
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<td></td>
<td>xx</td>
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<td>x</td>
<td></td>
</tr>
<tr>
<td>Exec</td>
<td>Action</td>
<td>Student opportunities</td>
<td>#PGSS members informed</td>
<td>Increase wellbeing</td>
<td>More transparent government</td>
<td>Reduce GHGs</td>
<td>Strengthen community</td>
<td>$ required</td>
<td>Staff hours</td>
<td>Feasibility</td>
<td>commitment</td>
</tr>
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<tr>
<td><strong>Long term [5+ years]</strong></td>
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</tr>
<tr>
<td>Member Services+ Sec-Gen+ Financial+ Academic</td>
<td>work with DAR, Teaching and Learning Services, other McGill sources to fund the continuation of building and operations improvements</td>
<td>xx</td>
<td></td>
<td>xxx</td>
<td>xx</td>
<td>xx</td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
<td></td>
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</tr>
<tr>
<td>External</td>
<td>PGSS should advocate for external sustainability policies (p. 45)</td>
<td>xx</td>
<td></td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>x</td>
<td>xx</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial + External + Sec-Gen</td>
<td>PGSS advocates that McGill divests from industries with high environmental/social impacts (p. 42)</td>
<td>xx</td>
<td></td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>x</td>
<td></td>
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</tr>
<tr>
<td>Financial + External + Academic + Sec-Gen</td>
<td>negotiations between the executives and administration for access to McGill's employee wellness services (p. 40)</td>
<td>xxx</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>xxx</td>
<td>xxx</td>
<td>x</td>
</tr>
<tr>
<td>Financial + External</td>
<td>secure funding for increased accessibility at PGSS (EqC in consultation, BOD for approval)</td>
<td>x</td>
<td>xxx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>xxx</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>all</td>
<td>create a PGSS strategic plan (include succession planning) (p. 30)</td>
<td>x</td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
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</tbody>
</table>
Challenge: The PGSS executives may be able to undertake some of the building renovations recommended in the building audit. Thomson House was built in the early 1930s, and is typically inefficient in terms of water and energy use. PGSS has a space agreement with McGill University, and does not currently pay for energy or water use. Therefore, there is little financial incentive for conserving energy or water. Major improvements may be costly.

Why it’s worth it: The retrofitting of a heritage building with resource efficient and low-impact systems provides a model for managing a common building type at McGill and in Montreal. In the event that PGSS is charged for water and energy use, retrofits to increase efficiency will be financially worthwhile. The executive team could use their position as leaders of PGSS to access funds or networks to implement these renovations.
To create an environment around Thomson house that promotes **local** and **sustainable goods and services**, while providing **affordable services** to PGSS members

### Short term [1-2 years]

<table>
<thead>
<tr>
<th>Person responsible</th>
<th>Action</th>
<th>Preserve vulnerable species</th>
<th>Reduce waste</th>
<th>Ecosystem health</th>
<th>Increase local economy</th>
<th>Increase accessibility</th>
<th>More healthy</th>
<th>Other</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>increase signage/awareness of sustainable initiatives (p. 15)</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Chef</td>
<td>increase % of vegetarian/vegan food (p. 15)</td>
<td></td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td>save members $</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Chef</td>
<td>reduce amount of sodium (p. 15)</td>
<td></td>
<td>x</td>
<td>xx</td>
<td></td>
<td></td>
<td>save restaurant $</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Business Manager</td>
<td>offer discount on BYO containers/mugs (p. 17)</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Business Manager</td>
<td>better allergy/food labeling on menus (e.g. gluten free, vegetarian/vegan, nuts) + staff education of ingredients (p. 15)</td>
<td></td>
<td></td>
<td>xxx</td>
<td>xx</td>
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</tbody>
</table>

### Medium [3-4 years]

<table>
<thead>
<tr>
<th>Person responsible</th>
<th>Action</th>
<th>Preserve vulnerable species</th>
<th>Reduce waste</th>
<th>Ecosystem health</th>
<th>Increase local economy</th>
<th>Increase accessibility</th>
<th>More healthy</th>
<th>Other</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Manager</td>
<td>choose seafood species based on Seafood Watch guide (p. 15)</td>
<td>xxx</td>
<td>xxx</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Chef + Business Manager</td>
<td>increase % of local food (e.g. produced within McGill/Montreal) (p.15)</td>
<td>xxx</td>
<td>xxx</td>
<td>x</td>
<td></td>
<td>more fresh</td>
<td>xx</td>
<td>x</td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
</tr>
<tr>
<td>Person responsible</td>
<td>Action</td>
<td>Preserve vulnerable species</td>
<td>Reduce waste</td>
<td>Ecosystem health</td>
<td>Increase local economy</td>
<td>Increase accessibility</td>
<td>More healthy</td>
<td>$ required</td>
<td>Staff hours</td>
<td>Feasibility</td>
<td>Commitment</td>
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<tr>
<td>Business Manager</td>
<td>partner with other establishments on campus to offer a reusable container program (p. 17)</td>
<td>x</td>
<td></td>
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<tr>
<td>Business Manager</td>
<td>favour Marine Stewardship Council certified seafood (p. 15)</td>
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</tbody>
</table>
Challenge: Surveyed PGSS members feel that serving more seasonal food grown at McGill and surrounding Montreal is a priority for the Thomson House restaurant. Through on-campus gardening initiatives and the Macdonald farm, McGill produces a sizable amount of food. However, seasonality, pricing, and delivery pose challenges to ensuring continuous, locally produced vegetables.

Why it’s worth it: Urban agriculture is growing in Montreal, and many students and organizations are producing organic, good quality produce on the island. Although it will take time to set up the logistics, using food produced at McGill and local farms will strengthen the community, potentially lower costs, and ensure more fresh ingredients.
### Board of Directors & HR

**Maintain support for PGSS staff, execs, commissioners, and councilors**

<table>
<thead>
<tr>
<th>Action</th>
<th>Student opportunities</th>
<th># PGSS members informed</th>
<th>Increase well-being</th>
<th>Reduce greenhouse gas emissions</th>
<th>Strengthen community connections</th>
<th>Other</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short term [1-2 years]</strong></td>
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<tr>
<td>formally adopt Sustainability Action Plan (p. 31)</td>
<td>xx</td>
<td>xx</td>
<td>xxx</td>
<td>xxx</td>
<td>xx</td>
<td>continuity</td>
<td>x</td>
<td>x</td>
<td>xxx</td>
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<tr>
<td>formalize departure interviews</td>
<td>x</td>
<td>xxx</td>
<td>xx</td>
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<td>x</td>
<td>xxx</td>
<td>x</td>
<td>x</td>
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<tr>
<td>HR procedures more readily accessible to staff</td>
<td>x</td>
<td>xx</td>
<td>xx</td>
<td></td>
<td></td>
<td>xxx</td>
<td>xx</td>
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<tr>
<td>BOD meet &amp; greet booth at orientation</td>
<td>x</td>
<td>xx</td>
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<td></td>
<td>xxx</td>
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<tr>
<td><strong>Medium [3-4 years]</strong></td>
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<td></td>
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<tr>
<td>survey employee satisfaction</td>
<td>x</td>
<td>xxx</td>
<td>xx</td>
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<td>xx</td>
<td></td>
<td>xxx</td>
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<tr>
<td>best practices for NPOs for improving employee services</td>
<td>x</td>
<td>xxx</td>
<td>xx</td>
<td></td>
<td></td>
<td>xxx</td>
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<tr>
<td><strong>Long [5+ years]</strong></td>
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<tr>
<td>continue Sustainability Coordinator position to ensure implementation</td>
<td>xxx</td>
<td>xx</td>
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<td>xxx</td>
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<td>xxx</td>
<td>xxx</td>
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<td></td>
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<tr>
<td>of Sustainability Action Plan (p. 29)</td>
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<tr>
<td>investment option for retirement plans that is socially responsible</td>
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<td>x</td>
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<td></td>
<td></td>
<td>xxx</td>
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</tbody>
</table>

(p. 31)  (p. 39)  (p. 41)
Challenge: Although the implementation of the Sustainability Action Plan is currently undertaken by the Sustainability Coordinator, this is not a permanent position. The Board could support staff and implement policies to ensure that the action plan is followed despite student and staff turnover.

Why it’s worth it: A considerable amount of resources have been put into the building and operations audits. PGSS now has a clear, objective roadmap of how to achieve aspects of sustainability in the next five years.
Maintain the **heritage** aesthetics and **functionality** of Thomson House, while economically reducing energy and water consumption and sourcing more sustainable building materials.

### Action

<table>
<thead>
<tr>
<th>Action</th>
<th>Improve functionality of TH</th>
<th># PGSS members informed</th>
<th>Power savings (Kw)</th>
<th>Reduce GHGs</th>
<th>$ saved</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short term [1-2 years]</td>
<td>xx</td>
<td>x</td>
<td>938</td>
<td>xxx</td>
<td>$1573/yr</td>
<td>$6,000</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>air tightness upgrade</td>
<td>xx</td>
<td>x</td>
<td>938</td>
<td>xxx</td>
<td>$1573/yr</td>
<td>$6,000</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>replace light bulbs</td>
<td>xx</td>
<td>x</td>
<td>17,321</td>
<td>x</td>
<td>$1164/yr</td>
<td>$17,000</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>manage temperature among a certain range (e.g. 20°C in winter, 25°C in summer)</td>
<td>xx</td>
<td>x</td>
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<tr>
<td>secure bicycle storage and hot showers for staff and TH users (p. 23)</td>
<td>x</td>
<td>x</td>
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<tr>
<td>regular auditing/monitoring of energy/water</td>
<td>xx</td>
<td>x</td>
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<tr>
<td>display water and energy consumption regularly on lobby screens</td>
<td>xx</td>
<td>x</td>
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</tbody>
</table>
## Action

<table>
<thead>
<tr>
<th>Action</th>
<th>Improve functionality of TH</th>
<th># PGSS members informed</th>
<th>Power savings (Kw)</th>
<th>Reduce GHGs</th>
<th>$ saved</th>
<th>$ required</th>
<th>Staff hours</th>
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<th>Commitment</th>
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<tbody>
<tr>
<td>indoor air quality management policy, plan</td>
<td>x</td>
<td>xx</td>
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</tr>
<tr>
<td>reduction of hot water consumption in restrooms</td>
<td>x</td>
<td></td>
<td>1231</td>
<td>x</td>
<td>$54/yr</td>
<td>$1,000</td>
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</tr>
<tr>
<td>replace energy-intensive equipment (e.g. kitchen appliances) as needed</td>
<td>xxx</td>
<td>xx</td>
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<td>xx</td>
<td>x</td>
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</tr>
<tr>
<td>replacement of water-intensive equipment (e.g. air conditioner, toilets) as needed</td>
<td>xxx</td>
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<td>x</td>
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<td></td>
</tr>
<tr>
<td>building up to LEED O&amp;M standards</td>
<td>xxx</td>
<td>xx</td>
<td>xxx</td>
<td>xxx</td>
<td>xx</td>
<td>xxx</td>
<td>x</td>
<td></td>
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</tr>
<tr>
<td>Collaborate with other heritage buildings to see how they are meeting sustainability goals efficiently</td>
<td>xx</td>
<td>x</td>
<td></td>
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<td>x</td>
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</tbody>
</table>

### Medium [3-4 years]

- **indoor air quality management policy, plan**
- **reduction of hot water consumption in restrooms**
- **replace energy-intensive equipment (e.g. kitchen appliances) as needed**
- **replacement of water-intensive equipment (e.g. air conditioner, toilets) as needed**

### Long [5+ years]

- **building up to LEED O&M standards**
- **Collaborate with other heritage buildings to see how they are meeting sustainability goals efficiently**
Challenge: Sustainable Thomson House relies on student volunteers to contribute research, time, and ideas. Many students have been drawn to the project because they want hands on experience and are enthusiastic to transform a heritage building into one that is more sustainable. The Thomson House renovations, therefore, must balance a vision that attracts young people, while being practical and realistic in terms of cost and feasibility.

Why it’s worth it: Choosing only “easy wins” can be appealing in a real-world sense, but innovative, stimulating projects that are highly visible can help keep student interest and passion.
# Meetings and Representation

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/06/2013</td>
<td>Council</td>
<td></td>
<td></td>
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<tr>
<td>17/06/2013</td>
<td>IAC</td>
<td>Discussed social calendar for the year</td>
<td></td>
</tr>
<tr>
<td>19/06/2013</td>
<td>Commissioners’ Meeting</td>
<td>Discussed Budget, Events, Council, Thomson House, Sustainability and Joint CMS, AGSEM and EqC brochure</td>
<td>Meeting with Shona on sustainability</td>
</tr>
<tr>
<td>27/06/2013</td>
<td>Meeting with Shona</td>
<td>Gender neutral bathroom signs, Agenda for the new year</td>
<td>Email and EqC meetings</td>
</tr>
<tr>
<td>03/07/2013</td>
<td>Meeting with Gretchen</td>
<td>Transition meeting. On-going files (equity survey). Hand over last year's brochures</td>
<td></td>
</tr>
<tr>
<td>11/07/2013</td>
<td>PSAC</td>
<td>Tuition policy, Harassment policy, Right to Strike, Electoral Reform</td>
<td>Meeting</td>
</tr>
<tr>
<td>01/08/2013</td>
<td>PSAC</td>
<td>Tuition policy, Harassment policy, Commissioners’ status</td>
<td></td>
</tr>
<tr>
<td>08/08/2013</td>
<td>Meeting with Emily</td>
<td>Community action tool kit, Community engagement day</td>
<td>More information through email</td>
</tr>
<tr>
<td>15/08/2013</td>
<td>IAC</td>
<td>Ideas for scavenger hunt</td>
<td>Complete tasks</td>
</tr>
<tr>
<td>15/08/2013</td>
<td>Chaplaincy Services</td>
<td>Drop Joint CMS, AGSEM and EqC brochure and Equity book marks to Catherine Thompson</td>
<td></td>
</tr>
</tbody>
</table>

**Further information**

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As always, if you have any questions or concerns please feel free to email me at membership.pgss@mail.mcgill.ca
AGENDA

1. Approval of the Agenda
2. Speaker’s Report
3. Announcements
4. Approval of the Minutes
5. Business Arising from the Minutes and Standing Orders
6. Executive Reports
   6.1. External Affairs Officer
   6.2. Academic Affairs Officer
   6.3. Internal Affairs Officer
   6.4. Finance Officer
   6.5. Member Services Officer
   6.6. Secretary-General
7. Commissioner Reports
   7.1. Equity Commissioner
   7.2. Environment Commissioner
   7.3. Health Commissioner
   7.4. Student Support Commissioner
8. Other Reports
   8.1. Policy and Structure Advisory Committee
   8.2. Environment Committee
   6.3. Sustainability Action Plan
9. Question Period
10. New Business
    10.1. Motion R13-06-002 · Motion to specify amendment procedure for the Policy Manual
    10.2. Motion R13-08-003 · Motion to specify terms of appointment
    10.3. Motion R13-08-003 · Motion regarding 2013-2014 workplan
5. Business Arising from the Minutes and Standing Orders

10. New Business

10.1. Motion R13-06-#002 - Motion to specify amendment procedure for the Policy Manual
   (G. Lord/Secretary-General)

   BIRT Council amend the preamble of the Society Policy Manual to adopt the following
   procedure for amending the Manual:

   Amendments to this Manual may only be entertained during the period from October 1st
   through March 31st of the following year, unless Council votes by special resolution to
   entertain an amendment outside of this period.

2. Any amendments to this Manual must be proposed through Council:
   2.1. First Reading: Council
   2.1.1. Notice of a proposed enactment, amendment, or repeal of any part of this Manual
           shall be given to the Secretary-General at least two (2) weeks before the meeting of
           Council at which the motion is to be introduced.
   2.1.2. Notice of the wording of the proposed motion must be given to Council members at
           least five (5) days before the Council meeting at which the motion is to be introduced and
           debated.
   2.1.3. The motion shall be read a first time at Council. The motion shall be debated and
           amended if so desired, and approved in principle by a simple majority vote.
   2.2. The Governance Committee
   2.2.1. The motion, as approved in principle by Council, shall be conveyed in writing to the
           Governance Committee within one (1) week.
   2.2.2. The Governance Committee shall consider the motion.
   2.2.3. Within ten (10) working days of having received notice, the Governance
           Committee shall notify the Secretary-General in writing of any recommended changes to
           the proposed Manual. If no such changes are recommended, the Secretary-General shall
           be notified of that fact.
   2.2.4. If the Governance Committee submits no changes within ten (10) working days,
           then the proposed amendment shall go forward to be read a second time at Council.
   2.3. Second Reading: Council
2.3.1. The Secretary-General shall ensure that the proposed amendment and the recommendations of the Governance Committee are included for second reading at a Council meeting, and that this agenda be given to all Council members at least forty-eight (48) hours before the meeting.

2.3.2. Council shall debate and consider the proposed motion, and any recommendations made by the Governance Committee.

2.3.3. The Speaker shall not permit Council to consider any further amendments from the floor, other than those recommended by the Governance Committee.

2.3.4. The proposed motion shall be approved by a special resolution of council and the changes shall take effect immediately upon such approval.

3. The Secretary-General shall oversee updates to the Manual as required.

10.2. Motion R13-08-#003 · Motion to specify terms of appointment
   (Secretary-General)

   WHEREAS the PGSS governing documents do not specify the terms of appointments
   WHEREAS the previous PGSS constitution specified a one year term for appointments
   WHEREAS under the *status quo*, members will serve ultimate terms

   New SAM clause 54.6.2: Appointments shall end one year from the date of appointment.

   New SAM clause 12.4.10: Appointments shall have a term of one year.

10.3. Motion R13-08-#003 · Motion regarding 2013-2014 workplan
   (Executive Committee)

   BIRT the draft outline of the 2013-2014 Executive Workplan be approved

   *Draft workplan outline*

   SG
   - Review bylaws and society affairs manual with Policy and Structure Advisory Committee (PSAC) and bring changes forward
   - Review elections regulation with PSAC and Chief Returning Officer and bring changes forward
   - Streamline governance via online content management system (CMS): integrate aspects of PGSS governance (council, committees) into PGSS website and CMS
   - Develop PGSS harassment policy with PSAC
   - Ensure constructive relations with SSMU and other university partners by ensuring consistent communication and collaboration on research projects and common causes
   - Improve appeal of Thomson House by working with management and Board of Directors
   - Oversee projects including research, business initiatives, and legal matters

   IAO
• Improve outreach by sending one PGSS exec to attend a GA or exec meeting of each PGSA
• Surveying PGSAs for workplan items
• Speaker series: senior grad students
• Review social media strategy for each portfolio (twitter, Facebook, YouTube)
• Coordinate further development of emergent postgraduate cultural associations
• Board focus on TH “fun” and restaurant improvement
  - weekly/monthly BBQ in the summer months
  - marketing TH
  - branding
  - games night, settlers with Senior Nacho

MSO
• Define role of commissioners/execs
• Rename and redefine roles of commissioners
  - make job reflective of # of hours
  - make job expectations reflective of number of hours
  - working on “branding” of caucuses and committees
• Effects of referendum questions failing – how to deal with these cuts and what can be done next year.
• Exec-commissioner communication: retreats and meetings
• Adoption of the MSPN and expansion of their work for grad students. Combining Family Care and MSPN.
• Daycare application process
• Mental health initiatives. Particularly working on Peer Support, Mental Health Conference and at Thomson House implementation and training of the High Five (“safe space”) campaign.
• Student Services (always) - helping with RFPs, referenda, grad specific programming. Focus on mental health and financial aid - their role for grad students isn’t always clear. Integration and prep for post doc services if/when their referendum passes.
• Renegotiate Health and Dental Insurance Plan
• Creating info sessions and more awareness about our plan.

AAO
• University reps – reporting and orientation
• Athletics – lobby DPSLL to support audit of activities
• McGill Writing Center
• Content management project for university representatives, online database
• Supervision workgroup
• Implementation of supervision pilot project
• Organize “know your rights” session
• University committee orientation package
• Focus on strategy to lobby for reduced enrolment (control student population)

EAO
- Develop communications and public relations strategy
- Communicate FEUQ issues and campaigns to exec and coordinating activities;
- Voter registration at Thomson House
- Tax week
- Research on socially responsible investing
- French language – accessibility
- University reinvestment campaign
- Election research
- FEUQ conference at Thomson House in November

### FO

- Negotiating new Thomson House Lease
- Legal matters
- Business metrics reporting
- Exploring Finance/Investment Options for Special Projects
- Reworking Grants program based on GPS contributions
- Funding for 'Full Moon Party at TH' as a focus group for Moon Vision 2030 needs/goals
- Evaluation and implementation of business advertising needs to improve business revenue (specifically event revenue)
Unapproved Minutes – September General Meeting
September 18th 2013

Members
Non-voting Members
C. Briggs Chief Returning Officer & Acting Recording Secretary, N. Nizam Chair, R. Simmons Parliamentarian.

Call to Order 6:43 pm

1. Approval of Agenda
   Motion carried.

2. Speaker’s Report
   Chair and parliamentarian explained the process of the AGM and invited questions. No questions raised.

3. Announcements
   Internal Affairs Officer: requested phd students in social sciences for a panel, and announces an upcoming scavenger hunt event.
   Member Services Officer: Announced meeting for health insurance plans.

4. Approval of Minutes
   No minutes presented
   G King asked why minutes were not being presented at this meeting.
   Secretary-General responded that the minutes will be posted soon, and that the delay is the result of the schedule of the Recording Secretary.

5. New Business
   5.1 Motion R13-09-#008 · Motion to ratify bylaws changes
      Secretary-General explained bylaws changes in their respective order.
      Chair calls for questions.
      G. Lord motivated against appointment board bylaw changes claiming that it would reduce the independence of the board by granting too much say to the executives.
      W. Farrel posed a question regarding the lottery procedure in relation to division by faculty.
Secretary-General responded to both questions: the two executives proposed to be sitting on the committee offer different insight into the appointments, and that the lottery would be divided by faculty.

G Lord stated the only thing that would be changing is the number of executives on the appointments board.

Secretary-General: Explained the new SAM is incongruent with the bylaws.

G Lord requested the SAM or bylaws be presented to council.

Chair displayed SAM and bylaws.

G King raised a point of order on what the process for amending is?

Chair replied we [council] can reject it and it will go back to PSAC or one can divide the amendment.

G Lord asked how executives are currently dealing with the appointments board.

Secretary-General explained that presently both present themselves, and only one executive votes.

G Lord motivated, again, against the amendment as the status quo permits for sharing of knowledge and sufficient independence from the Executive.

Secretary-General expressed his concern of the SAM needing to be resolved to make it congruent with the bylaws.

Chair called for an explanation of Special meeting notice.

Secretary-General outlined the process.

J Erwin asked for definition of extenuating circumstances.

Secretary general replied it is based on Quebec law/procedure.

R.F. Débrosse asked if it was for special meetings?

Chair intervened, stating it was only for special meetings - and not for council.

Secretary-General explained the new process for petitions.

Academic Affairs Officer explained the bylaw amendment regarding the Academic Committee, which he believes is too large making quorum is hard to achieve.

Secretary-General explained the proposed council seat amendment with the goal to make council more efficient. He added PGSS has a hard time filling seats, and debate is stifled by business.

Y Bresler inquired on why the rounding procedure was not included in this motion.

Secretary-General explained the matrix process, which would take effect for Oct 2013.

Unknown member motivated against the motion based on the need to have a plurality of opinions from each PGSA; and that this serves as a great training venue for members.

B Roque motivated for the motion as it would underline the efficiency component of council and make for a more accountable body.

W Farrel motivated for the motion as having, too many members creates issues with efficiency, and as the proposition is fair.
B. Whiles motivated in favour as, he feels, a smaller council facilitate a more inclusive council, - there is intimidation in a large group.

G King raised a point of personal privilege – asking to see the redistribution

G Lord motivated against the motion as council is a way to integrate members into PGSS’s structures; as well, smaller bodies offer the aforementioned advantages, but council serves as a wide forum.

Internal Affairs Officer motivated for based on physical room space – Thomson house capacity is smaller than the size of the council.

Chair presented the PSAC report

Secretary-General explained how the reduction of seats would work - it would be based on the vote, so many people could continue to attend but the number of voters / vote weight would decrease.

B. Schmidt motivated against the motion as the rounding system is statistically flawed in his view.

W Farrel raised a point of parliamentary – how would amending work.

Chair replied council can choose to reject the motion and it would then go back to committee.

Y Bresler motivated in favour as based on fair representation: large PSGAs are under-represented.

H Meadows added that the numbers presented in the PSAC report reflect to the number of councillors who show up, and that PSAC had spoken with larger PGSAs - as a result the new proposal is more representative.

G King noted that many PGSAs are losing seats, and that past discussion regarding larger PGSA representation was based on increasing their number of seats rather than reducing it; she reminded members that the Art History & Communications PGSA is not a faculty PGSA but rather two departments « smooshed » together.

Chair calls on the External Affairs Officer to motivate for the amendment, he deferred to the Secretary-General who claimed that two general meetings would be more accessible.

Secretary-General explained censure motion and commissioner changes: the changes aim to clarify and make the SAM more clear.

G Lord inquires on if we can strike or modify?

Chair replied one may, and called for anyone to speak to the changes as a whole.

Secretary-General explained every change had been approved by council, including the reduction of council’s size.

G King raised a point of information: how much approval is needed for the changes.

Chair replied majority.

G Lord moved to split the question, he requested the composition of appointment board, council seat apportionment, and description of commissioners be taken off; leaving the rest of changes be voted on together.

Chair calls for approval of the division of the motion; 4 opposed
Motion carried.
Chair called for approval of the package: appeals board, petitions, quorum of academic committee, general meetings, meeting motions, censure & President.

Motion carried.

G Lord raised a point of Information: can we debate
Chair ruled this issue is not debatable. Called the appeals board motion to vote.

Motion carried.

Chair called the appointment board motion to vote.
G Lord motioned to remove item 5 [replace section 10.4.2.5 b) with “Binding referendum questions may only modify or levy fees, or change these bylaws, as set out in these bylaws] from the commissioner amendment.
Chair called Commissioner Description motion to vote without clause 5.

Motion Carried.

Chair called Commissioner Description clause 5 to vote.

Motion fails.

5.2. Motion R13-09-#009 · Motion regarding Quebec Charter of Values
Internal Affairs Officer explained that the executive stands against the Charter as it is invasive with respect to the lives of private individuals, and this officer seeks to know what the members wish PGSS to do: namely should they seek that the FEUQ work against it and that the university refuse to enforce it
External Affairs Officer added that the Charter goes against PGSS's collective values.
Secretary-General further stated that this motion is intended to seek members input regarding the steps to be taken
J Pinto expressed his concern with the phrasing of the motion as it does not follow PGSS’s vernacular.
G King motioned to amend to:
   BIRT: the PGSS send letter to the premier of Québec regarding our opposition to the Charter in a timely manner
   BIRT: that PGSS notify and mobilize members to any demonstrations in opposition to the charter.

Chair entertained continued debate while BIRT clauses WERE prepared
L. Daieff inquired if the Charter applies to higher education.
Secretary-General replied that it does indeed apply, municipalities can opt out.
C.J. Turnbull expressed his concerns on putting motions forward before first speaking with membership.

External Affairs Officer requested prudence regarding demonstrations as PGSS is not a legal union.

Chair called for debate.

J Pinto spoke against the addition of motivating for demonstration as of legal reasons and that individuals on campus may support the charter.

Unspecified member motioned to split clauses into two amendments (letter and protest)

Chair called for vote to split.

Motion carried.

Chair called for debate to continue.

G. Afuqape stated that she thinks the second amendment requires more discussion.

G. Dupuis wished to elaborate on what a timely manner means, and requested council see the letter.

G King explained timely manner means before the charter passes (October meeting), and we perhaps should include a requested to see the letter in the BIRT clause.

Chair calls amendment one to vote (send a letter).

Motion Passed.

Chair called for discussion of second amendment (mobilization).

U Telman proposed mobilization not be included, rather just include discussion of informing members of the PGSS campaign.

S Peters noted that student associations in Quebec have a history of mobilizing their members for such type of social issues.

W Farrel proposed mobilize be struck from the amendment.

G King asked if it is possible to divide mobilize and notification.

W Farrel withdrew his motion.

J Pinto lobbied against mobilization as, in his view, it is pointless and is too personal of an issue for PGSS to get aboard on.

G Lord raised a point of Information, asking if there is an obligation to mobilize.

G King amendment replied that the amendment is intended to encourage, she proposed changing to encourage to mobilize.

U Telman discussed «mobilize» as only a proposal to members to encourage them to engage to work against the charter.

G King noted that Concordia’s Graduate Union passed a proposal to stand against the charter.

BJ Oakes asked about PGSS liability as well as the procedure for communication.

Internal Affairs Officer replied that PGSS does not hold any liability for external events, and that publicity would be done via newswire.
External affairs officer proposed a friendly amendment that should read “The PGSS should support members who are mobilizing”….
Chair called friendly amendment to question.

Motion carried.

Chair called for debate on main motion including three amendments
Secretary-General called for an amendment making the main motion specific to PGSS's opposition to the Charter of Values section regarding the wearing of religious symbols.

Y Bresler asked what support members regarding mobilization means.
External Affairs Officer replied that it means PGSS will assist members with their work against this Charter.
S. Palato motivated for the amendment.
Academic Affairs Officer called to question.
G Lord raised a point of order, requesting the chair explain the difference between a BIRT and Whereas clause.
Chair informed member that whereas seeks to inform (data-based), and BIRT are action items.
F.A. Lorrain stated that she feels the whereas wording is concerning as it oversteps PGSS's role and the phrasing is incorrect or inappropriate.
Academic Affairs Officer reminded the chair of the call to question at hand.
U Telman motioned to separate all the amendments by clause.
G Lord requested the chair explain the fact that whereas clauses are irrelevant once passed, and not kept for future, apart from records.
Chair thanked G Lord for his statement, and affirmed his statement.
Chair called to vote voting by clause.

Motion Carried.

Clause 1 regarding PGSS's opposition to the Charter

Motion Passed

Clause 2 regarding a letter drafted to the Premier of the Province of Québec

Motion Passed.

Clause 3 regarding informing member of the Charter and opposition to it.

Motion Passed.

Clause 4 regarding supporting members to mobilize.

Motion failed.
5.3. Motion R13-09-#010 · Motion to advocate expanding Quebec Medicare coverage to international students.

Secretary-General explained the status quo.
O. Aghababaei Jazi asked if this would limit access for anyone?
Secretary-General claimed it would not.
Chair calls to vote.
Motion Passed.

6. Executive Reports

G King asked if fee waivers would be included in executive action plan, as well as international student fees for deregulated programmes.
Secretary-General replied the Dean has met with PGSS, and 100 new fee waivers has been given for international students, and PGSS is seeking to have more funding be given to international student by way of bursaries; The Executives not yet aware of new deregulated programmes, and that business students have expressed their pleasure with having a deregulated programme.
G King retorted that business students were opposed to the deregulation at the time of its doing, and that several programs are presently the chopping block. She asked the Executive Officers if they plan on looking into this issue.
Secretary-General replied the Executive does not believe that any graduate programmes are concerned in this matter.

7. Commissioner Reports

7.1 Member Support Commissioner
Commissioner refers members to an online report. No questions raised.

8. Item Omitted

9. Other Reports
No other reports raised.

10. Question Period

E. Cawley asked the Member Services Officer about daycare application; Cawley (also the Member Services Officer) replied to her own question with stating it is past first round, and in the process of become daycare.
Academic Affairs Officer inquired about the run for the cure team.
M. Yung introduced the CIBC Run for the Cure PGSS team and fundraising event.
Chair calls for a motion to adjourn.

*Motion Passed.*

«Happy Birthday» sung to the Parliamentarian
Council adjourned.
## Meetings

<table>
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<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19</td>
<td>New Deputy Provost</td>
<td>Meet and Greet / Discussion of the year’s goals</td>
</tr>
<tr>
<td>August 20</td>
<td>Writing Centre</td>
<td>Discussion of lack of funding for tutorials</td>
</tr>
<tr>
<td>August 21</td>
<td>Council</td>
<td></td>
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<tr>
<td>August 22</td>
<td>Dean of Grad Studies</td>
<td>Discussion of year’s goals</td>
</tr>
<tr>
<td>August 23-25</td>
<td>Executive Retreat</td>
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<tr>
<td>August 27</td>
<td>Writing Centre</td>
<td>Implementation of Graphos</td>
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<tr>
<td>August 29</td>
<td>Epidemiology</td>
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<td></td>
<td>Orientation</td>
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<tr>
<td>August 29</td>
<td>Writing Centre</td>
<td>Planning for fall referendum</td>
</tr>
<tr>
<td>August 29</td>
<td>Principal’s Price for Excellence</td>
<td>Orientation to documentation</td>
</tr>
<tr>
<td>August 29</td>
<td>Epidemiology</td>
<td></td>
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<tr>
<td></td>
<td>Orientation</td>
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<tr>
<td>August 30</td>
<td>Information Studies</td>
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<td>Orientation</td>
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<tr>
<td>September 3</td>
<td>Architecture</td>
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<td></td>
<td>Orientation</td>
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<tr>
<td>September 3</td>
<td>PGSS Orientation</td>
<td>Dean’s Room</td>
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<td>September 4</td>
<td>NeuroScience</td>
<td></td>
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<tr>
<td></td>
<td>Orientation</td>
<td></td>
</tr>
<tr>
<td>September 5</td>
<td>Senate Nominating</td>
<td>There are still positions open. Ask during questions</td>
</tr>
<tr>
<td>September 5</td>
<td>Dean of Libraries</td>
<td>Lockable Space, Offices, Hammocks</td>
</tr>
<tr>
<td></td>
<td>Director of Resources</td>
<td></td>
</tr>
<tr>
<td>September 5</td>
<td>PGSA meets GPS</td>
<td>Presentation by Dean Kreiswirth</td>
</tr>
<tr>
<td>September 9</td>
<td>Appointments Board</td>
<td>Committee Recruitment Day will be announced soon. Pay attention for it.</td>
</tr>
</tbody>
</table>

## Upcoming events and activities

- Senate – Ask me about the question I posed to the Dean of Medicine regarding the Glen Campus.  
  Date: September 18th

### Space Bonus:

- [http://www.nasa.gov/centers/glenn/technology/warp/ideachev.html](http://www.nasa.gov/centers/glenn/technology/warp/ideachev.html)
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<tr>
<td>21.08</td>
<td>IAC</td>
<td>Scavenger Hunt planning</td>
<td>Scavenger hunt</td>
</tr>
<tr>
<td>23-25.08</td>
<td>Exec Retreat</td>
<td>See minutes</td>
<td>I guess</td>
</tr>
<tr>
<td>30.08</td>
<td>Orientation Premeet</td>
<td>Meet and plan</td>
<td>Orientation</td>
</tr>
<tr>
<td>28.08</td>
<td>Law Orientation</td>
<td>PGSA orientation</td>
<td>Social</td>
</tr>
<tr>
<td>29.08</td>
<td>Music Orientation</td>
<td>PGSA orientation</td>
<td>N/A</td>
</tr>
<tr>
<td>03.09</td>
<td>Chemistry Orient.</td>
<td>PGSA orientation</td>
<td>N/A</td>
</tr>
<tr>
<td>03.09</td>
<td>PGSS Orientation</td>
<td>Big orientation event</td>
<td>Events</td>
</tr>
<tr>
<td>04.09</td>
<td>Mac Campus Orient.</td>
<td>Other big orientation event</td>
<td>Scavenger hunt</td>
</tr>
<tr>
<td>05.09</td>
<td>Literature Orient.</td>
<td>PGSA orientation</td>
<td>N/A</td>
</tr>
<tr>
<td>10.09</td>
<td>Trivia Night</td>
<td>More than 100 participants</td>
<td>Next Trivia</td>
</tr>
<tr>
<td>11/12.09</td>
<td>Hiring Meeting</td>
<td>Board Matter</td>
<td>Hire someone</td>
</tr>
</tbody>
</table>

## Further information

As always, if you have any questions or concerns please feel free to email me at internal.pgss@mail.mcgill.ca
# Meetings and Representation

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22</td>
<td>Executive meeting with Dean GPS</td>
<td>Supervisor/student relationship project, grants program funding</td>
<td>Attendance at meeting on Sept 5</td>
</tr>
<tr>
<td>August 22</td>
<td>Meeting with Prof. Mendelson</td>
<td>Final informal meeting</td>
<td></td>
</tr>
<tr>
<td>August 23-25</td>
<td>Executive Retreat</td>
<td>Executive work-plan for the upcoming year</td>
<td>Never</td>
</tr>
<tr>
<td>August 27</td>
<td>Financial Advisor</td>
<td>Meeting with external advisor regarding funding of potential projects</td>
<td>Upcoming meeting tbd</td>
</tr>
<tr>
<td>August 28</td>
<td>Pharmacology Orientation</td>
<td>Orientation of PGSS to Pharmacology</td>
<td></td>
</tr>
<tr>
<td>August 29</td>
<td>Agenda Meeting</td>
<td>Executive Harmonization of all upcoming events</td>
<td></td>
</tr>
<tr>
<td>August 30</td>
<td>Nursing Orientation</td>
<td>Orientation of PGSS to Nursing</td>
<td></td>
</tr>
<tr>
<td>September 3</td>
<td>PGSS/McGill Orientation</td>
<td>General orientation to all incoming Graduate Students and Postdocs</td>
<td></td>
</tr>
<tr>
<td>September 4</td>
<td>Physics Orientation</td>
<td>Orientation of PGSS to Physics</td>
<td></td>
</tr>
<tr>
<td>September 5</td>
<td>PGSA/PGSS meeting with Dean GPS</td>
<td>Introduction of GPS to PGSA representatives. Supervisor-student relations project introduction</td>
<td></td>
</tr>
<tr>
<td>September 10</td>
<td>Interviews with SAC candidates</td>
<td>Interviewing prospective candidates with the hiring committee</td>
<td>Tbd</td>
</tr>
<tr>
<td>September 11</td>
<td>Interviews with SAC candidates</td>
<td>Interviewing prospective candidates with the hiring committee</td>
<td></td>
</tr>
</tbody>
</table>

## Further information

This past month we had a very successful series of orientations given at both the departmental level as well as to the incoming student population as a whole. This required a great amount of work and coordination from the Executive as well as everyone on the society.

Our executive retreat was a great success where we drafted our work plan for the upcoming year. We also had some good team building experiences and had a very good weekend overall.

As always, if you have any questions or concerns please feel free to email me at finance.pgss@mail.mcgill.ca
Dear Council members,

Welcome to a new academic year!

### Meetings and Representation

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21, 2013</td>
<td>Peer Support Network Meeting</td>
<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>August 21, 2013</td>
<td>PGSS Council Meeting</td>
<td>Monthly PGSS Council meeting</td>
<td>Next month</td>
</tr>
<tr>
<td>August 22, 2013</td>
<td>Professor Kreiswirth</td>
<td>Goodbye event</td>
<td></td>
</tr>
<tr>
<td>August 23-25\textsuperscript{th}, 2013</td>
<td>Executive retreat</td>
<td>Exec retreat – planning for the coming year and review of our Work plan</td>
<td></td>
</tr>
<tr>
<td>August 27, 2013</td>
<td>Meeting with Director, OSD</td>
<td>Inquiries about academic support at OSD for students experiencing mental health difficulties. Including communication between OSD and MHS.</td>
<td></td>
</tr>
<tr>
<td>August 29, 2013</td>
<td>Dentistry Orientation</td>
<td>Presentation about PGSS, our services, events and how to get involved.</td>
<td>Throughout September</td>
</tr>
<tr>
<td>August 29, 2013</td>
<td>PGSS officers calendar alignment</td>
<td>A meeting to coordinate activities, meetings and events for the year.</td>
<td></td>
</tr>
<tr>
<td>September 3, 2013</td>
<td>Medical Physics Orientation</td>
<td>Presentation about PGSS, our services, events and how to get involved.</td>
<td>Throughout September</td>
</tr>
<tr>
<td>September 3, 2013</td>
<td>Communication Studies Orientation</td>
<td>Presentation about PGSS, our services, events and how to get involved.</td>
<td>Throughout September</td>
</tr>
<tr>
<td>September 3, 2013</td>
<td>PGSS FALL ORIENTATION</td>
<td>1700 new students came to Thomson House to learn about the University and PGSS</td>
<td></td>
</tr>
<tr>
<td>September 5, 2013</td>
<td>ASEQ and International Student Insurance Presentations</td>
<td>Presentations to help students learn about their insurance plans. How</td>
<td></td>
</tr>
<tr>
<td>September 5, 2013</td>
<td>Meeting with Student Support Commissioner</td>
<td>Confidential</td>
<td></td>
</tr>
<tr>
<td>September 5, 2013</td>
<td>PGSS Academic Info Session</td>
<td>Presentation and Q&amp;A with the Dean of Graduate and Post Doctoral Studies about academic rights.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| September 10, 2013 | PGSS Trivia Night  
Trivia, you should be there! Such a great event and opportunity to meet other grad students! |
| September 12, 2013 | Students in Mind Meeting  
Ongoing meetings with Student in Mind organizing committee. |

**Further information**

- **September 10, 2013**
  - PGSS Trivia Night

- **September 12, 2013**
  - Students in Mind Meeting

Further information:

- There is still another insurance info session! SEPTEMBER 20TH! 3-5pm for International Students (Health) and 5-7pm for Canadian residents (and International Student dental).
- Family Care: Family care pamphlets on raising a family in grad school, domestic violence and caring for loved ones have been printed and are available. They have also been distributed to all Graduate Program Directors via the GPSO.
- Sustainability: The SAP will be coming for final approval at the October Council meeting.
- Branding: Our environment committee and health and wellness committee have new logos and banners! Hopefully this will help people identify initiatives by these groups and create greater awareness.
- PGSS daycare: our application is still being reviewed
- Post Docs: The proposed question has been sent to Jana to review. The next post doc working group meeting has been scheduled for September 30, 2013.
- Health and Wellness:
  - Student in Mind, mental health conference. Scheduled for October 5th. This conference is open to all students and will be a daylong event focusing on mental health on our campus. For more information go to: [http://www.studentsinmind.ca/](http://www.studentsinmind.ca/)
  - The PGSS annual Flu Shot Clinic is happening! The date is set for November 7, 2013.
  - Post Docs: The proposed question has been sent to Jana to review. The next post doc working group meeting has been scheduled for September 30, 2013.

As always, if you have any questions or concerns please feel free to email me at membership.pgss@mail.mcgill.ca
This summer, the executive committee reached out to other student groups and worked with the university to finalize outstanding agreements and negotiate a renewed lease on Thomson House.

### Representation

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/19</td>
<td>Ollivier Dyens, Deputy Provost (Student Life and Learning)</td>
<td>Discussed supervision, TH lease, PGSS MOA with McGill</td>
<td>Ongoing</td>
</tr>
<tr>
<td>8/20</td>
<td>Claude Génèreux, incoming Vice-Chair, McGill Board of Governors and Katie Larson, SSMU President</td>
<td>Discussed students’ perceptions of McGill, long-term strategic planning for McGill</td>
<td>Ongoing</td>
</tr>
<tr>
<td>8/20</td>
<td>ASEQ</td>
<td>Discussed addressing the problem of growing healthcare costs for international students</td>
<td>Ongoing</td>
</tr>
<tr>
<td>8/22</td>
<td>Martin Kreiswirth, Dean of Graduate Studies</td>
<td>Discussed supervision, funding for international students, PGSS grants program</td>
<td>Ongoing</td>
</tr>
<tr>
<td>9/3</td>
<td>PGSS Orientation</td>
<td>Welcomed new students; toured Thomson House with new Principal</td>
<td>Ongoing</td>
</tr>
<tr>
<td>9/4</td>
<td>Mac Campus Orientation</td>
<td>Spoke to new PGSS members; attended start of MCSS Council</td>
<td>Ongoing</td>
</tr>
<tr>
<td>9/5</td>
<td>Stephen Strople, Secretary-General</td>
<td>Discussed follow-up to recent communication to him and Board Chair</td>
<td>Ongoing</td>
</tr>
<tr>
<td>9/5</td>
<td>Kip Cobbett, Chair of McGill Board of Governors, and Katie Larson, SSMU President</td>
<td>Discussed approach to Board in the coming year, diversity of representation with regard to external board members, review of terms of references of Committee to Advice on Matters of Social Responsibility, McGill’s challenges, and second open forum between students and Governors</td>
<td>Ongoing</td>
</tr>
<tr>
<td>9/5</td>
<td>“Know Your Rights” session with Dean of Graduate Studies Martin Kreswrith and PGSA</td>
<td>Discussed funding, supervisor and student responsibilities, conflict resolution mechanisms, new GPS website regarding supervision</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Date</td>
<td>Meeting</td>
<td>Activity/Event/Description</td>
<td>Follow-up</td>
</tr>
<tr>
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<td>-----------------------------</td>
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</tr>
<tr>
<td>9/10</td>
<td>Senate Steering</td>
<td>No major decisions made</td>
<td>Ongoing</td>
</tr>
<tr>
<td>9/10</td>
<td>Principal Suzanne Fortier</td>
<td>Discussed funding for graduate students, including international students, supervision, and approach to Senate/Board</td>
<td>Ongoing</td>
</tr>
<tr>
<td>9/10</td>
<td>Board of Governors Executive Committee</td>
<td>Discussed chantier sur la politique de financement des universités, Charte des valeurs québécoises, Board retreat, joint Board-Senate meeting</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

The Executive Committee focused on developing a workplan for the year and addressing outstanding policy issues.

<table>
<thead>
<tr>
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<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/24</td>
<td>Executive Committee</td>
<td>Discussed workplan, failed referendum questions, conferences to attend or host.</td>
<td></td>
</tr>
</tbody>
</table>

Further information

<table>
<thead>
<tr>
<th>Upcoming events and activities</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendations</td>
<td>Action</td>
</tr>
</tbody>
</table>

Governing documents

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
</table>
Further information

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</tr>
</tbody>
</table>

September 13, 2013
This report covers the period from August council to September council as well as a few mid-August activities that were not reported in my August submission to council. I will not be present at the September council meeting due to fieldwork commitments; however can be reached by email for any questions or concerns related to this report. The next meeting of the environment committee will be the week of September 23, 2013.

The Environment Committee would like to remind everyone about our **first Green Drinks of the year, September 17th (6-8pm in the TH basement)**. Refreshments provided. Come learn about climate change impacts on outdoor rinks in Canada; meet members of ecoHack Montreal and learn about upcoming events; and mingle with like-minded PGSS members and members of the greater Montreal community.

<table>
<thead>
<tr>
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<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14</td>
<td>Sustainability Action Plan</td>
<td>Discussions with Shona (Sustainability Coordinator), Guillaume, Elizabeth and SAP implementation.</td>
<td>- Will review any feedback given at September council.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Reviewed document prepared by Sustainability coordinator that outlines items for implementation plan to be drafted by the BoD.</td>
</tr>
<tr>
<td>August 19</td>
<td>Meeting with Sustainability Coordinator</td>
<td>Discussion about SAP feedback from August council and new sustainability leisure course.</td>
<td>- Continue to develop an urban agriculture leisure course for spring 2014; to complement the green living/sustainability course (developed by the SC).</td>
</tr>
<tr>
<td>August 19</td>
<td></td>
<td>Garden maintenance and pictures for Facebook to encourage PGSS members to harvest peppers.</td>
<td>- The TH kitchen will continue to harvest fresh herbs from the garden.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- PGSS members have been invited (through the TH Facebook page) to pick peppers/cherry tomatoes and excess herbs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Options for drying excess herbs and storing throughout the year for kitchen</td>
</tr>
</tbody>
</table>

**Acronyms**

PEC – PGSS Environment Committee  
TH – Thomson House  
BoD – Board of Directors  
SAP – Sustainability Action Plan
| August 20 | Garden maintenance | use will be discussed with Andre and Bliss. |
| August 20 | Meeting with Jacinthe | PEC banner design |
| August 21 | Council | Preparation and council attendance |
| August 26 | Sustainability Coordinating Group | August meeting |
| August 29 | CEELR | PEC representative sent |
| August 30 | Meeting with Jacinthe | Orientation preparation and planning for handbook distribution and follow-up surveys on usage. |
| Sept 2 | Email discussions with SSMU regarding upcoming Green Drinks event | First Green Drinks event, Sept.17, 6-8pm. TH basement. |
| Sept 3 | New student orientation | Handbook distribution and PEC table |
| Sept 4-9 | Green Drinks planning | By email |
| Sept 5 | Meeting about ECOLE (SPF project) | |
| Sept 9 | Divest McGill | Via teleconference |
| Sept 10 | Green Drinks planning | By email |

**Further Information**

**PEC survey** – A survey to assess PGSS members’ expectations of the PEC will be launched towards the end of September.

**Bike to McGill week** – In collaboration with HAWC and the Sustainability Coordinator, PEC will be hosting “Bike to McGill” week starting October 7th. We are looking for bike-knowledgeable people to suggest and lead workshops related to bike maintenance, tuning, winterization, biking in Montreal etc. Please contact environment.pgss@mail.mcgill.ca or sustainable.pgss@mail.mcgill.ca if you have a workshop suggestion or are interested in leading a workshop.
Winter garden prep – Volunteers are needed to help take down the TH garden and prep it for winter. This would involve about a half day of work sometime in late fall. Please email environment.pgss@mail.mcgill.ca if you are interested in helping.

Divest McGill – As a follow-up to a motion past at the AGM last academic year, I would like to start an ad-hoc working group interested in planning and promoting PGSS initiatives regarding Divest McGill and collaboration with the Divest McGill group. If you are interested in joining, please email environment.pgss@mail.mcgill.ca

ecoHack Montreal – ecoHack Montreal is an event and group of computer programmers that work to develop sustainability solutions to urban environmental problems. I would like to put together a team of PGSS members to attend this year’s ecoHack event and work on projects on a casual basis throughout the year. Email me for more info!

As always, if you have any questions or concerns feel free to email me at environment.pgss@mail.mcgill.ca
Health Commissioner
Council Report September 18th 2013
Emily Yung

August 15th through to September 11th 2013

1. Meetings Attended
   a. August 15 – PGSS Events Committee
   b. August 21 – Peer Support Network Committee
   c. August 21 – PGSS Events Committee
   d. August 21 – August Council
   e. September 9 – Peer Support Network Committee
   f. September 10 – PGSS Cooking Workshop Planning Meeting

2. Upcoming Meetings
   a. September 12 – SMUU Council, motion on McGill mental health promotion & awareness
   b. September 17 – HAWC meeting

3. Activities
   a. Health and Dental Plan Inquiries: Respond to PGSS members’ emails
   b. September 3 – Graduate Orientation
   c. September 4,5,6 – CIBC Run for the Cure Bake Sale (~$80 raised)
   d. September 5 – Health Insurance info session
   e. September 10 – Pink Beers Fundraiser & Trivia Night ($105 raised)
   f. September 11 – Speed-friending & Board Games Night (40 attended)
   g. HAWC event promotions: Work with Student Life Coordinator and VP Internal; create a HAWC website
   h. McGill Peer Support Program: Work with both undergraduate and graduate students to create a student-led peer support program that will provide a safe space for students to access immediate support during drop-in sessions with the goal to reduce stigma in seeking help and promote a mentally healthy community at McGill

4. Workplan
   a. Work with HAWC, MSO, Health Promotion, and Environment Committee to execute the coming Fall semester events:
      • September 20 – ASEQ info session on Health and Dental Plan & Blue Cross
      • October 6 – CIBC Run for the Cure
      • October 7-11 – McGill Bike Week
      • Tentative November 7 – Flu Shot Clinic
      • November 21 – Speed-friending event
   b. Prepare additional questions for ASEQ’s October Feedback Survey regarding the PGSS Health and Dental Plan

Thank you for reading this report. If you have any questions, comments, or concerns, please contact me at health.pgss@mail.mcgill.ca.

Sincerely,
Emily Yung
Health Commissioner
Post-Graduate Students’ Society, McGill University
BIRT that the following individuals be appointed to the corresponding positions:

- **Committee on Student Grievances**
  Benjamin Wiles

- **Committee on Enrolment and Student Affairs**
  Benjamin Wiles

- **Counselling Service Advisory Board**
  Yuhan Ma

- **Council on Graduate and Postdoctoral Studies**
  Yuhan Ma
  Moksha Serrano
  Gisele Boukhaled
  Emily Yung

- **APC Subcommittee on Courses and Teaching Programs**
  Yuhan Ma

- **JBSCE Subcommittee on Queer People**
  Allen Chen

- **JBSCE Subcommittee on Students with Disabilities**
  Kayla Morad

- **Sustainability Projects Fund Working Group**
  Line Bourdages

- **CKUT Board of Directors**
  Gretchen King

- **Enrolment and Student Affairs Advisory Committee**
  Laura Forrest
  Melissa Dick

- **Humanities and Social Science Library Advisory Committee**
  Ann-Marie Hansen
Award for Excellence in Service to Graduate and Postdoctoral Studies
Erik Larson

Senate Committee on Physical Development
Maria Mercedes Garcia Holguera

JBSCE subcommittee on Women
Tracy Yuen

Council Steering Committee
Ana Best

Equity Committee
Ana Best
Melanie Cosgrove

Advisory Council on Charter of Student Rights
Rui Hao Wang

PGSS LIFC
Anne-Maire Hansen

BIFRT that the following executive appointments are ratified:

APC alternate
Alexander Deguise

Committee on Student Discipline
Jonathan Mooney
AGENDA
1. Approval of the Agenda
2. Speaker’s Report
3. Announcements
4. Approval of the Minutes
   4.1. March 2013
   4.2. May 1, 2013 (open session)
   4.3. May 1, 2013 (closed session)
   4.3. May 29, 2013
   4.4. June 2013
   4.5. August 2013
5. Business Arising from the Minutes and Standing Orders
   5.1. Motion R13-09-#005 · To accept recommendations of the Appointments Board
6. Executive Reports
   6.1. Academic Affairs Officer
   6.2. Internal Affairs Officer
   6.3. Member Services Officer
   6.4. Finance Officer
   6.5. Secretary-General
7. Commissioner Reports
   7.1. Environment Commissioner
8. Other Reports
   8.1. Appointments Board
9. Question Period
10. New Business
   10.1. Motion R13-09-#006 · Motion regarding 2013-2014 workplan
   10.2. Motion R13-09-#007 · Motion to permit the recall of elected officers by petition
   10.3. Motion R13-09-#008 · Motion regarding powers of the steering committee
   10.4. Motion R13-09-#009 · Motion to consolidate descriptions of commissioners
   10.5. Motion R13-09-#010 · Motion to specify terms of appointment
   10.6. Motion R13-09-#011 · Motion to ensure review of bylaw changes by governance committee
5. Business Arising from the Minutes and Standing Orders

5.1. Motion R13-09-#005 · To accept recommendations of the Appointments Board
(Appointments Board)

BIRT Council approve the nominations outlined in the report of the Appointments Board.

10. New Business

10.1. Motion R13-09-#006 · Motion regarding 2013-2014 workplan
(Executive Committee)

(New or updated sections in red)

SG
- Review bylaws and society affairs manual with Policy and Structure Advisory Committee (PSAC) and bring changes forward
- Review elections regulation with PSAC and Chief Returning Officer and bring changes forward
- Streamline governance via online content management system (CMS): integrate aspects of PGSS governance (council, committees) into PGSS website and CMS
- Develop PGSS harassment policy with PSAC
- Ensure constructive relations with SSMU and other university partners by ensuring consistent communication and collaboration on research projects and common causes
- Ensure reforms to supervision regulations move forward
- Improve appeal of Thomson House by working with management and Board of Directors
- Oversee projects including research, business initiatives, and legal matters

IAO
- Surveying PGSAs for workplan items
- Improve outreach by sending one PGSS exec to attend a GA or exec meeting of each PGSAs
- Speaker series: senior grad students
- Review social media strategy for each portfolio (twitter, Facebook, YouTube)
- Coordinate further development of emergent postgraduate cultural associations
- Board focus on TH “fun” and restaurant improvement
- - weekly/monthly BBQ in the summer months
- - marketing TH
- - branding
- - games night, settlers with Senior Nacho
- Work to develop commissioner websites
- Recruit members to join PGSS committees
- Coordinate tax week activities
MSO
- Define role of commissioners/execs
- Rename and redefine roles of commissioners
  - make job reflective of # of hours
  - make job expectations reflective of number of hours
  - working on "branding" of caucuses and committees
- Evaluate response to university fee referendum questions failing
- Possible referendum question for postdocs
- Adoption of the MSPN and expansion of their work for grad students. Combining Family Care and MSPN.
- Daycare application process
- Mental health initiatives. Particularly working on Peer Support, Mental Health Conference and at Thomson House. Implementation and training of the High Five ("safe space") campaign.
- Student Services (always) - helping with RFPs, referenda, grad specific programming.
- Renegotiate Health and Dental Insurance Plan
- Creating info sessions and more awareness about our plan.

AAO
- University reps – reporting and orientation
- Athletics – lobby DPSLL to support audit of activities
- McGill Writing Center
- Content management project for university representatives, online database
- Supervision workgroup
- Organize “know your rights” session
- University committee orientation package
- University space project
- Focus on strategy to lobby for reduced enrolment (control student population)

EAO
- Develop communications and public relations strategy
- Communicate FEUQ issues and campaigns to exec and coordinating activities;
- Voter registration at Thomson House
- Tax week
- Research on socially responsible investing
- French language – accessibility
- University reinvestment campaign
- Election research
- FEUQ conference at Thomson House in November
- Lobbying to end unfair charges for international students at hospitals

FO
Post-Graduate Students’ Society of McGill University
3650 McTavish Street, Montreal, Quebec
C1-09-#03
Council Agenda Unapproved
September 18, 2013
6:30pm

- Negotiating new Thomson House Lease
- Legal matters
- Business metrics reporting
- Exploring Finance/Investment Options for Special Projects
- Reworking Grants program based on GPS contributions
- Evaluation and implementation of business advertising needs to improve business revenue (specifically event revenue)
- Organization of tax week

10.2. Motion R13-09-#007 - Motion to permit the recall of elected officers by petition
(G. Lord/Secretary-General)

BIRT the change to bylaw 10.4.2.5b approved in August 2013 be amended to read “Binding referendum questions may only modify or levy fees, or change these bylaws, or remove officers, as set out in these bylaws”

BIFRT a new bylaw 6.10 be created, reading, “A petition to remove a person from any position within the PGSS must be framed as follows: “Do you agree that X be removed from the position of Y?” wherein X is the name of the person, and Y is the name of the position.”

10.3. Motion R13-09-#008 - Motion regarding powers of the steering committee
(Policy and Structure Advisory Committee)

BIRT the Society Affairs Manual be modified to add the following clause 5.14.1.1.3. Exclude from the council package any motions or reports which contain unparliamentary language or expose the PGSS to liability

10.4. Motion R13-09-#009 - Motion to consolidate descriptions of commissioners
(Policy and Structure Advisory Committee)

BIRT the following amendments to the Society Affairs Manual be made, pending approval of the related bylaw changes at the General Meeting:

1. Move the text of bylaw 8.6.5 to SAM 2.3.3 and renumber subsequent sections.
2. Move the text of bylaw 8.8.2 to SAM 2.5.8.
3. Remove sections 1.11, 8.2, 8.5.2, 8.7.5,
4. Add “subject to ratification by council” after “Appointments Board” in SAM 2.3.1
5. Add section 2.5.4: “Commissioners are non-voting members of Council”

10.5. Motion R13-09-#010 - Motion to specify terms of appointment
(Secretary-General)
WHEREAS the PGSS governing documents do not specify the terms of appointments
WHEREAS the previous PGSS constitution specified a one year term for appointments
WHEREAS under the status quo, members will serve ultimate terms

New SAM clause 54.6.2: Appointments shall end one year from the date of appointment.

New SAM clause 12.4.10: Appointments to university and other committees shall have a term ending May 31 or until the position is filled.
Events from September 10th through September 27th 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 16</td>
<td>Harassment Policy Review</td>
<td>Providing PGSS feedback on the policy</td>
</tr>
<tr>
<td>September 16</td>
<td>Meeting Dean of Medicine</td>
<td>Discussion of Glen Campus, and Supervision</td>
</tr>
<tr>
<td>September 16</td>
<td>CGPS</td>
<td>First announcement of potential policies</td>
</tr>
<tr>
<td>September 17</td>
<td>Sustainability Meeting</td>
<td>Short introduction before I had to leave</td>
</tr>
<tr>
<td>September 18</td>
<td>MAUT Meeting</td>
<td>Pre-Senate preparation</td>
</tr>
<tr>
<td>September 18</td>
<td>Senate</td>
<td>Question regarding Glen Campus, Alumni</td>
</tr>
<tr>
<td>September 18</td>
<td>Council and AGM</td>
<td>Academic Affairs Committee coming soon</td>
</tr>
<tr>
<td>September 24</td>
<td>PGSA Presidents Meeting</td>
<td>Discussion of Supervisor policies</td>
</tr>
<tr>
<td>September 25</td>
<td>Executive Meeting</td>
<td></td>
</tr>
<tr>
<td>September 25</td>
<td>Research Advisory Council</td>
<td>First of the year, discussion with Principal</td>
</tr>
<tr>
<td>September 25</td>
<td>Meeting Deputy Provost</td>
<td>Referenda</td>
</tr>
<tr>
<td>September 26</td>
<td>Appointments Board</td>
<td>Appointments after Committee Recruitment Day</td>
</tr>
<tr>
<td>September 27</td>
<td>Senate Composition</td>
<td>Discussion Ongoing</td>
</tr>
</tbody>
</table>

Supervisor – Supervisee policy work:
Talk to your Graduate Program Director, or Chair about whether you think supervision workshops for new professors should be mandatory. Also whether or not supervisory committees should be standard for PhD students. The more that these two topics are discussed, the easier it is to have them implemented in policy. Ask about this during question period and I can give Council talking points.

Upcoming events and activities

<table>
<thead>
<tr>
<th>Date</th>
<th>Supervisor – Supervisee policy work:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>

Space Bonus:
Meetings and Representation

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.09</td>
<td>Scavenger Hunt</td>
<td>Scavenger Hunt ending at Mac</td>
<td>N/A</td>
</tr>
<tr>
<td>20.09</td>
<td>Info session</td>
<td>Health Care Providers</td>
<td>N/A</td>
</tr>
<tr>
<td>24.09</td>
<td>Committee Rec.</td>
<td>Recruit new committee members</td>
<td>Appointments</td>
</tr>
<tr>
<td>24.09</td>
<td>PGSA-meeting</td>
<td>PGSA-Meeting</td>
<td>A lot!</td>
</tr>
<tr>
<td>25.09</td>
<td>Exec Meeting</td>
<td>Exec Meeting</td>
<td>Always!</td>
</tr>
<tr>
<td>25.09</td>
<td>Admin-Meeting</td>
<td>DPSLL</td>
<td>I hope so!</td>
</tr>
<tr>
<td>25.09</td>
<td>Corn Roast</td>
<td>Corn Roast</td>
<td>N/A</td>
</tr>
<tr>
<td>26.09</td>
<td>Appointments Board</td>
<td>Appoint individuals to committees</td>
<td>Council</td>
</tr>
<tr>
<td>1.10</td>
<td>Speed Dating</td>
<td>Organize speed dating</td>
<td>Wink Wink!!!</td>
</tr>
</tbody>
</table>

Further information

Scavenger hunt: Next year the scavenger hunt should be on the Friday of the same week as orientation and the end point should be Thomson House, to increase turnout. The questions can be recycled/updated from this year.

Committee Recruitment Day: We had a decent turnout.

Corn Roast: The event was very well received, next year we should have the event earlier in the season to increase the probability of having warmer weather on the day of the corn roast.

General Comments: If any PGSA would need support to promote itself to its membership, please send me an email.

As always, if you have any questions or concerns please feel free to email me at internal.pgss@mail.mcgill.ca
This summer, the executive committee reached out to other student groups and worked with the university to finalize outstanding agreements and negotiate a renewed lease on Thomson House.

### Representation

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/16/13</td>
<td>McGill Council of Graduate and Postdoctoral Studies</td>
<td>Presented recommendations from supervision project and solicited feedback from council members; planned next steps</td>
<td>10/02/13</td>
</tr>
<tr>
<td>09/17/13</td>
<td>McGill Office of Sustainability</td>
<td>Discussed overlap between PGSS and Sustainability Office plans</td>
<td>Ongoing</td>
</tr>
<tr>
<td>09/18/13</td>
<td>Senate</td>
<td>Discussed research integrity report, harassment and discrimination report, and new McGill program to be offered in China</td>
<td>Ongoing</td>
</tr>
<tr>
<td>09/20/13</td>
<td>Dean of Graduate Studies' Advisory Council</td>
<td>Discussed strategies to optimize tuition waivers for international students</td>
<td>Ongoing</td>
</tr>
<tr>
<td>09/20/13</td>
<td>Ollivier Dyens, Deputy Provost (Student Life and Learning)</td>
<td>Discussed proposed change to PGSS-McGill MOA regarding relationship between PGSS and PGSAs</td>
<td>Ongoing</td>
</tr>
<tr>
<td>09/24/13</td>
<td>PGSA strategy session</td>
<td>Discussed PGSS services, supervision, international tuition waivers</td>
<td>Ongoing</td>
</tr>
<tr>
<td>09/24/13</td>
<td>Katie Larson, SSMU President</td>
<td>Discussed organization and theme of planned town hall between students and McGill Board members</td>
<td>Ongoing</td>
</tr>
<tr>
<td>09/24/13</td>
<td>Mariève Isabel, PGSS representative on Fee Advisory Committee</td>
<td>Discussed fees for sub-groups of PGSS members, need for a policy, and plans of Fee Advisory Committee</td>
<td>Ongoing</td>
</tr>
<tr>
<td>09/24/13</td>
<td>Ollivier Dyens, Deputy Provost (Student Life and Learning)</td>
<td>Discussed fee referendum, options to maximize postgraduate input into operation of Student Services, MOA, and lease</td>
<td>Ongoing</td>
</tr>
<tr>
<td>09/26/13</td>
<td>McGill Board of Governors</td>
<td>Approved audit, financial statements, and contract of affiliation with MUHC. Discussed possible bond offer, methods to improve Board functioning</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

### Further information
The Executive Committee focused on developing a workplan for the year and addressing outstanding policy issues.

### Executive Committee

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/18/13</td>
<td>Executive Committee</td>
<td>Discussed McGill Writing Center</td>
<td></td>
</tr>
<tr>
<td>09/25/13</td>
<td>Executive Committee</td>
<td>Discussed fee referenda, issues with mental health, MOA, PGSA outreach</td>
<td></td>
</tr>
</tbody>
</table>

### Upcoming events and activities

<table>
<thead>
<tr>
<th>Date</th>
<th>Recommendations</th>
<th>Action</th>
<th>Follow-up</th>
</tr>
</thead>
</table>

### Governing documents

<table>
<thead>
<tr>
<th>Date</th>
<th>Recommendations</th>
<th>Action</th>
<th>Follow up</th>
</tr>
</thead>
</table>

Further information

Upcoming events and activities

Recommendations

Action

Follow-up
This report covers the period from September 12 (submission of last council package) to September 25. I was unable to attend the September 18 council due to fieldwork commitments and have been following through on Environment Commissioner responsibilities via email for much of September. I will be attending the October 2 council.

The Environment Committee in collaboration with SSMU hosted the first Green Drinks of the year on September 17. Up to 18 people attended the whole event and several more PGSS members attended on a drop-in basis. We are looking forward to the next Green Drinks on October 15!

<table>
<thead>
<tr>
<th>Meetings and Representation</th>
<th>Date</th>
<th>Meeting</th>
<th>Activity/Event/Description</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>September 12-17</td>
<td>Various emails and conference calls related to Green Drinks planning.</td>
<td>Organizing September Green Drinks event.</td>
<td>Contact Green Drinks listserv for feedback and advertise next event.</td>
</tr>
<tr>
<td></td>
<td>September 12-17</td>
<td>Various emails and conference calls related to upcoming PEC involvement in Divest McGill and the SPF project ECOLE.</td>
<td>Discussion about PEC involvement.</td>
<td>Future meetings.</td>
</tr>
<tr>
<td></td>
<td>September 12-17</td>
<td>Compilation of PEC listserv.</td>
<td></td>
<td>Advertise upcoming events.</td>
</tr>
<tr>
<td></td>
<td>September 15</td>
<td>PEC section of PGSS website launched (thanks Jonathan!)</td>
<td></td>
<td>Update as needed and post Green Drinks topics.</td>
</tr>
<tr>
<td></td>
<td>September 16-20</td>
<td>Finalizing of Bike to McGill week and Green Drinks media for the rest of the semester.</td>
<td></td>
<td>Disseminate.</td>
</tr>
<tr>
<td></td>
<td>September 17</td>
<td>Green Drinks</td>
<td>PEC and SSMU co-hosted event.</td>
<td>Solicit feedback from attendees and plan October event.</td>
</tr>
<tr>
<td></td>
<td>September 18</td>
<td>Council</td>
<td>Reviewed council package in lieu of attendance.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>September 19</td>
<td>CEELR</td>
<td>Provided feedback on introductory letter for preliminary report by this group.</td>
<td>Letter and report was sent out September 20.</td>
</tr>
</tbody>
</table>

Further information
Upcoming meetings and events:
- September 26 – Sustainability Coordinating Group meeting
- September 27 – October Green Drinks planning meeting with SSMU
- September 27 – Bike week planning meeting with the Sustainability Coordinator and Health Commissioner
- September 30 – PEC meeting
- October 1 – CEELR meeting
- October 2 – meeting with Elizabeth
- October 2 – Council
- October 7-11 – Bike to McGill week (itinerary to be posted on Facebook soon)
Volunteers still needed: PGSS members interested in helping out with winter garden prep, Bike to McGill week or meeting informally on a Divest McGill working group are encouraged to contact me at environment.pgss@mail.mcgill.ca.

Environment committee listserv: An email list compiled from interested students from the new-student orientation is almost ready and will be used to communicate about environment committee projects. Council members interested in being added to this list can let me know at environment.pgss@mail.mcgill.ca.

Bottled water at McGill: At the August council, a council member suggested that PEC consider looking into a “McGill bottled water free” campaign, which has had considerable success at UQAM. This is a project that PEC will consider at its next meeting.

As always, if you have any questions or concerns feel free to email me at environment.pgss@mail.mcgill.ca.
Health Commissioner
Council Report October 2nd 2013
Emily Yung

September 12th through to September 25th 2013

1. Meetings Attended
   a. September 12 – SMUU Council; motion on McGill mental health promotion & awareness
   b. September 17 – HAWC meeting; discussed events and upcoming initiatives
   c. September 18 – Nightline; discussed collaborating with the Peer Support Network
   d. September 18 – Meeting with Directors of both Student Services and Campus Life and Engagement, Member Services Officer (MSO), and student leaders; reviewed student initiatives on campus mental health and received their support
   e. September 18 – PGSS Council
   f. September 24 – Peer Support Network; reviewed progress and planned for the recruitment of Peer Supporters in October

2. Upcoming Meetings
   a. October 17 – HAWC meeting
   b. November 12 – HAWC meeting
   c. December 3 – HAWC meeting

3. Activities
   a. Health and Dental Plan (H&D) Inquiries – Respond to PGSS members’ emails
   b. September 20 – Health and Dental Plan Info Session; discussed with ASEQ representative regarding specific student cases of the H&D Plan
   c. September 24 – PGSS Committee Recruitment Day; spoke with various graduate students and informed them of opportunities for student engagement
   d. PGSS Cooking Workshops – Collaborated with Health Promotion to organize four vegetarian cooking workshops for graduate students; registration deadline is October 4th
   e. McGill Peer Support Network – Work with both undergraduate and graduate students to create a student-led peer support program that will provide a safe space for students to access immediate support during drop-in sessions with the goal to reduce stigma in seeking help and promote a mentally healthy community at McGill

4. Workplan
   a. Work with HAWC, MSO, Health Promotion, and Environment Committee to execute the coming Fall semester events:
      • October 5 – HAWC representation at Students in Mind Mental Health Conference
      • October 6 – CIBC Run for the Cure
      • October 7, 28, November 4, 11 @ 6-8pm – PGSS Cooking Workshops
      • October 7 to 11 – McGill Bike Week
      • November 7 @ 11:30am-4:30pm – Flu Shot Clinic
      • November 21 @ 6-8pm – Speed-friending event
   b. Work with HAWC members to prepare additional questions for ASEQ’s October Feedback Survey regarding the PGSS Health and Dental Plan
c. Begin planning Winter term HAWC initiatives

Thank you for reading this report. If you have any questions, comments, or concerns, please contact me at health.pgss@mail.mcgill.ca.

Sincerely,
Emily Yung
Health Commissioner
Post-Graduate Students’ Society, McGill University
If you are interested in becoming part of “Committee for Member Support” (CMS), please contact me at the email address below.

1. Meetings
   - PGSS Council meeting- September 18th 2013- 5:30PM-6:30PM
   - PGSS Annual general meeting- September 18th 2013- 6:30PM-8:30PM
   - Committee for Member Support meeting- Meeting was arranged via email (No common date was available)- October meeting will include follow-up from last two months
   - PGSS Committee recruitment day- September 24th 2013- 4PM-5PM
   - PGSA president meeting/orientation- September 24th 2013- 5:30PM-7:00PM
   - Meetings with new graduate student inquiries- 5 (3 meetings with students)
   - Exec-Commissioner caucus- None
   - Meeting with PGSS business manager- September 20th 2013- 5:30PM-6:30PM

2. Committee for Graduate Member Support (CMS) related activities
   - Active cases- 18
   - Cases closed- 4
   - New inquiries - 5
   - TFSS applications- One new application submitted on September 23rd 2013
   - Resolved cases- 2

3. Planning, communications
• PGSS Board of Directors- To request BoD appointed member for Committee for Member Support

• To design the logo for Committee for Member Support (CMS)

Sincerely,

Vikrant Bhosle

Member Support Commissioner

Post-Graduate Students’ Society of McGill University

Email- cgss.pgss@mail.mcgill.ca
2 octobre 2013

Madame Pauline Marois
Première ministre du Québec
Édifice Honoré-Mercier, 3e étage
835, boul. René-Lévesque Est
Québec (Québec) G1A 1B4

Chère Madame Marois,

Je vous écris au sujet de la Charte des Valeurs Québécoises en tant que secrétaire général de l’Association des Étudiants des Cycles Supérieurs de l’Université McGill (AÉCSUM).

Notre association a consacré beaucoup de temps lors de notre récente assemblée générale du 18 septembre à discuter de la charte en question. Même si nous approuvons la majorité des éléments contenus au sein du document, nous exprimons de fortes inquiétudes concernant l’interdiction du port de signes religieux facilement visibles pour le personnel de l’État. Ce personnel inclut nos membres, qui servent comme auxiliaires d’enseignement, auxiliaires de recherche et employés dans d’autres fonctions universitaires. Notre association soutient que le port de signes religieux n’est pas équivalent au prosélytisme et ne porte pas atteinte ni aux droits des autres individus, ni à la qualité de l’enseignement ou de la recherche. De plus, ces régulations risquent d’exclure du marché du travail de nombreux croyants.

Nous sommes une organisation ouverte et multiculturelle. Les valeurs québécoises auxquelles nous tenons sont la liberté de religion, la liberté d’expression, et le droit à la reconnaissance et à l’exercice, en pleine égalité, des droits et libertés de la personne. Ces droits sont particulièrement importants dans les universités où la liberté de s’exprimer est fondamentale. Nos membres ne se plaignent jamais lorsque le personnel universitaire porte des signes religieux; ils les voient comme des symboles de multiculturalisme, de diversité et la preuve du caractère ouvert de l’université.

Nous vous appelons à retirer la proposition d’interdire le port de signes religieux facilement visibles pour le personnel de l’État de la Charte des Valeurs Québécoises. Nous croyons que l’avenir du Québec sera assuré par le développement d’un esprit d’ouverture et non pas par une politique d’exclusion.

En vous remerciant,

Jonathan Mooney
Secrétaire général
Association des Étudiants des Cycles Supérieurs de l’Université McGill
### 1. Total Appointments by Student Type (UG/PG/CS) (appointment-events)

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Count</th>
<th>%ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-01</td>
<td>14</td>
<td>3.74%</td>
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<tr>
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<td>7</td>
<td>1.06%</td>
</tr>
<tr>
<td>2013-01</td>
<td>7</td>
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<td>2013-05</td>
<td>4</td>
<td>1.96%</td>
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<tr>
<td>PG</td>
<td>768</td>
<td>34.22%</td>
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<tr>
<td>2012-01</td>
<td>80</td>
<td>21.39%</td>
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<tr>
<td>2012-05</td>
<td>61</td>
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<td>27.81%</td>
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<td>159</td>
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<tr>
<td>UG</td>
<td>1444</td>
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<td>668</td>
<td>71.44%</td>
</tr>
<tr>
<td>2013-05</td>
<td>41</td>
<td>20.10%</td>
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*Grand Total* 2244

### 2. Appointment Time by Student Type (UG/PG/CS) (minutes)

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<th>%ages</th>
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<td>600</td>
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<tr>
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<td>210</td>
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<tr>
<td>PG</td>
<td>36750</td>
<td>35.53%</td>
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<tr>
<td>2012-01</td>
<td>4710</td>
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<td>2012-05</td>
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<tr>
<td>2013-05</td>
<td>6690</td>
<td>78.52%</td>
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<tr>
<td>UG</td>
<td>65160</td>
<td>62.99%</td>
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<tr>
<td>2012-01</td>
<td>14220</td>
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<td>29130</td>
<td>70.62%</td>
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<tr>
<td>2013-05</td>
<td>1620</td>
<td>19.01%</td>
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*Grand Total* 103440

### A. Total Appointments by Term (appointment-events)

<table>
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<tr>
<td>2012-05</td>
<td>72</td>
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<tr>
<td>2012-09</td>
<td>659</td>
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<tr>
<td>2013-01</td>
<td>935</td>
</tr>
<tr>
<td>2013-05</td>
<td>204</td>
</tr>
</tbody>
</table>

*Grand Total* 2244

### B. Appointment Time by Term (minutes)

<table>
<thead>
<tr>
<th>Row Labels</th>
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</tr>
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<tbody>
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<tr>
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<tr>
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</tr>
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</table>

*Grand Total* 103440
### 3. Headcount by student type (UG/PG/CS) (unique people)

<table>
<thead>
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<th>%ages</th>
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<tr>
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<tr>
<td>CS</td>
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</tr>
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<td>2012-09</td>
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<td>1.13%</td>
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<td>2012-01</td>
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<td>19.58%</td>
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<td>69.23%</td>
</tr>
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<tr>
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<td>93</td>
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<tr>
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<td>456</td>
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<tr>
<td>2012-01</td>
<td>113</td>
<td>79.02%</td>
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<td>2012-05</td>
<td>4</td>
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<tr>
<td>2012-09</td>
<td>181</td>
<td>68.30%</td>
</tr>
<tr>
<td>2013-01</td>
<td>267</td>
<td>73.35%</td>
</tr>
<tr>
<td>2013-05</td>
<td>12</td>
<td>23.53%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>657</strong></td>
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</tr>
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</table>

### C. Headcount by Term (unique people)

<table>
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<td>265</td>
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<td>2013-01</td>
<td>364</td>
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<td><strong>Grand Total</strong></td>
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### 4. Total Appointments by PGSS Subpopulation (M/D/P) (appointment-events)

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Count</th>
<th>%ages</th>
</tr>
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<tr>
<td>2012-05</td>
<td>42</td>
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</tr>
<tr>
<td>2012-09</td>
<td>101</td>
<td>48.56%</td>
</tr>
<tr>
<td>2013-01</td>
<td>134</td>
<td>51.54%</td>
</tr>
<tr>
<td>2013-05</td>
<td>56</td>
<td>35.22%</td>
</tr>
<tr>
<td>Doctoral</td>
<td>365</td>
<td>47.53%</td>
</tr>
<tr>
<td>2012-01</td>
<td>31</td>
<td>38.75%</td>
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<tr>
<td>2012-05</td>
<td>19</td>
<td>31.15%</td>
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<td>124</td>
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<tr>
<td>2013-05</td>
<td>92</td>
<td>57.86%</td>
</tr>
<tr>
<td>Postdoc</td>
<td>26</td>
<td>3.39%</td>
</tr>
<tr>
<td>2012-01</td>
<td>5</td>
<td>6.25%</td>
</tr>
<tr>
<td>2012-09</td>
<td>8</td>
<td>3.85%</td>
</tr>
<tr>
<td>2013-01</td>
<td>2</td>
<td>0.77%</td>
</tr>
<tr>
<td>2013-05</td>
<td>11</td>
<td>6.92%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>768</strong></td>
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</tr>
</tbody>
</table>

### 7. Total Appointments by PGSS Subpopulations (SSHRC/NSERC/CIHR) (appointment-events)

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Count</th>
<th>%ages</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSHRC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012-01</td>
<td>51</td>
<td>63.75%</td>
</tr>
<tr>
<td>2012-05</td>
<td>28</td>
<td>45.90%</td>
</tr>
<tr>
<td>2012-09</td>
<td>102</td>
<td>49.04%</td>
</tr>
<tr>
<td>2013-01</td>
<td>112</td>
<td>43.08%</td>
</tr>
<tr>
<td>2013-05</td>
<td>76</td>
<td>47.80%</td>
</tr>
<tr>
<td>NSERC</td>
<td>240</td>
<td>31.25%</td>
</tr>
<tr>
<td>2012-01</td>
<td>16</td>
<td>20.00%</td>
</tr>
<tr>
<td>2012-05</td>
<td>6</td>
<td>9.84%</td>
</tr>
<tr>
<td>2012-09</td>
<td>63</td>
<td>30.29%</td>
</tr>
<tr>
<td>2013-01</td>
<td>94</td>
<td>30.15%</td>
</tr>
<tr>
<td>2013-05</td>
<td>61</td>
<td>38.36%</td>
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<tr>
<td>CIHR</td>
<td>157</td>
<td>20.44%</td>
</tr>
<tr>
<td>2012-01</td>
<td>11</td>
<td>13.75%</td>
</tr>
<tr>
<td>2012-05</td>
<td>27</td>
<td>44.26%</td>
</tr>
<tr>
<td>2012-09</td>
<td>43</td>
<td>20.67%</td>
</tr>
<tr>
<td>2013-01</td>
<td>54</td>
<td>20.77%</td>
</tr>
<tr>
<td>2013-05</td>
<td>22</td>
<td>13.84%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
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</tr>
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### 5. Appointment Time by PGSS
Subpopulation (M/D/P) (minutes)

<table>
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<tr>
<th>Row Labels</th>
<th>Sum</th>
<th>%ages</th>
</tr>
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<tbody>
<tr>
<td><strong>Master's</strong></td>
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</tr>
<tr>
<td>2012-01</td>
<td>2700</td>
<td>57.32%</td>
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<td>2325</td>
<td>63.27%</td>
</tr>
<tr>
<td>2012-09</td>
<td>4590</td>
<td>46.15%</td>
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<td>5670</td>
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<td>2013-05</td>
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<td>32.29%</td>
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<tr>
<td><strong>Doctoral</strong></td>
<td>18045</td>
<td>49.10%</td>
</tr>
<tr>
<td>2012-01</td>
<td>1800</td>
<td>38.22%</td>
</tr>
<tr>
<td>2012-05</td>
<td>1350</td>
<td>36.73%</td>
</tr>
<tr>
<td>2012-09</td>
<td>4875</td>
<td>49.02%</td>
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<tr>
<td>2013-01</td>
<td>5940</td>
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<tr>
<td>2013-05</td>
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<tr>
<td>2012-09</td>
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### 6. Headcount by PGSS
Subpopulation (M/D/P) (unique people)

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<tbody>
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<td>55.56%</td>
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<td>2012-09</td>
<td>44</td>
<td>54.32%</td>
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<td>51.61%</td>
</tr>
<tr>
<td>2013-05</td>
<td>12</td>
<td>31.58%</td>
</tr>
<tr>
<td><strong>Doctoral</strong></td>
<td>86</td>
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<td>39.29%</td>
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<td>2012-09</td>
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<td>43.21%</td>
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<td>46.24%</td>
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<tr>
<td>2013-05</td>
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<tr>
<td><strong>Postdoc</strong></td>
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<td>2.47%</td>
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<tr>
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</tr>
<tr>
<td><strong>Grand Total</strong></td>
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</tr>
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### 8. Appointment Time by PGSS
Subpopulation (SSHRC/NSERC/CIHR) (minutes)

<table>
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<td>43.73%</td>
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<td>2013-05</td>
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<td>29.59%</td>
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<td>9.80%</td>
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<td>22.17%</td>
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### 9. Headcount by PGSS
Subpopulation (SSHRC/NSERC/CIHR) (unique people)

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<th>%ages</th>
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<tr>
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<td>53.57%</td>
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<td>2012-05</td>
<td>2</td>
<td>22.22%</td>
</tr>
<tr>
<td>2012-09</td>
<td>37</td>
<td>45.68%</td>
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</tr>
<tr>
<td>2013-05</td>
<td>14</td>
<td>36.84%</td>
</tr>
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<td>39.27%</td>
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<td>25.00%</td>
</tr>
<tr>
<td>2012-05</td>
<td>2</td>
<td>22.22%</td>
</tr>
<tr>
<td>2012-09</td>
<td>30</td>
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</tr>
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</tr>
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<td>20.42%</td>
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<tr>
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<td>5</td>
<td>17.86%</td>
</tr>
<tr>
<td>2012-05</td>
<td>5</td>
<td>55.56%</td>
</tr>
<tr>
<td>2012-09</td>
<td>15</td>
<td>18.52%</td>
</tr>
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<td>18.28%</td>
</tr>
<tr>
<td>2013-05</td>
<td>8</td>
<td>21.05%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>190</td>
<td></td>
</tr>
<tr>
<td>2. WOULD YOU RECOMMEND... (All Responses)</td>
<td>WOULD YOU RECOMMEND... (Summer 2012)</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------------------------------</td>
<td></td>
</tr>
<tr>
<td>yes, very good and useful!</td>
<td>Yes, because the tutors really go through your work extensively. But on the other hand, because I want the session to be more</td>
<td></td>
</tr>
<tr>
<td>YES for sure, it gave me back my confidence in writing, their advices are really practical</td>
<td>Yes. It's really helpful to International Students who have trouble with English writing.</td>
<td></td>
</tr>
<tr>
<td>Yes, very helpful</td>
<td>I always tell people and students about this</td>
<td></td>
</tr>
<tr>
<td>Yes, it's very insightful and specific/</td>
<td>Definitely. I am really sorry that I only realized this service was available this month; I can not believe I missed it all of the last</td>
<td></td>
</tr>
<tr>
<td>Definitely! Most of the tutors I have had have been very helpful.</td>
<td>Absolutely recommend to my friends because it is very constructive and helpful.</td>
<td></td>
</tr>
<tr>
<td>Yes, because it is very helpful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, definitely. It's been an immense help with my papers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes- I learned things about my writing style that I wasn't even aware I was doing. I wish I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, helps catch mistakes in grammar not</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, it helps a lot by having someone pointing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes- helps you catch mistakes you wouldn't notice.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, Brad Macdonald is very helpful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, because it helps students, who are not in a program that requires intensive writing, to improve on their compositions and notice errors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes. Helpful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes. Very helpful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes. It was convenient and helpful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes. It was very helpful in finding grammar mistakes I would not have caught myself.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, I would. My paper always improves a lot and I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>It's so helpful and free</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WOULD YOU RECOMMEND… (All Responses)</td>
<td>WOULD YOU RECOMMEND… (Summer 2012)</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Yes, I would recommend MWCTS to other students who have English problems, because when we write sometimes we can't see each one of our errors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, it's so helpful, and it's free!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, it is always good to get a second opinion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes...our tutor took the time to go through our work thoroughly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes. It's quite useful for non-native</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, because the tutors are very helpful and friendly. As a non-native English speaker I've learnt many useful methods and tricks to write a variety.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes. It was &quot;straight to the point&quot; and effective.</td>
<td></td>
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<tr>
<td>Yes. It's very helpful especially for international</td>
<td></td>
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<tr>
<td>Yes, the tutors can point out things that students</td>
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<tr>
<td>Sure, this clear advices make me to shape my presentation and I would definitely</td>
<td></td>
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<tr>
<td>yes, it's free and helps a lot.</td>
<td></td>
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<tr>
<td>yes very helpful to get someone else's opinion.</td>
<td></td>
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<tr>
<td>yes! Very helpful</td>
<td></td>
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<tr>
<td>Yes, very helpful to get someone's POV who is not familiar with the material. It also helped me a lot</td>
<td></td>
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</tr>
<tr>
<td>I would recommend if you have an</td>
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<tr>
<td>Yes, saved my butt all the time. It is very helpful to have someone else read objectively and say corrections bluntly... as well as iron out</td>
<td></td>
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</tr>
<tr>
<td>Absolutely, it's an outstanding service tutees are</td>
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<tr>
<td>Yes, the tutor was very helpful, welcoming, and gave good advice.</td>
<td></td>
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<tr>
<td>Yes</td>
<td></td>
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<tr>
<td>Yes, very helpful.</td>
<td></td>
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<tr>
<td>I would do it. It is very helpful, it helped me to</td>
<td></td>
<td></td>
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<tr>
<td>2. WOULD YOU RECOMMEND... (All Responses)</td>
<td>WOULD YOU RECOMMEND... (Summer 2012)</td>
<td></td>
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<tr>
<td>------------------------------------------</td>
<td>--------------------------------------</td>
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<tr>
<td>Yes. It's important for students who are using English as a second language to learn</td>
<td></td>
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<tr>
<td>Yes, the tutor is very helpful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, the tutor is kind and helpful!</td>
<td></td>
<td></td>
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<tr>
<td>Yes, it's really helpful</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, I think it brilliant, especially for students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sure. I would recommend it. A great opportunity to evaluate one's writing skills.</td>
<td></td>
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<tr>
<td>Yes I would recommend the MWC because I find it very helpful to see mistakes I am making within my writing.</td>
<td></td>
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<tr>
<td>Yes. Helpful.</td>
<td></td>
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<tr>
<td>Yes, because having a second opinion on one's</td>
<td></td>
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<tr>
<td>Yes, this service is very helpful for students who</td>
<td></td>
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<tr>
<td>Yes, it's very helpful and easy to make an</td>
<td></td>
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<tr>
<td>Yes, the MWC gives a lot of insight in proper academic writing and effective structure</td>
<td></td>
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</tr>
<tr>
<td>Yes. Tutor can explain the grammatical reasoning to correct the sentences instead of rewriting things</td>
<td></td>
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</tr>
<tr>
<td>Yes, definitely! I feel the tutor is really helpful in every aspect. She's also really nice and</td>
<td></td>
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<tr>
<td>Yes- excellent source of edits and suggestions.</td>
<td></td>
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<tr>
<td>Yes, very helpful to get positive and constructive</td>
<td></td>
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<tr>
<td>Yes, it's open from morning to late afternoon, it's</td>
<td></td>
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<tr>
<td>Yes, extraordinary useful for people whose English is not the first tongue.</td>
<td></td>
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<tr>
<td>Yes, my tutor was very helpful. I learned a lot in just one session that will benefit me not just in my classes but for writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes. Very helpful.</td>
<td></td>
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<tr>
<td>Responses</td>
<td>WOULD YOU RECOMMEND... (Summer 2012)</td>
<td></td>
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<tr>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Yes, incredibly useful to have someone go through it with you rather than just proofreading.</td>
<td></td>
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</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>Yes. It is hard to edit your own writing because you understand all your own claims. It's important</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes absolutely. It's very useful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, it's helpful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, because the tutors answer any questions you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, the tutorial service proofreads essays and writings to get your message across</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes. So helpful to talk through it with someone else.</td>
<td></td>
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</tr>
<tr>
<td>Yes. It's really helpful. MWC can correct my grammar mistakes and give comments on the content of the paper first before I hand it in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, because it is helpful for letter of intent or academic paper. Tutors are</td>
<td></td>
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</tr>
<tr>
<td>Definitely, it's been very beneficial for proofreading and for a second opinion.</td>
<td></td>
<td></td>
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<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, the tutorial was extremely helpful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes. This is very helpful especially for international students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, the tutors are very helpful.</td>
<td></td>
<td></td>
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<tr>
<td>Yes. It's helpful.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, because tutors are very helpful and we can meet not only on weekdays but also on weekends (Saturday)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes! I will recommend the McGill Writing Centre Tutorial Service, because the tutors are really trying to help you with all the resources that they have.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes, it really helped to see from an external point of view the basic flaws of</td>
<td></td>
<td></td>
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<tr>
<td>Yes, very helpful.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. WOULD YOU RECOMMEND... (All Responses) | WOULD YOU RECOMMEND... (Summer 2012)
---|---
Yes, I am an international student. For non-native English speakers including me and my friends, it is important and helpful that someone |
Yes. I've been several times I the last year and |
Yes. Great and free service. |
Yes. Writing is a skill like any other and learning from others is instrumental in improving upon that |
Yes I would recommend it to other students because it is a useful tool to help students improve their |
Yes. Because it really helps a lot. |
Yes, I will do that. We need someone to help in our writing. This is very important for us. |
Yes |
Sure. It's really helpful |
Yes. A really good way to finalize an essay. |
Yes. It is extremely helpful and brings out the beauty of every my articles. It also |
Yes. Sometimes it helps to get another perspective. |
Definitely, it has been of great help to me in guiding my writing, so to speak. I have started using the service following a friends advice |
Always. Precise, clear, concise. |
Absolutely. Not only is my paper better now I also actually gained some skills in what to |
Yes. It is very helpful to sort through the ideas |
Yes. I already have! |
Yes-> good talking out ideas, making sure the flow |
Of course! I find that it is easy to get confused with what you want to say and what you are saying; a
<table>
<thead>
<tr>
<th>Responses</th>
<th>(All Responses)</th>
<th>(Summer 2012)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I would recommend because Tessa was able to give me feedback while she was helping me.</td>
<td>Great help!</td>
<td></td>
</tr>
<tr>
<td>Yes! It's great to get a different perspective on your and have someone with a little more experience</td>
<td>Yes, it's very helpful.</td>
<td></td>
</tr>
<tr>
<td>Yes, good length of time, friendly tutors, want to help guide you and very helpful tips on</td>
<td>Yes. It helps improve the mark when the essay is</td>
<td></td>
</tr>
<tr>
<td>Yes. It certainly helps.</td>
<td>Yes. I think you guys are fantastically helpful.</td>
<td></td>
</tr>
<tr>
<td>Yes, another perspective from another person who isn't a peer is very useful.</td>
<td>Yes I would. It is super helpful to improve my</td>
<td></td>
</tr>
<tr>
<td>Yes, it is especially helpful for international</td>
<td>Yes. It certainly helps.</td>
<td></td>
</tr>
<tr>
<td>Yes! Always helpful</td>
<td>Yes, another perspective from another person who isn't a peer is very useful.</td>
<td></td>
</tr>
<tr>
<td>Yes. We, international student, need help.</td>
<td>Yes. Very accessible/organized and helpful.</td>
<td></td>
</tr>
<tr>
<td>Yes, I very helpful</td>
<td>Yes. It certainly helps.</td>
<td></td>
</tr>
<tr>
<td>Yes, it provides help from non-biased views. The tutor's are well-trained and know what</td>
<td>Yes- they help provide advice/suggestion on how</td>
<td></td>
</tr>
<tr>
<td>Yes. Useful.</td>
<td>Yes. Especially for people whose mother tongue is not English. Sometimes is sounds natural but it is</td>
<td></td>
</tr>
<tr>
<td>Definitely! Appointments are easy to make and it</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Yes Absolutely yes, I learned quite a bit and feel was</td>
<td>Yes, it really helps you go through your essay and</td>
<td></td>
</tr>
</tbody>
</table>
2. WOULD YOU RECOMMEND... (All Responses)  |  WOULD YOU RECOMMEND... (Summer 2012)
---|---
Yes, since it greatly improved my writing skills and clarity in communication. |  
Yes, very helpful and clear instruction |  
Yes. It's a great way to improve writing. |  
Yes, I was given a very helpful analysis of my essay. |  
Yes, very helpful and free! |  
Yes, because it'll help them do better when writing papers |  
Yes. It is really helpful |  
Yes I would. |  
Yes, especially those w/ another 1st language |  
I would definitely because I find the tutors very |  
Yes, but with a grain of salt (see below) |  
Yes. It really helped me a lot. It made the purpose |  
YES, it is really helpful |  
Yes! Students generally assume what you mean and never question you further, they don't ask for |  
Yes, it's useful and can provide you a lot of advices. |  
Yes. It is very helpful especially for intl. students. |  
Yes very useful |  
Yes! Any extra proofreading and extra tips (grammar or content) are always |  
Yes, grammar is not something taught in many science courses especially, and getting advice makes |  
Yes |  
Absolutely, great and very accurate advice. |  
Yes, it has helped me a lot |  
Yes because it is direct and quick but helpful |  
Yes, because they find mistakes that you may not
<table>
<thead>
<tr>
<th>2. WOULD YOU RECOMMEND... (All Responses)</th>
<th>WOULD YOU RECOMMEND... (Summer 2012)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes!! Sure!!</td>
<td></td>
</tr>
<tr>
<td>Yes, it is helpful for perfecting your paper i.e.</td>
<td></td>
</tr>
<tr>
<td>Yes, new perspective of your writing</td>
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<tr>
<td>I would. It provides a helpful tool for us to improve our writing in a helpful and positive</td>
<td></td>
</tr>
<tr>
<td>Absolutely . Your service has been a &quot;lifeline&quot; for</td>
<td></td>
</tr>
<tr>
<td>Yes, tutor very helpful and explains well</td>
<td></td>
</tr>
<tr>
<td>Yes. Having my word-use sentence structure</td>
<td></td>
</tr>
<tr>
<td>Yes, it is very helpful if you want to learn</td>
<td></td>
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<tr>
<td>Yes, it's a nice way to brainstorm.</td>
<td></td>
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<tr>
<td>Yes, b/c it's very detailed and specific editing.</td>
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<tr>
<td>I would, This has been very helpful</td>
<td></td>
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<tr>
<td>Yes, very useful advice at no cost</td>
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<tr>
<td>Yes, very helpful</td>
<td></td>
</tr>
<tr>
<td>Yes. I found it really helpful.</td>
<td></td>
</tr>
<tr>
<td>Definitely. It helps to have a new pair of eyes with fresh ideas. It also helps to</td>
<td></td>
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<tr>
<td>Yes absolutely, it was really helpful.</td>
<td></td>
</tr>
<tr>
<td>Yes, very helpful feedback and advice for those</td>
<td></td>
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<tr>
<td>Yes! They are really helpful!</td>
<td></td>
</tr>
<tr>
<td>Yes, to help them improve writing.</td>
<td></td>
</tr>
<tr>
<td>Always! Good approach, clear, concise</td>
<td></td>
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<tr>
<td>Yes, it is very useful to learn how to write an academic paper if you do not have</td>
<td></td>
</tr>
<tr>
<td>No, so I could hog the tutors all to myself,</td>
<td></td>
</tr>
<tr>
<td>Yes I really liked the MWC because having a second person proof read my work helped me avoid</td>
<td></td>
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<tr>
<td>Yes, it is very useful</td>
<td></td>
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<tr>
<td>Yes, very helpful</td>
<td></td>
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<tr>
<td>Yes</td>
<td></td>
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<tr>
<td>Yes. It is helpful and the tutors do not spoon-feed, but rather guide you through the</td>
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<tr>
<td>2. WOULD YOU RECOMMEND... (All Responses)</td>
<td>WOULD YOU RECOMMEND... (Summer 2012)</td>
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<tr>
<td>-----------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Yes (I already have) it helps students gain confidence in their work and avoid</td>
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<tr>
<td>Yes</td>
<td></td>
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<tr>
<td>Yes, especially for foreign students to improve</td>
<td></td>
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<tr>
<td>Yes because they help with your papers, to improve on them.</td>
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<tr>
<td>Yes, I have not used it before but found it very helpful.</td>
<td></td>
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<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Yes, Helpful to get another perspective on a piece of writing.</td>
<td></td>
</tr>
<tr>
<td>Yes! The tutors are extremely helpful and professional!</td>
<td></td>
</tr>
<tr>
<td>Yes, I would recommend the MWC to other students. It provided me valuable feedback on my paper and it was nice to work one on one and have</td>
<td></td>
</tr>
<tr>
<td>Yes, you receive direct help on the piece you are working on.</td>
<td></td>
</tr>
<tr>
<td>Sure. They are helpful. I learned very much.</td>
<td></td>
</tr>
<tr>
<td>Sure! It helps a lot on the writing style to be improved. I just realized how much I need to learn.</td>
<td></td>
</tr>
<tr>
<td>YES. Wonderful way to slow down, reread our own paper with a new set of eyes. Good for copy edits, but tutors are very knowledgeable, and can also discuss content.</td>
<td></td>
</tr>
<tr>
<td>Definitely yes. Because I got insight on my flows at writing and a solution to overcome</td>
<td></td>
</tr>
<tr>
<td>Yes, because it helped me improve my writing skills and realize careless mistakes that I make in writing papers.</td>
<td></td>
</tr>
<tr>
<td>Yes because it helps improving my paper greatly and correct general mistakes in my grammar (not just the</td>
<td></td>
</tr>
<tr>
<td>Yes, it is very helpful to get feedback on your writing, especially for something such</td>
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</table>
### 2. WOULD YOU RECOMMEND… (All Responses)

<table>
<thead>
<tr>
<th>Response</th>
<th>WOULD YOU RECOMMEND... (Summer 2012)</th>
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<tbody>
<tr>
<td>Yes I would. It pointed out important things about my writing that I could not have discovered without the help of a tutor.</td>
<td></td>
</tr>
<tr>
<td>If they have same English level as me, I will recommend, but higher level of English.</td>
<td></td>
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<tr>
<td>Yes, it helped me have a better idea of how to tackle my assignments.</td>
<td></td>
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<tr>
<td>Yes. It's helpful for non-native speakers.</td>
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<tr>
<td>Yes, to get a fresh look at your writing.</td>
<td></td>
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<tr>
<td>Yes, I definitely would! In fact, I already have!</td>
<td></td>
</tr>
<tr>
<td>I will recommend this centre, it is an excellent idea and many students, who cannot</td>
<td></td>
</tr>
<tr>
<td>Yes, I always had difficulty in finding someone who could help my written English, even if I found someone s/he was not necessarily good at teaching what was wrong or how to improve,</td>
<td></td>
</tr>
<tr>
<td>Yes, the tutor I had was knowledgeable both in terms of how to write as well as the teaching and the feedback was very helpful.</td>
<td></td>
</tr>
<tr>
<td>Yes, because the tutors really go through your work extensively. But on the other hand, because I want the session to be more intense and personalized.</td>
<td></td>
</tr>
<tr>
<td>Yes. It's really helpful to International Students who have trouble with English.</td>
<td></td>
</tr>
<tr>
<td>I always tell people and students about this</td>
<td></td>
</tr>
<tr>
<td>Definitely. I am really sorry that I only realized this service was available this month; I can not believe I missed it all of the last year.</td>
<td></td>
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<tr>
<td>Absolutely recommend to my friends because</td>
<td></td>
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</tbody>
</table>
PGSS & Thomson House
5 year Sustainability ACTION plan [2013]
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5. What is Sustainable Thomson House?  
6. Sustainable Thomson House Stats  
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9. Sustainable Thomson House Vision and Goals  

### Recommendations:

11. Environment Committee  
13. Equity Committee  
15. Sustainability Coordinator  
19. Student Projects  
22. Executives  
26. Restaurant  
29. Board of Directors  
31. Building

The Sustainability Action Plan was designed and compiled by Shona Watt, PGSS Sustainability Coordinator (sustainable.pgss@mail.mcgill.ca)
Executive Summary

-> PGSS conducted an operations and building audit to determine which sustainability actions were feasible at Thomson House.

-> Based on the recommendations, stakeholders were consulted to determine whose responsibility it would be, including the time frame (short/medium/long) and potential costs and benefits. These were compiled into the 5 year Sustainability Action Plan.

### Stakeholder

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>General actions</th>
</tr>
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<tbody>
<tr>
<td>Environment Committee</td>
<td>Awareness events</td>
</tr>
<tr>
<td>Equity Committee</td>
<td>Promote accessibility and diversity at TH</td>
</tr>
<tr>
<td>Sustainability Coordinator</td>
<td>Implement sustainability projects</td>
</tr>
<tr>
<td>Student Projects</td>
<td>Research and synthesize reports</td>
</tr>
<tr>
<td>Executives</td>
<td>Advocate for student services</td>
</tr>
<tr>
<td>Restaurant</td>
<td>Sustainable food</td>
</tr>
<tr>
<td>Board of Directors</td>
<td>Employee satisfaction</td>
</tr>
<tr>
<td>Building</td>
<td>Energy and water efficiency</td>
</tr>
</tbody>
</table>
What is Sustainability at PGSS?

Sustainability incorporates social justice, ecological responsibility and economic equality, bound by limits of the environment.

**Social**
- Fair governmental representation (gender, LGBTQ, ethnicity, class, age)
- Government transparency
- Increasing quality of life
- Providing equitable opportunities and outcomes for all members, particularly the poorest and most vulnerable (e.g. tuition or funding)

**Environment**
- Increasing biodiversity
- Reducing pollution (e.g. greenhouse gas emissions, waste, water contamination)
- Reducing consumption of resources
  - Soil quality
  - Nutrient cycling

**Economic**
- A more equal distribution of wealth
- Accounting transparency
- Investing in socially/environmentally responsible companies
  - Fair/living wages
- Fair government representation
- Government transparency
- Increasing quality of life
- Providing equitable opportunities and outcomes for all members, particularly the poorest and most vulnerable (e.g. tuition or funding)
What is the Sustainable Thomson House project?

• Since January 2012, the PGSS Sustainability Coordinator and a team of undergrad and grad students have been completely assessing the sustainability of Thomson House and PGSS operations. With these assessments, they have been working on a 5 year Sustainability Action Plan.

How did we measure sustainability at Thomson House/PGSS?

• There are two facets to the project:
  – A building audit (completed by an architecture and engineering firm), funded by the Sustainability Projects Fund (SPF) to assess the energy and water use of Thomson House.
  – An operations audit (completed by the Sustainability Coordinator and grad/undergrad volunteers) to assess the environmental and social impacts (e.g. accessibility, diversity, waste, greenhouse gas emissions, landscape, food, etc). The Sustainability Tracking, Assessment, and Rating System was used as a framework. The report was completed in January 2013 and is available here.

• Based on the results of the building and operations audit, many recommendations were made (everything from solar panels to better wheelchair access!). From these recommendations, the Sustainable Thomson House Working Group decided which were feasible (based on costs, benefits, how realistic they were, etc.). They then consulted with the stakeholders responsible to create the Action Plan.
Sustainable Thomson House: by the numbers

1 water meter installed
1 article in The McGill Daily
1 radio announcement on CKUT
1 purchasing policy passed by PGSS Board of Directors

2 community consultations
2 audits (operations + building)
6 student research reports
13 undergrads received course credit
23% STARS sustainability operations rating
39 undergrad and grad students contributed
89 sustainability indicators examined
117 stakeholders consulted
207 kg composted from TH per month

Completed - on time
- within budget
Using the **Sustainability Tracking, Assessment, and Rating System** (STARS), the PGSS operations report evaluated:

- **Waste results:**
  - 8% garbage
  - 42% compostable
  - 50% recyclable

- **GHG emissions:**
  - Natural gas heating & cooking
  - Electricity

- **Food results:**
  - 4% local/organic food served at Thomson House
Sustainability Action Plan Process

January 2012
• Determined scope and organization of project

April 2012
• Undergrad and grad student recruitment – Sustainable TH Working Group
• Determined STARS framework

May 2012
• Community consultation

Summer 2012
• Operations audits begin (food, waste, green house gas emissions, purchasing, social sustainability)
• Building audit scope and outcomes determined

Winter 2013
• STARS report completed
• Building audit first draft completed

Spring 2013
• Consulted with stakeholders about recommendations
• Building audit completed

Fall 2012
• Write-up of operations audits (STARS report)
• Building audit starts
• Student research projects

Future Project Implementation
• Implementation Plan provides reporting structure for stakeholders’ actions over time
• “Binding” actions expected to be completed by stakeholders; “aspirational” actions to be pursued pending availability of resources
• Stakeholders will report their progress on Sustainability Action Plan actions to Sustainability Coordinator three times per year
• An updated 5 year Sustainability Action Plan will be created by 2018

Summer 2013
• Integrated operations and building audit recommendations into Sustainability Action Plan
• Community consultation

Winter 2013
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Sustainable Thomson House: Vision and Goals

**Sustainable Thomson House vision**
A vibrant PGSS community driven by economic sustainability and social and environmental responsibility

**Sustainable Thomson House mission statement**
To create an environment around Thomson House that supports local ecosystems and promotes local, sustainable goods and services

**Core values**
- Respect and protect the environment
- Meet the changing needs of the PGSS Community
- Promote ethical business standards
- Create opportunities for graduate students to learn new skills
- Become a model for applied learning
- Disseminate information of interest to PGSS members

[Written by Sasha Rodrigues, B.Sc. as part of her Honours thesis]
The recommendations from the operations and building audit are categorized by the stakeholder responsible. Each stakeholder’s page looks like this. (e.g. if an action requires a strong commitment, it would be rated 3x’s in that box)

### Action

<table>
<thead>
<tr>
<th>Time Span [Short/Medium/Long]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommendation (page # of recommendation in STARS report)</td>
</tr>
</tbody>
</table>

### Definitions of some possible benefits

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Definition</th>
<th>Costs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student opportunities</td>
<td>Volunteer opportunities for post-docs, graduate, or undergraduate students</td>
<td>$ required</td>
<td>Estimated financial cost, not including staff hours</td>
</tr>
<tr>
<td>Reduce GHGs</td>
<td>Reduce greenhouse gas emissions (GHGs) emitted into atmosphere</td>
<td>Staff hours</td>
<td>Includes work hours required staff, executives, commissioners, and Sustainability Coordinator</td>
</tr>
<tr>
<td>Promote well-being</td>
<td>Enhance quality of life for PGSS members (e.g. mental/ physical health)</td>
<td>Commitment</td>
<td>Some actions require a longer term or more serious obligation to guarantee completion</td>
</tr>
<tr>
<td>Increase diversity</td>
<td>Accessible and inclusive to people with different gender or sexual identities, ethnicity, age, abilities, and talents</td>
<td>Feasibility</td>
<td>How easy (x) or difficult (xxx) an action will be to complete. Takes into consideration complexities, resource availability, and time required.</td>
</tr>
</tbody>
</table>
### Environment Committee

**Educate PGSS members on environmental issues and sustainability**

<table>
<thead>
<tr>
<th>Action</th>
<th>Student opportunities</th>
<th>#PGSS members informed</th>
<th>Increase wellbeing</th>
<th>Reduce GHGs</th>
<th>Strengthen community</th>
<th>Other</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short term [1-2 years]</strong></td>
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<tr>
<td>Increase awareness and education materials at PGSS orientation (e.g. PEC listserv) (p. 8)</td>
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<tr>
<td>Create TH offset program for air travel emissions (p. 21)</td>
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<td>Loss of accuracy</td>
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<tr>
<td><strong>Medium [3-4 years]</strong></td>
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<td>biodiversity</td>
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<tr>
<td>Increase number of native plants at Thomson House (p. 18)</td>
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<tr>
<td>Increase number of educational events at PGSS, including co-sponsored ones (e.g. SSMU) (p. 8)</td>
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<tr>
<td><strong>Long [5+ years]</strong></td>
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<tr>
<td>Ongoing outreach campaign (p. 8)</td>
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<tr>
<td>Create a series of resources for green events, actions, and materials (p. 8)</td>
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</tbody>
</table>
Challenge: An outreach campaign for PGSS members beyond Thomson House would be a beneficial addition to the Environment Committee’s activities. Increase involvement of PGSS members to environmental issues, events, and discussions. Currently, PGSS operates within a Thomson House-centric sphere of influence. Yet the majority of post-graduate time is spent in his or her workspace, office or laboratory.

Why it’s worth it: Focusing on reaching out to all PGSS members would substantially expand awareness of PGSS. Increased communication could be used as leverage to create real changes in members’ workspaces. This program would have a trickle-down effect, so not only students that visit Thomson House would benefit. It would also change the focus from Thomson House to PGSS members in general. Post-graduate students hold influence as the senior members in their respective work environments.
**Equity Committee (EqC)**

Promote **equity** in PGSS **operations** and among PGSS **members**, and **collaborate** with other equity groups on campus.

<table>
<thead>
<tr>
<th>Action</th>
<th># PGSS members informed</th>
<th>Increase well-being</th>
<th>Promote accessibility</th>
<th>Promote equity</th>
<th>Increase diversity</th>
<th>Strengthen community connections</th>
<th>Other</th>
<th>$ spent</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
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</thead>
<tbody>
<tr>
<td><strong>Short term [1-2 years]</strong></td>
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<tr>
<td>brief EqC introduction during orientation registration; small scale equity workshop (winter orientation) (p. 8)</td>
<td>x</td>
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<td>x</td>
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<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>publicize equity issues and SEDE workshops (p. 38)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
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<tr>
<td>information and events/leisure courses focused on equity training/workshops (p. 40)</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<td>x</td>
<td>x</td>
<td>$500</td>
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<tr>
<td>staff training in environmental and social sustainability once per year (incl. incoming execs/comm./councilors) (p. 40)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<td><strong>Medium [3-4 years]</strong></td>
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<tr>
<td>more gender neutral bathrooms (with signage) (p. 34)</td>
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<td>x</td>
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<td>x</td>
<td>xxx</td>
<td>xxx</td>
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<td>x</td>
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<td>x</td>
</tr>
<tr>
<td>guidelines for more accessible events (p. 42)</td>
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<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>assess the participation of underrepresented groups in PGSS government (p. 35)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td><strong>Long [5+ years]</strong></td>
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<tr>
<td>reoccurring building accessibility audit (p. 34)</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<td>x</td>
<td>x</td>
<td></td>
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<tr>
<td>formal, systematic assessment of diversity + equity (p. 35)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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</tr>
</tbody>
</table>

13.
Challenge: PGSS does not currently conduct a systematic assessment of accessibility, diversity, and equity. Regular assessments would ensure that needed services for PGSS members are not being excluded. Due to the nature of the commissioner and executive positions, turnover is inevitable and institutional memory can be easily lost.

Why it’s worth it: Using a systematic assessment tool to measure accessibility, diversity, and equity at PGSS and the Thomson House building would allow for objective reevaluations. This data may be used to establish future priorities or funding needs.
### Sustainability Coordinator

Oversee the **implementation** of the Sustainability Action Plan, **increase opportunities** for student learning, and **outreach** to graduate students within Thomson House and McGill.

<table>
<thead>
<tr>
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<th>Student opportunities</th>
<th># PGSS members informed</th>
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<th>Staff hours</th>
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<th>Commitment</th>
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<td>Short term [1-2 years]</td>
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<tr>
<td>internal signage for improvements around TH (p. 28)</td>
<td>xxx</td>
<td>xxx</td>
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<td>x</td>
<td>x</td>
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<tr>
<td>centralize waste bins (p. 26)</td>
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<td>xxx</td>
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<tr>
<td>update website with possible student research projects for course credit; recruit students from diverse departments (p. 29)</td>
<td>xxx</td>
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<tr>
<td>increase the number of established volunteer “positions”, to give more incentive to PGSS members to volunteer/participate</td>
<td>xxx</td>
<td>xx</td>
<td>x</td>
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<td>x</td>
<td>x</td>
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<tr>
<td>staff training in environmental and social sustainability once per year (with EqC) (p. 40)</td>
<td>xxx</td>
<td>xx</td>
<td>x</td>
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<td></td>
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<td>x</td>
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<td>x</td>
<td>x</td>
</tr>
<tr>
<td>organize work study position to set up garden (incl. documentation for institutional memory)</td>
<td>xxx</td>
<td>xx</td>
<td>x</td>
<td>xx</td>
<td>local, fresher food</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>manage student projects and volunteers, liaise between commissioners, execs, staff, etc. (p. 29)</td>
<td>xxx</td>
<td>xx</td>
<td>Xv</td>
<td>xx</td>
<td>xxx</td>
<td></td>
<td>x</td>
<td>xxx</td>
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</tr>
<tr>
<td>Action</td>
<td>Student opportunities</td>
<td># PGSS members informed</td>
<td>Increase well-being</td>
<td>Reduce greenhouse gas emissions</td>
<td>Strengthen community connections</td>
<td>Other</td>
<td>$ required</td>
<td>Staff hours</td>
<td>Feasibility</td>
<td>Commitment</td>
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<tr>
<td>track energy use</td>
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<td>x</td>
<td>xx</td>
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<td>Baseline info</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
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<tr>
<td>research and promote carpooling programs (p. 24)</td>
<td>xx</td>
<td>xxx</td>
<td>xxx</td>
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<td>xx</td>
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<tr>
<td>create local offset program to reduce emissions through outreach activities (p. 21)</td>
<td>x</td>
<td>xxx</td>
<td></td>
<td></td>
<td>expand reach beyond TH</td>
<td>xx</td>
<td>xx</td>
<td>xxx</td>
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<tr>
<td>start an eco-ambassadors program for graduate students and post-docs (p. 7)</td>
<td>xxx</td>
<td>xxx</td>
<td>x</td>
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<td>xxx</td>
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<tr>
<td>reassess STARS assessment every 3 years, as is customary in other universities</td>
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<td>xx</td>
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<td>x</td>
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<td>xxx</td>
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</table>
### Sustainability Coordinator (cont.)

<table>
<thead>
<tr>
<th>Action</th>
<th>Student opport.</th>
<th>PGSS members informed</th>
<th>Increase well-being</th>
<th>Reduce greenhouse gas emissions</th>
<th>Strengthen community connections</th>
<th>Other</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>more community partnerships and projects (e.g. Vision2020, Montréal Plan de Développement Durable) (p. 43)</td>
<td>xxx</td>
<td>xx</td>
<td>xx</td>
<td>x</td>
<td>xxx</td>
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<td>xx</td>
<td>x</td>
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<tr>
<td>emissions inventory every 5 years (p. 13)</td>
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<td>xx</td>
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<td>baseline info</td>
<td></td>
<td>x</td>
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<tr>
<td>apply for funding for more renewable energy (heating and cooking)</td>
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</table>

- Water meter at Thomson House
- Recycling bins at Thomson House

Long [5+ years]

- Water meter at Thomson House
- Recycling bins at Thomson House
Challenge: An Eco Ambassadors Program led by the Sustainability Coordinator could reach grad students beyond Thomson House. Sustainable TH has so far focus only on PGSS and Thomson House activities, but only a small percentage of grad students ever visit TH. It will be difficult to access grad students in labs at first, but establishing relationships and creating policies in labs and their workplaces will be beneficial so that other grad students and undergrads learn.

Why it’s worth it: Grad students spend a lot of time in their respective labs, and often play a mentoring role to undergrads. Reaching beyond TH to give workshops and establish energy-saving practices in labs across campus would reach far more students.
Gain credit or volunteer experience for working on an applied project at Thomson House. Use knowledge learned at McGill + creativity to contribute meaningfully.

<table>
<thead>
<tr>
<th>Action</th>
<th>Student opportunities</th>
<th>Save water</th>
<th>Biodiversity</th>
<th># PGSS members informed</th>
<th>Increase well-being</th>
<th>Reduce greenhouse gas emissions</th>
<th>Strengthen community connections</th>
<th>Other</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
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<tbody>
<tr>
<td><strong>Short term [1-2 years]</strong></td>
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<td>awareness campaigns to publicize sustainable measures in TH</td>
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<tr>
<td>organize a bike to work week &amp; outreach events (p. 23)</td>
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<tr>
<td>list of native plants suitable for the area + ecosystem services (p.8)</td>
<td>x</td>
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<td>xxx</td>
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<tr>
<td>Create a “Sustainable Guide to Montreal” for newcomers (p. 9)</td>
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<td>x</td>
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<td>x</td>
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<tr>
<td>Scope 3 ghg emissions (p.13)</td>
<td>x</td>
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<td>xx</td>
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<td>baseline info</td>
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<tr>
<td><strong>Medium [3-4 years]</strong></td>
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<tr>
<td>water awareness campaign</td>
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<td>xxx</td>
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<tr>
<td>information/campaign on how to dispose of e-waste properly (possible e-waste bin) (p. 29)</td>
<td>x</td>
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<td>xx</td>
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<tr>
<td>landscaping to reduce erosion</td>
<td>xxx</td>
<td>xx</td>
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</tbody>
</table>
Gain credit or volunteer experience for working on an applied project at Thomson House. Use knowledge learned at McGill + creativity to contribute meaningfully.

### Action

**Long [5+ years]**

<table>
<thead>
<tr>
<th>Action</th>
<th>Student opportunities</th>
<th>Save water</th>
<th>Biodiversity</th>
<th># PGSS members informed</th>
<th>Increase well-being</th>
<th>Reduce GHGs</th>
<th>Strengthen community connections</th>
<th>Other</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>create a climate action plan with emission targets (p. 31)</td>
<td>xxx</td>
<td>x</td>
<td>xx</td>
<td>x</td>
<td>xxx</td>
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<td>xxx</td>
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<tr>
<td>climate change adaptation plan (p. 31)</td>
<td>xx</td>
<td>x</td>
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<td>xx</td>
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<td>xx</td>
<td></td>
<td>x</td>
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<tr>
<td>create physical plan (with board approval) (p. 30)</td>
<td>xx</td>
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<tr>
<td>create vendor code of conduct for PGSS contracts (with board approval) (p. 20)</td>
<td>x</td>
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</tbody>
</table>

**Challenge:** Students can gain valuable hands-on experience by working on new and existing sustainability projects at McGill. However, students who are volunteering or gaining course credit need mentoring and/or supervision from staff and faculty. It can also be difficult to break projects into semester-long pieces to accommodate students’ schedules and credit requirements.

**Why it’s worth it:** McGill prides itself on excellence, but many students graduate without much practical experience. Applied student learning not only helps students decide their future career path, but teaches them life-long skills.
Student Projects

Sustainable Thomson House:
A 5-year action plan for local food

McGill School of Environment Honours Project

Background and Methods: Pollinator survey at Thomson House

Pollinator survey at Thomson House

Investigating Community Participation and Engagement in Sustainability Projects at Thomson House

THOMSON HOUSE
SUSTAINABILITY ASSESSMENT AND RECOMMENDATIONS

Prepared for: Jan Adamowski
Prepared by: Isabel Alvarez, Camille Fong and Hanna Bouchard

Date: April 18, 2013
Course: BREE 220 Engineering for Sustainability

Sustainable Thomson House:
Greenhouse Gas Emissions Audit

A report by Line Bourdages
email: line.bourdages@mail.mcgill.ca
Date: 14 January 2013
### Executives

Provide **representation**, work to improve the **quality** and **accessibility** of post-grad education, and provide **resources** and **services** to PGSS members

<table>
<thead>
<tr>
<th>Exec</th>
<th>Action</th>
<th>Student opportunities</th>
<th>#PGSS members informed</th>
<th>Increase wellbeing</th>
<th>More transparent government</th>
<th>Reduce GHGs</th>
<th>Strengthen community</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short term [1-2 years]</strong></td>
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<tr>
<td>all execs + commissioners</td>
<td>exec committee meet &amp; greet booth at orientation</td>
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</tr>
<tr>
<td><strong>Academic affairs</strong></td>
<td>clear/accessible governance graphic and FAQ on PGSS screen &amp; website (p. 34)</td>
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<tr>
<td><strong>Internal</strong></td>
<td>incorporate policy that most eco-friendly means of transportation is favourable for exec business trips (p. 13)</td>
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<tr>
<td><strong>Financial</strong></td>
<td>include more sustainability-focused questions as part of the PGSS/GPS grants process (p. 42)</td>
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<tr>
<td><strong>Internal</strong></td>
<td>promote to associations that they can receive PGSS grants; promote access to SSMU clubs (p. 42/44)</td>
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<tr>
<td><strong>Internal</strong></td>
<td>incorporate more outdoors programs into PGSS activities (e.g. bicycle trips) (p.10)</td>
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<tr>
<td>Exec</td>
<td>Action</td>
<td>Student opportunities</td>
<td>#PGSS members informed</td>
<td>increase wellbeing</td>
<td>More transparent government</td>
<td>Reduce GHGs</td>
<td>Strengthen community</td>
<td>$ required</td>
<td>Staff hours</td>
<td>Feasibility</td>
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<tr>
<td><strong>Medium [3-4 years]</strong></td>
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<tr>
<td>Academic Affairs + Sec Gen</td>
<td>advocate for increases in the levels of bursaries; advocate for the extension of entrance level financial aid, tuition fee waivers, guaranteed funding packages, access to McGill or PGSS financial audit (p. 37)</td>
<td>xxx</td>
<td>xx</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>xxx</td>
<td>xx</td>
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<td>xx</td>
</tr>
<tr>
<td>Member Services + Financial</td>
<td>advertise Bixi more, possible PGSS membership discount, advocate for closer Bixi station (p. 23)</td>
<td></td>
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<td>xx</td>
<td>xxx</td>
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<tr>
<td>Member Services + Financial</td>
<td>expand Communauto offers to staff (p. 24)</td>
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<td>xxx</td>
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</tr>
<tr>
<td>Member+ Financial</td>
<td>more daycare available to staff and members, tailored to parents' needs (p. 39)</td>
<td>xxx</td>
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</tr>
<tr>
<td>External, Financial + Academic</td>
<td>provide grad students with full, accessible info on the cost of living in Montreal (work with FEUQ); collect data on which groups get funding over time (p. 37)</td>
<td>xxx</td>
<td></td>
<td>x</td>
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<td>x</td>
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<tr>
<td>External</td>
<td>encourage participation for community service (p. 44)</td>
<td>xx</td>
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</tbody>
</table>
## Executives (cont.)

### Long term [5+ years]

<table>
<thead>
<tr>
<th>Executives</th>
<th>Action</th>
<th>Student opportunities</th>
<th>#PGSS members informed</th>
<th>Increase wellbeing</th>
<th>More transparent government</th>
<th>Reduce GHGs</th>
<th>Strengthen community</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Services+Sec-Gen+Financial+Academic</td>
<td>work with DAR, Teaching and Learning Services, other McGill sources to fund the continuation of building and operations improvements</td>
<td>xx</td>
<td></td>
<td>xxx</td>
<td>xx</td>
<td>xx</td>
<td>xxx</td>
<td>xx</td>
<td>xx</td>
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<tr>
<td>External</td>
<td>PGSS should advocate for external sustainability policies (p. 45)</td>
<td>xx</td>
<td></td>
<td></td>
<td>xx</td>
<td>xx</td>
<td></td>
<td>xx</td>
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<td>xx</td>
</tr>
<tr>
<td>Financial + External +Sec-Gen</td>
<td>PGSS advocates that McGill divests from industries with high environmental/social impacts (p. 42)</td>
<td>xx</td>
<td></td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
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</tr>
<tr>
<td>Financial + External + Academic + Sec-Gen</td>
<td>negotiations between the executives and administration for access to McGill's employee wellness services (p. 40)</td>
<td>xxx</td>
<td></td>
<td></td>
<td>x</td>
<td>xxx</td>
<td>xx</td>
<td>x</td>
<td>xx</td>
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</tr>
<tr>
<td>Financial + External</td>
<td>secure funding for increased accessibility at PGSS (EqC in consultation, BOD for approval)</td>
<td>x</td>
<td></td>
<td>xxx</td>
<td>xx</td>
<td>x</td>
<td>xx</td>
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<tr>
<td>all</td>
<td>create a PGSS strategic plan (include succession planning) (p. 30)</td>
<td>x</td>
<td></td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
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</tbody>
</table>
Challenge: The PGSS executives may be able to undertake some of the building renovations recommended in the building audit. Thomson House was built in the early 1930s, and is typically inefficient in terms of water and energy use. PGSS has a space agreement with McGill University, and does not currently pay for energy or water use. Therefore, there is little financial incentive for conserving energy or water. Major improvements may be costly.

Why it’s worth it: The retrofitting of a heritage building with resource efficient and low-impact systems provides a model for managing a common building type at McGill and in Montreal. In the event that PGSS is charged for water and energy use, retrofits to increase efficiency will be financially worthwhile. The executive team could use their position as leaders of PGSS to access funds or networks to implement these renovations.
To create an environment around Thomson house that promotes **local** and **sustainable goods and services**, while providing **affordable services** to PGSS members

<table>
<thead>
<tr>
<th>Person responsible</th>
<th>Action</th>
<th>Preserve vulnerable species</th>
<th>Reduce waste</th>
<th>Ecosystem health</th>
<th>Increase local economy</th>
<th>Increase accessibility</th>
<th>More healthy</th>
<th>Other</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short term [1-2 years]</strong></td>
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<tr>
<td>Business Manager</td>
<td>increase signage/awareness of sustainable initiatives (p. 15)</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>save members $</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Chef</td>
<td>increase % of vegetarian/vegan food options on menu (p. 15)</td>
<td>xx</td>
<td>xx</td>
<td>xx</td>
<td></td>
<td></td>
<td>save members $</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chef</td>
<td>reduce amount of sodium (p. 15)</td>
<td>x</td>
<td>xx</td>
<td></td>
<td></td>
<td></td>
<td>save restaurant $</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Manager</td>
<td>offer discount on BYO containers/mugs (p. 17)</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>save restaurant $</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Business Manager</td>
<td>better allergy/food labeling on menus (e.g. gluten free, vegetarian/vegan, nuts) + staff education of ingredients (p. 15)</td>
<td>xxx</td>
<td>xx</td>
<td></td>
<td></td>
<td></td>
<td>save restaurant $</td>
<td>x</td>
<td>x</td>
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<tr>
<td><strong>Medium [3-4 years]</strong></td>
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<tr>
<td>Business Manager</td>
<td>choose seafood species based on Seafood Watch guide (p. 15)</td>
<td>xxx</td>
<td>xxx</td>
<td></td>
<td></td>
<td></td>
<td>save restaurant $</td>
<td>x</td>
<td>x</td>
<td></td>
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<td>x</td>
</tr>
<tr>
<td>Chef + Business Manager</td>
<td>increase % of local food (e.g. produced within McGill/Montreal) (p.15)</td>
<td>xxx</td>
<td>xxx</td>
<td></td>
<td></td>
<td></td>
<td>save restaurant $</td>
<td>x</td>
<td>x more fresh</td>
<td>x</td>
<td></td>
<td>xxx xxx</td>
</tr>
<tr>
<td>Person responsible</td>
<td>Action</td>
<td>Preserve vulnerable species</td>
<td>Reduce waste</td>
<td>Ecosystem health</td>
<td>Increase local economy</td>
<td>Increase accessibility</td>
<td>More healthy</td>
<td>$ required</td>
<td>Staff hours</td>
<td>Feasibility</td>
<td>Commitment</td>
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<tr>
<td>Business Manager</td>
<td>partner with other establishments on campus to offer a reusable container program (p. 17)</td>
<td>xx</td>
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<td></td>
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<td>x</td>
<td>xx</td>
<td>xx</td>
<td>x</td>
<td>xx</td>
<td></td>
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</tr>
<tr>
<td>Business Manager</td>
<td>favour Marine Stewardship Council certified seafood (p. 15)</td>
<td>xxx</td>
<td>xxx</td>
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<td>xx</td>
<td>x</td>
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</table>
Challenge: Surveyed PGSS members feel that serving more seasonal food grown at McGill and surrounding Montreal is a priority for the Thomson House restaurant. Through on-campus gardening initiatives and the Macdonald farm, McGill produces a sizable amount of food. However, seasonality, pricing, and delivery pose challenges to ensuring continuous, locally produced vegetables.

Why it’s worth it: Urban agriculture is growing in Montreal, and many students and organizations are producing organic, good quality produce on the island. Although it will take time to set up the logistics, using food produced at McGill and local farms will strengthen the community, potentially lower costs, and ensure more fresh ingredients.
### Board of Directors & HR

Maintain **support** for PGSS staff, execs, commissioners, and councilors

<table>
<thead>
<tr>
<th>Action</th>
<th>Student opportunities</th>
<th># PGSS members informed</th>
<th>Increase well-being</th>
<th>Reduce greenhouse gas emissions</th>
<th>Strengthen community connections</th>
<th>Other</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
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<tbody>
<tr>
<td><strong>Short term [1-2 years]</strong></td>
<td>xx</td>
<td>xx</td>
<td>xxx</td>
<td>xx</td>
<td>continuity</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>xxx</td>
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<tr>
<td>formally adopt Sustainability Action Plan and Implementation Plan (p. 31)</td>
<td>xx</td>
<td>xx</td>
<td>xxx</td>
<td>x</td>
<td>continuity</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>xxx</td>
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<tr>
<td>formalize departure interviews</td>
<td>x</td>
<td>x</td>
<td>xxx</td>
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<td>x</td>
<td>xx</td>
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<tr>
<td>HR procedures more readily accessible to staff</td>
<td>xx</td>
<td>xx</td>
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<td>x</td>
<td>x</td>
<td>x</td>
<td>xxx</td>
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<td>BOD meet &amp; greet soirée and/or booth at orientation</td>
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<td>x</td>
<td>x</td>
<td>x</td>
<td>xxx</td>
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<tr>
<td><strong>Medium [3-4 years]</strong></td>
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<td></td>
<td></td>
<td>xx</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>xxx</td>
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<tr>
<td>survey employee satisfaction (p. 39)</td>
<td>x</td>
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<td>xxx</td>
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<td>xx</td>
<td>x</td>
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<tr>
<td>best practices for NPOs for improving employee services</td>
<td>x</td>
<td></td>
<td>xxx</td>
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<td>xx</td>
<td>x</td>
<td>x</td>
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</tr>
<tr>
<td><strong>Long [5+ years]</strong></td>
<td></td>
<td></td>
<td>xxx</td>
<td>x</td>
<td>xxx</td>
<td>xxx</td>
<td>x</td>
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<td>xx</td>
</tr>
<tr>
<td>continue support for sustainability at PGSS to ensure implementation of Sustainability Action Plan (p. 29)</td>
<td>xxx</td>
<td>xx</td>
<td>x</td>
<td>xxx</td>
<td>xxx</td>
<td>xxx</td>
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<tr>
<td>investment option for retirement plans that is socially responsible (p. 41)</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
<td>xx</td>
<td>x</td>
<td>xx</td>
<td>xxx</td>
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</tbody>
</table>
Challenge: Although the implementation of the Sustainability Action Plan is currently undertaken by the Sustainability Coordinator, this is not a permanent position. The Board could support staff and implement policies to ensure that the action plan is followed despite student and staff turnover.

Why it’s worth it:
A considerable amount of resources have been put into the building and operations audits. PGSS now has a clear, objective roadmap of how to achieve aspects of sustainability in the next five years.
### Building

Maintain the **heritage** aesthetics and **functionality** of Thomson House, while economically reducing energy and water consumption and sourcing more sustainable building materials.

<table>
<thead>
<tr>
<th>Action</th>
<th>Improve functionality of TH</th>
<th># PGSS members informed</th>
<th>Power savings (Kw)</th>
<th>Reduce GHGs</th>
<th>$ saved</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short term [1-2 years]</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>air tightness upgrade</td>
<td>xx</td>
<td>x</td>
<td>938</td>
<td>xxx</td>
<td>$1573/yr</td>
<td>as needed</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>replace light bulbs</td>
<td>xx</td>
<td>x</td>
<td>17,321</td>
<td>x</td>
<td>$1164/yr</td>
<td>as needed</td>
<td>x</td>
<td>x</td>
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<tr>
<td>manage temperature among a certain range (e.g. 20°C in winter, 25°C in summer)</td>
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<td></td>
<td>xx</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
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</tr>
<tr>
<td>secure bicycle storage and hot showers for staff and TH users (p. 23)</td>
<td></td>
<td></td>
<td>xx</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>regular auditing/monitoring of energy/water</td>
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<td></td>
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<tr>
<td>display water and energy consumption regularly on lobby screens</td>
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31.
<table>
<thead>
<tr>
<th>Action</th>
<th>Improve functionality of TH</th>
<th># PGSS members informed</th>
<th>Power savings (Kw)</th>
<th>Reduce GHGs</th>
<th>$ saved</th>
<th>$ required</th>
<th>Staff hours</th>
<th>Feasibility</th>
<th>Commitment</th>
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<tr>
<td><strong>Medium [3-4 years]</strong></td>
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<td>indoor air quality management policy, plan</td>
<td>x</td>
<td>xx</td>
<td>xx</td>
<td></td>
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<tr>
<td>reduction of hot water consumption in restrooms</td>
<td>x</td>
<td></td>
<td>1231</td>
<td>x</td>
<td>$54/yr</td>
<td>$1,000</td>
<td></td>
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<tr>
<td>replace energy-intensive equipment (e.g. kitchen appliances) as needed</td>
<td>xxx</td>
<td></td>
<td></td>
<td></td>
<td>xx</td>
<td></td>
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<tr>
<td>replacement of water-intensive equipment (e.g. air conditioner, toilets) as needed</td>
<td>xxx</td>
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<td></td>
<td>xx</td>
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<tr>
<td><strong>Long [5+ years]</strong></td>
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<tr>
<td>building up to LEED O&amp;M standards</td>
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<td>xxx</td>
<td>xxx</td>
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<tr>
<td>Collaborate with other heritage buildings to see how they are meeting sustainability goals efficiently</td>
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</table>

32.
Challenge: Sustainable Thomson House relies on student volunteers to contribute research, time, and ideas. Many students have been drawn to the project because they want hands on experience and are enthusiastic to transform a heritage building into one that is more sustainable. The Thomson House renovations, therefore, must balance a vision that attracts young people, while being practical and realistic in terms of cost and feasibility.

Why it’s worth it: Choosing only “easy wins” can be appealing in a real-world sense, but innovative, stimulating projects that are highly visible can help keep student interest and passion.
Implementation Plan for Sustainability Action Plan (SAP)

September 25, 2013
Shona Watt – PGSS Sustainability Coordinator
(sustainable.pgss@mail.mcgill.ca)

Outline:

1. Implementation plan with and without Sustainability Coordinator (SC) position

   1. If SC position is maintained, he/she will be specifically responsible for:

      1.1. SC actions as defined in the 5 year Sustainability Action Plan (SAP)

      1.2. Provide expertise and resources to other PGSS stakeholders as needed, regarding SAP action implementation

      1.3. Spearhead review/evaluation process of SAP actions

          • The SC will be responsible for the review and evaluation process of the SAP. This includes creating timelines, updating the SAP as needed, and reviewing stakeholders’ work plans regarding the SAP.

          • Since the SAP is a 5 year action plan, a new 5 year action plan should be created by 2018.

          • Periodically (e.g. every year), an accessible graphic or presentation should be created to display the progress and results of the SAP. This could be distributed to council and the Board of Directors, and available online for PGSS members.

          • SAP implementation reports (section 2.1) will be submitted to the SC.

      1.4. Complete Sustainability Tracking, Assessment, and Rating System (STARS) every 5 years.

          • STARS is the basis of the Sustainability Action Plan. Typically, North American universities complete a STARS assessment every 3 years. However, since the PGSS Sustainability Action Plan is a 5 year strategy, it is recommended that the STARS report should also be completed every 5 years. This will allow findings from the STARS report to shape the actions and recommendations for the SAP.

      1.5. Update purchasing or other sustainability policies

          • Purchasing policy updated as needed to reflect best practices

          • Systemic revision of sustainability policies every 4 years

      1.6. Maintain institutional memory
• Due to the constant yearly turnover for executives and commissioners, it is important to maintain institutional memory.

• An orientation presentation for executives, commissioners, board members, and councilors will introduce the Sustainability Action Plan to stakeholders.

• The SC will then meet with each SAP stakeholder soon after the orientation presentation, to help the stakeholder decide which actions to pursue that year.

• The SC will maintain a dossier of the statuses of various projects or targets regarding Thomson House and the wider community (e.g. contacts for waste management at McGill, city of Montreal greenhouse gas emission targets).


1.8. Integrate Vision 2020 goals/actions into Sustainability Action Plan

• Since Vision 2020 has consulted with hundreds of people from the McGill community and has set sustainability priorities for the university, Vision 2020 goals and actions should be integrated into the SAP as priorities arise.

2. If Sustainability Coordinator position is modified (e.g. commissioner status)

2.1. The SC position could be modified to become a position that is appointed or paid by stipend, instead of contract of 15 hours per week.

• If so, presumably fewer resources (time and money) would be available to implement the SAP (e.g. position could decrease from 15 hours per week to 10)

2.2. Downside of lack of institutional memory, since commissioners change every year.

• Less efficient for a new person to become familiarized with project and stakeholders each year

• In previous years, Thomson House has experienced inefficiencies and lack of communication when sustainability coordination and student projects were decentralized

3. If there is no SC position, who will be reassigned SC’s roles?

3.1. If the position of SC is not continued, progress reports could be reviewed by board of directors, Society Affairs Coordinator, Members Services Officer, or a Sustainable Thomson House working group/committee could be created.
• Person responsible should have knowledge of sustainability and be aware of similar initiatives on the McGill campuses.

• To help obtain sustainability expertise in the absence of a contract position, the McGill Office of Sustainability could play a larger role within PGSS.

2. **Reporting process**

1. **Structure of reporting process**

   • The Sustainability Action Plan was organized by each stakeholder, to make it clear in the future who will be responsible for which action. It therefore follows that each stakeholder could be expected to periodically complete a SAP progress report for their actions.

   • Each stakeholder would fill in a reporting template, which would be submitted to the SC (if no SC position, whoever responsible for overseeing the SAP).

   • Due to the cyclical nature of student turnover, it is recommended that reports are completed three times per year.

2. **Stakeholders will complete reports three times per year:**

   • Elected/appointed positions generally begin on June 1st. The SC would meet with each new stakeholder to discuss relevant recommendations/actions. A beginning of the year report (July) would outline the stakeholder’s plan for the upcoming year. The actions will be integrated into executive and commissioner work plans for council.

   • A mid-year report (November) would provide an update on accomplishments related to SAP recommendations and revise the work-plan for the rest of the year.

   • An end of year report (April) would provide an overall summary of what was done, list outstanding work needed, and provide suggestions for the incoming stakeholder and the following year of SAP implementation.

3. **Stakeholders will meet with Sustainability Coordinator three times per year:**


3.1. Incoming executives/commissioners will meet with the Sustainability Coordinator in May or June to review the SAP and answer any questions. The SC will help the incoming executive/commissioner decide which actions to pursue, and provide any technical expertise needed.

3.2. The Sustainability Coordinator will meet with each stakeholder at least once during the fall and winter semesters to check in with action progress and assist with any issues.

4. **Separation of binding and aspirational actions**

4.1. Due to the potential complexity of undertaking some of the SAP actions, actions in the SAP are broken into “binding” and “aspirational” categories:

- “Binding” – Action is expected to be completed during the given time frame by the stakeholder it is assigned to.

- “Aspirational” – Actions that generally involve commitments or resources from outside PGSS; therefore their feasibility may be uncertain. Action should be pursued pending available resources.

5. **In the event that an action is not or cannot be completed during the given timeframe:**

2.5.1. The stakeholders’ work plan will be modified to reflect an extension, if needed.

2.5.2. If the action is still not being completed by the stakeholder, a meeting between the SC and the stakeholder will be established to determine and remedy the barriers of completing the action.

2.5.3. If the action is still incomplete, one of two scenarios can take place:

- The action can be modified from “binding” to “aspirational” within the SAP.

- A follow-up meeting can occur between the SC and the stakeholder if the action is still feasible, but has not been completed due to unforeseen circumstances.

3. **Funding structure**

1. **Fee Levy increase**

Currently, PGSS members already pay 75₵ per term for the Thomson House Upkeep Fee. PGSS could pose a referendum question in fall 2013 or winter 2014 to increase the fee from 75₵ to
$1.50. The fee increase would be used to implement Sustainability Actions that are relevant to the building recommendations as per the Sustainability Action Plan. There are several possible options for the fee levy increase:

- This fee could be posed as two options: the fee could be doubled to $1.50 it by 75₵, or 50₵. This would allow students to choose the lower option, with the understanding that a lower fee could mean that some of the Sustainability Actions may not be able to be pursued.
- The increased fee could be applicable for only a certain number of years (e.g., 5 years). After this amount of time, the fee could revert to its original amount of 75₵.

Examples of potentially funded actions:
- Air tightness upgrade
- Replace energy/water intensive equipment

2. Special Projects Fund

Currently, the PGSS Special Projects Fund collects about $72,000 annually. For the 2013-2014, $15,000 was allocated towards Sustainable Thomson House, for compensation for the Sustainability Coordinator position. A small portion (e.g. $8,000) of the special projects fund could be reserved for the implementation of the Sustainability Action Plan.

Special Projects Fund money for the implementation of the Action Plan will be used in a very limited fashion until May 2014, due to the fact that PGSS currently pursuing few ongoing resource-intensive projects.

Examples of potentially funded actions:
- Establish continuity of Sustainability Coordinator position
- Hire work-study position to expand and maintain the Thomson House herb garden for the Thomson House restaurant
- Create a vision or strategic plan for all of PGSS (include succession planning)

3. Sustainability Projects Fund Budget

As of July 31st, 2013, there is roughly $10,000 remaining in the Sustainable Thomson House budget from the Sustainability Projects Fund (SPF). (Actual amount will be confirmed by late September 2013 by the SPF).
The remaining money may be used to further specific Sustainability Actions. However, this money is restricted to items that are defined in the SPF mandate, and must:

- Contribute to the advancement of sustainability at McGill from a life-cycle perspective
- Primarily impact the McGill campus community
- Be led by a current McGill student or (academic or administrative) staff member
- Not be normally funded within an existing University operating budget
- Not be eligible for research grants
- Have S.M.A.R.T. objectives: specific, measurable, agreed upon, realistic, and time limited.

Examples of potentially funded actions:
- Create an eco-ambassadors program to train PGSS members and assist with departmental sustainability initiatives
- Internal signage highlighting improvements around Thomson House
- Regular auditing/monitoring of energy/water
- Landscaping of Thomson House to increase native plans and reduce water erosion

4. Existing budgets

The PGSS commissioners can draw upon a budget solely for the PGSS committees. This could fund events and materials for sustainability initiatives that the Environment Committee, Health and Wellness, and Equity Committee can take on.

Examples of potentially funded actions:
- Increase number of educational events at PGSS to promote sustainability awareness
- Create resource and outreach materials about health, equity, and environmental issues
- Equity training workshops
- Formal, systematic assessment of diversity and equity
Report of the Appointments Board that met September 26th 2013

It is recommended that the following appointments be ratified:

Steering Committee
Danielle Meadows

Appeal Committee Grievences and Discipline
Robyn Biggar

OL Steering Committee
Daniela Oliviera

Advisory Committee on International Students
Susana Gabriela Torres Platas

CGPS
Susana Gabriela Torres Platas

Deans Working group on Universal Design
Gilla Shapiro

Humanities and Social Sciences Library Advisory Committee
Robyn Biggar

Life Sciences Library
Kathleen Cauley

Schulich Library Advisory Committee
Kathleen Cauley

Mental Health Service Advisory Board
Melissa Dick

Research Advisory Council
Adam Bouchard

CMA
Nikki Meadows

Governance Committee
Laura Forrest

Internal Affairs Committee
Kaywana Raeburn

External Affairs Committee
Debal Saha

Health and Wellness Advisory Committee
Kayla Morad

Alternate Council Speaker
Rachel Simmons
AGENDA

1. Approval of the Agenda
2. Speaker’s Report
3. Announcements
   3.1 Remarks from Principal Suzanne Fortier with opportunity for questions (7:15-7:45)
4. Approval of the Minutes
   4.1 May 1, 2013 (closed session)
5. Business Arising from the Minutes and Standing Orders
   5.1 Motion R13-10-#012 · To accept recommendations of the Appointments Board
6. Executive Reports
   6.1 Academic Affairs Officer
   6.2 Internal Affairs Officer
   6.3 Secretary-General
7. Commissioner Reports
   7.1 Environment Commissioner
   7.2 Health Commissioner
   7.2 Equity Commissioner
   7.2 Member Support Commissioner
8. Other Reports
   8.1 Appointments Board
   8.2 Letter regarding Charter of Values
   8.3 McGill Writing Center usage and satisfaction report
9. Question Period
10. New Business
   10.1 Motion R13-10-#013 · Motion regarding referendum question for the McGill Tribune
   10.2 Motion R13-10-#014 · Motion regarding McGill Writing Center fee
   10.3 Motion R13-10-#015 · McGill Writing Centre Tutorial Funding for Fall 2013
   10.4 Motion R13-10-#016 · Motion regarding Mandatory Institutional Fee Policy for sub-groups of PGSS members
5. Business Arising from the Minutes and Standing Orders

5.1. Motion R13-10-#012 · To accept recommendations of the Appointments Board (Appointments Board)

BIRT Council approve the nominations outlined in the report of the Appointments Board.

10. New Business

10.1. Motion R13-10-#013 · Motion regarding referendum question for the McGill Tribune (Executive Committee)

WHEREAS the McGill Tribune has expressed an interest in collecting a fee from PGSS members to finance its activities thereby making PGSS members, member of the Tribune Publications Society
WHEREAS a fee referendum was held last year, resulting in a “no” vote with a close margin
WHEREAS the McGill Tribune has agreed to reduce the requested fee in a new version of the referendum question

BIRT the following question be asked in a special referendum held between November 4-8:

Do you agree that, starting with the Winter 2014 term, a non-opt-outable fee of $0.75 be charged to every PGSS member once per semester (excluding summer) up to and including the Winter 2015 term, to support the operations of the McGill Tribune, thereby making PGSS members, members of the Tribune Publications Society. This fee could be renewed following a student fee referendum in the Spring 2015.

10.2. Motion R13-10-#014 · Motion regarding McGill Writing Center fee (Executive Committee)

BIRT the PGSS Council approve the following question for the Fall 2013 referendum period:

“Do you agree to institute a three year McGill Writing Centre Fee of $1.80 per term for full-time, part-time and additional session Graduate Students; with the understanding that a majority “no” vote would result in the ceasing of all one-on-one tutorial services for graduate students provided by the Writing Centre?”
10.3. Motion R13-10-#015 · McGill Writing Centre Tutorial Funding for Fall 2013
(Executive Committee)

WHEREAS Fall 2013 one-on-one tutorial services provided by the McGill Writing Centre will be
canceled for graduate students unless tutor wages can be found

BIRT the PGSS budget be amended one time to transfer $3000 from the budget
line Special Projects Fund to the new line McGill Writing Centre to be used on tutor
wages

10.4. Motion R13-10-#016 · Motion regarding Mandatory Institutional Fee Policy for sub-
groups of PGSS members
(Secretary-General)

WHEREAS PGSS currently lacks a policy regarding the creation or increase of mandatory
institutional fees (frais institutionnels obligatoire [FIOs]) that apply to sub groups of PGSS
members, such as members in a specific faculty, department, or course

WHEREAS the Fee Advisory Committee of McGill University has received requests for new
FIOs from departments that would apply to some PGSS members and is considering approving
these requests without an official referendum due to the lack of a clear policy

WHEREAS the Deputy Provost (Student Life and Learning) has indicated that the Fee Advisory
Committee will respect a PGSS policy regarding FIOs applying to sub groups of PGSS
members if approved soon

BIRT the PGSS Council approve the following policy;
BIFRT the executive committee be authorized to implement the policy provisionally
pending a second reading;
BIFRT the policy be brought to Council for final approval in a second reading pending
the conclusion of an expected broader agreement with the Deputy Provost (Student Life
and Learning) regarding PGSS responsibilities for PGSAs

Policy regarding mandatory institutional fees applicable to a subset of PGSS members

1) "Mandatory Institutional Fee" shall refer to the frais institutionnels obligatoire (FIOs)
recognized by the Quebec government.
2) To charge a new FIO or increase a FIO that applies to all PGSS members beyond the level
allowed by the Quebec government shall require a majority vote of PGSS members in favor of
the new FIO or increase in a referendum as outlined in the PGSS bylaws.
3) To charge a new FIO or increase a FIO that applies to a subset of PGSS members, such as
a faculty, department, or course, the university shall contact the PGSS Chief Returning Officer
(CRO). This request shall include:
3.1. The list or group of students to which the proposed FIO or increase will apply
3.2. The amount of the proposed FIO or increase
3.3. The purpose of the proposed FIO or increase
4) The CRO shall, after consulting with the university, the PGSS executive committee, and the relevant Post Graduate Student Association (PGSA), establish the wording of the referendum question. The wording shall adhere to one of the following templates: "Do you agree to pay a/increase the V fee of W per X [until Y] for the purpose of Z?"
5) The CRO shall carry out the referendum under the same regulations applying to a special referendum called by PGSS council, in conformity with the timelines set out in the PGSS bylaws. However, only students to whom the fee would apply shall be entitled to participate in campaigning.
6) The referendum must take place in the period extending from 15 September to 15 November or the period extending from 15 January to 15 March.
7) The proposed fee or fee increase shall be approved only if at least 25% of the students to whom the fee would apply vote and the majority vote in favor.
8) The CRO shall notify the university of the result of the referendum in writing.
2013-11-06 - Agenda - November Council

Council

Published: November 2, 2013

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Post Graduate Students Society of McGill University
3650 McTavish Street, Montreal, Quebec
1 Approval of the agenda

2 Speaker’s report

3 Announcements

4 Approval of the minutes

5 Business Arising

6 Reports

6.1 Report of the External Affairs Officer

Report of the External Affairs Officer

6.2 Report of the Academic Affairs Officer

Report of the Academic Affairs Officer

6.3 Appointments Board report

Appointments Board report

6.4 Report of the Policy and Structure Advisory Committee

Report of the Policy and Structure Advisory Committee

(motions included)
6.5 Report on CFS legal case

Report on CFS legal case

6.6 Sustainability Action Plan Implementation Report

Sustainability Action Plan Implementation Report

6.7 Report of the Internal Affairs Officer

Report of the Internal Affairs Officer

6.8 Report of the Financial Affairs Officer

Report of the Financial Affairs Officer

6.9 Report of MSO

Report of Member Services Officer

6.10 Report of the Secretary-General

Report of the Secretary-General
6.11 Report of the Equity Commissioner

Report of the Equity Commissioner

6.12 Report of the Member Support Commissioner

Report of the Member Support Commissioner

6.13 Report of the Environment Commissioner

Report of the Environment Commissioner


Report of the Health Commissioner

7 Question Period

8 New Business

8.1 Motion to provide financial resources to the Association of Postdoctoral Fellows

(Secretary-General)

WHEREAS the Association of Postdoctoral Fellows (APF) is a semi-autonomous association which frequently organizes events and activities targeted at and responding to the needs of postdoctoral fellows at McGill.

WHEREAS the APF has no budget and must currently apply for a grant or special funding from the executive committee for each individual event or activity, which has led to delays and logistical challenges in planning events.
WHEREAS postdoctoral fellows have specific needs and problems which neither the PGSS nor McGill is fully capable or responding to
WHEREAS providing easily accessible financial resources to the APF would enable it to better address the unique needs of postdoctoral fellows
BIRT a new budget line titled "Grant to Association of Postdoctoral Fellows" of $1500.00 under the category "services" be created, to be provided to the APF following the signing of a contract between the PGSS and APF designating the funds for the exclusive use of activities and events for postdoctoral fellows organized by the APF
BIFRT the current budget line "Events" be accordingly reduced by $1500.00.

8.2 Motion regarding PGSS policy toward anonymous exams at McGill

(Lorenzo Paul Raphael Daieff)
COMMITTEE-OF-THE-WHOLE MOTION
WHEREAS the issue of anonymous grading has not been recently brought up at Council, and may benefit from some open discussion.
BIRT Council move into a "committee-of-the-whole" for 10 minutes to discuss anonymous grading and the following motion.
MOTION TO DISCUSS
WHEREAS many if not most exams are not anonymous at McGill (in the sense that graders can see the name of the student they grade).
WHEREAS "A series of studies in 1990s is generally considered to have demonstrated beyond reasonable doubt that bias in marking can occur for several reasons... The most significant reasons are preconceptions about gender or race and personal knowledge of the candidate." (Manchester Metropolitan University, Learning and Teaching Unit: Anonymous Assessment of Coursework, 2007, p.1).
WHEREAS non-anonymous grading exposes graders and teaching assistants to accusations of bias, endangering their credibility and reputation.
WHEREAS exams are already anonymous at McGill’s Law Faculty.
WHEREAS the Association of Graduate Students Employed at McGill (AGSEM) voted to “strongly support” a move towards a system of anonymous exams.
BIRT PGSS strongly support in principle that McGill move towards a system of anonymous exams, in order to protect the rights and interests of both its grading members and the assessed students.
BIFRT Council mandate the executive committee to take the matter to McGill’s senate and to report to Council in due time.

8.3 Motion regarding McGill Committee to Advise on Matters of Social Responsibility

(Environment Commissioner)
Preamble: The McGill Committee to Advise on Matters of Social Responsibility (CAMSIR) meets on an ad hoc basis to “receive and review expressions of concern from the University community on matters of social responsibility with respect to University investments”. 1 CAMSIR “report[s] to the Board of Governors on the nature of the social issue or issues raised and the extent of the concern about the issue among
members of the University community based on the documents presented and represented made to the Committee”.

WHEREAS: PGSS passed a motion at the 2013 AGM to “lobby McGill University to divest its holdings in companies engaged in fossil fuel production”.2

WHEREAS: CAMSR is currently undergoing a Terms of Reference review.

WHEREAS: The CAMSR Terms of Reference review is primarily inclusive to the committee’s members and Board of Governors.

BIRT: PGSS encourages CAMSR to incorporate an open consultation process into the Terms of Reference review.

1. Committee to Advise on Matters of Social Responsibility (CAMSR)

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   8.6 Motion Regarding Duties of the Health Commissioner (second reading)  
   8.7 Motion Regarding Duties of the Environment Commissioner (second reading)  
   8.8 Motion Regarding Duties of the Environment Committee (second reading)  

Published: December 3, 2013
1 Approval of the agenda

2 Speaker’s report

3 Announcements

3.1 Committee Recruitment

There are vacancies to fill - The Appointments Board is looking to Councillors to represent PGSS on:
Council on Graduate and Postdoctoral Studies
Committee for Member Support
CAPS - Graduate Career Services Advisory Board
Advisory Committee on Alcohol Policy
There are more, but this would be a great start.

3.2 Budget Update

Society figures up to November 2013
Budget Update

3.3 Update on Sustainability Projects Fund

A 5 minute presentation by Lilith Wyatt on the SPF for purposes of transparency, accountability, and visibility.

4 Approval of the minutes

5 Business Arising

6 Reports

6.1 External Affairs Officer report December 2013

External Affairs Officer report December 2013 (1)
External Affairs Officer report December 2013 (2)
6.2 December report from Financial Affairs Officer
December report from Financial Affairs Officer

6.3 December Report from Academic Affairs Officer
December Report from Academic Affairs Officer

6.4 December report from Member Service Officer
December report from Member Service Officer

6.5 Report of the Secretary-General
Report of the Secretary-General

6.6 Health Commissioner Report December 2013
Health Commissioner Report December 2013

6.7 Report of the Member Support Commissioner
Report of the Member Support Commissioner

6.8 Report of the environment commissioner
Report of the environment commissioner
6.9 Report of the Policy and Structure Advisory Committee: revised draft PGSS harassment policy

Policy and Structure Advisory Committee: revised draft PGSS harassment policy

7 Question Period

8 New Business

8.1 Ratification of Appointments Board Recommendations

BIRT GeSa be ratified as a PGSS representative to the Appeal Committee for Student Grievances and Discipline

8.2 Motion Regarding Support Staff Relocation

Whereas last spring, Dean of Arts Christopher Manfredi announced the People, Processes & Partnerships plan to amalgamate academic support staff in Leacock;

Whereas there is a worrying lack of evidence presented to stakeholders to suggest the viability of this plan, whether in terms of documented cost-savings, demonstrable efficiencies, or student, staff, and faculty satisfaction with such arrangements at universities comparable to McGill;

Whereas at a town hall meeting on the subject in March faculty, students and staff expressed strong opposition to this plan;

Whereas a petition initiated by the departments of Anthropology and History & Classical Studies raised over 200 signatures protesting the proposed restructuring;

Whereas the Faculty of Arts meeting in April passed a motion against the clustering of support staff and their removal from departments;

Whereas in spite of this negative feedback, the Leacock consolidation is moving ahead and other restructuring efforts are planned in Ferrier for May 2014 and in total the departments of Economics, Political Science, Philosophy, Anthropology, Sociology, History and Classical Studies, Jewish Studies, Art History and Communication Studies, Département de langue et littérature françaises, English, French Language Centre, Languages, Literatures, and Cultures, East Asian Studies, and Islamic Studies all stand to be affected by such measures.

Whereas the precedent set here, moreover, may soon spread across faculties and affect all of McGill;

BIRT the PGSS take action before December 14th and again at the beginning of Winter Semester to inform PGSS members about this issue (using all means: e-newsletter, info screens, website, etc.) and encourage their participation in the Town Hall on Tuesday, January 14th (5:35pm in Arts W-215);

BIFRT the PGSS send a letter of concern about the restructuring by December 14th to Dean of Arts.

Motion Regarding Support Staff Relocation
8.3 Motion Regarding Appeals Board Notification

Moved by: William Farrell
Seconded by: Juan Pinto

WHEREAS it is in the best interest of the Society for the Appeals Board to hear cases in a timely and thorough manner.

WHEREAS it often takes a number of days of correspondence to secure statements and documents from the relevant parties.

BIRT Council directs PSAC to incorporate the following changes into the SAM in the appropriate sections:

- The notice of appeal must include a written statement from the petitioner detailing the specific reasons for the appeal including but not limited to the ways in which the responsible committee is believed to have erred and any pertinent clauses in the governing documents which are believed to have been broken.

- The prospective appellant shall be made aware of this procedure at the time he or she is made aware of his or her right to appeal.

- Upon notice of appeal, the chair of the committee that rendered the decision in question shall also be duly notified and shall supply a statement detailing the justification of their decision along with all relevant documentation within 24 hours of the notice. Documents should include all correspondence with the appellant, a written statement describing the reasons for their decision and the bylaws upon which they are based, as well as any other pertinent information.

BIFRT PSAC draft these proposed changes and return them to Council no later than the February meeting.

BIFRT in the time before the possible inclusion of these changes into the bylaws, Council recommend this procedure to the PGSS Office as a set of non-binding best practices when notified of an Appeal.

8.4 Motion regarding McGill Committee to Advise on Matters of Social Responsibility

(University Commissioner)

Preamble: The McGill Committee to Advise on Matters of Social Responsibility (CAMSR) meets on an ad hoc basis to “receive and review expressions of concern from the University community on matters of social responsibility with respect to University investments”. CAMSR “report[s] to the Board of Governors on the nature of the social issue or issues raised and the extent of the concern about the issue among members of the University community based on the documents presented and represented made to the Committee”.

WHEREAS: PGSS passed a motion at the 2013 AGM to “lobby McGill University to divest its holdings in companies engaged in fossil fuel production”.

WHEREAS: CAMSR is currently undergoing a Terms of Reference review.

WHEREAS: The CAMSR Terms of Reference review is primarily inclusive to the committee’s members and Board of Governors.

BIRT: PGSS encourages CAMSR to incorporate an open consultation process into the Terms of Reference review.
1. Committee to Advise on Matters of Social Responsibility (CAMSR)

8.5 Motion to Remove Member Services Committee from Society Activities Manual (second reading)

(Member Services Officer)

Background:
In 2012 the position of Member Services Officer (MSO) was created so that a position on the PGSS Executive existed to increase the level of service offered by the PGSS as well as advocate for improved services at the University level. In addition to the Executive position a committee was written into the Society Activities Manual to be chaired by the MSO and to have a representative from all relevant service areas of PGSS and the Student Services.

Preamble:
Whereas the Member Services Committee is unusually large, and in practice could include over 30 members and,
Whereas the diverse range of members and the unique nature of each Student Service unit and PGSS service would make it impossible develop one cohesive services strategy and Whereas the objectives of the Member Services Committee are/can be adequately or superiorly addressed by existing PGSS committees (e.g. the PGSS grants program by the Committee on Monetary Affairs)

Action:
BIRT the Society Activities Manual Chapter 5: Committees of Council Section 4: Member Services Committee (MSC) be removed.
BIFRT the Grants Program be removed from the purview of the Member Services Committee and fall under the duties of the Committee on Monetary Affairs and Chapter 5: Committees of Council Section 7: Committee on Monetary Affairs (CMA) be amended to include “1.1.3. Administer the Grants Program including production of a monthly report to Council of funded grants, applications received, grants awarded, and applications rejected or delayed following procedures described in this Manual.”

Section 7: Committee on Monetary Affairs (CMA)
1. Purpose
1.1. The Committee on Monetary affairs shall:
1.1.1. Consider and make recommendations to the relevant governing bodies on all financial aspects of the operation and administration of the PGSS, including
but not limited to PGSS budgets, administration of all funds and programs
financed from them, corporate and business activities, and all fees levied by
the University on behalf of the PGSS;
1.1.2. Be responsible for helping the Finance Affairs Officer prepare all necessary
financial documents, analyses, and budget.
1.1.3 Administer the Grants Program including production of a monthly report to Council
of funded grants, applications received, grants awarded, and applications rejected or
delayed following procedures described in this Manual.

8.6 Motion Regarding Duties of the Health Commissioner (second reading)

(Member Services Officer)

Background:
In 2012 the position of Member Services Officer (MSO) was created so that a position on the
PGSS Executive existed to increase the level of service offered by the PGSS as well as
advocate for improved services at the University level. A key component of the MSO portfolio is
the relationship with our insurance broker and maintenance of the Health and Dental Insurance
Plan, a task previously under the VP Finance portfolio.
Preamble:
Whereas a key component of the Member Services Officer is the maintenance and
management of the Health and Dental Insurance Plan in addition to the management of
services at PGSS and advocate for Services at McGill University, and
Whereas previously the Health Commissioner was significantly involved in the Health and
Dental Insurance Plan because of an obvious disconnect between the VP Finance and the
health needs of the student population
Whereas this disconnect has been rectified with the creation of the Member Services Officer
Whereas the Health Commissioner, given the limited hours that should be worked by
commissioners, should not be occupied by addressing questions and concerns better
addressed elsewhere and whereas the Executive would like this position and the Health and
Wellness Committee to focus on Health and Wellness events, advocacy and outreach,
BIRT the Society Activities Manual Section 2: Commissioners Section 4: Health Commissioner
be amended to remove 1.1.3. Assist the Executive Committee in negotiating health, dental, and
vision insurance plans for the Society to offer its members,

Section 4: Health Commissioner
1. Duties of the Health Commissioner.
1.1. The Health Commissioner shall:
1.1.1. Be the Health and Wellness Committee’s direct liaison to the Executive Committee;
1.1.2. Represent the PGSS’ interests in all health and wellness issues on campus;
1.1.3. Assist the Executive Committee in negotiating health, dental, and vision insurance plans for the Society to offer its members;
1.1.4. Under the direction of the Member Services Officer, ensure that the PGSS is represented on University committees, subcommittees, and workgroups whose mandate includes health or wellness issues, including but not limited to the Committee for Student Services, the Health Services Advisory Committee, the Mental Health Services Advisory Board, and the Advisory Committee.

BIFRT the Society Activities Manual Section 4: Committees of Council Section 12: Health and Wellness Committee (HAWC) 1.1.4 be amended to read “Advise and make recommendations to the Member Services Officer on the state of the PGSS Health and Dental Insurance Plan”

Section 12: Health and Wellness Committee (HAWC)
1. Purpose
1.1. The Health and Wellness Committee shall:
1.1.1. Survey, assess, monitor and work towards improving the health and wellness of the PGSS community;
1.1.2. Be responsible for the education and promotion of health and wellness issues;
1.1.3. Collaborate with other health and/or wellness groups;
1.1.4. Advise and make recommendations to (Council) the Member Services Officer on the state of the PGSS Health and Dental Insurance Plan;
1.1.5. Make recommendations to Council on any health related matters.

8.7 Motion Regarding Duties of the Environment Commissioner (second reading)

(Environment Commissioner)

Acronyms:
PEC = PGSS Environment Committee

WHEREAS the current role and actions of PEC are not in line with the purpose and duties outlined in Chapter 2 Section 3 of the PGSS Society Affairs Manual;

WHEREAS Chapter 5 Section 11.2.3 is written in a confusing manner such that it is not clear whether it is referencing two specific committees or the type of committee that PEC should appoint representatives to;

WHEREAS the Subcommittee on the Environment referenced in Chapter 2 Section 3 1.1.5 was dissolved in Fall 2011;
BIRT Chapter 2 Section 3 of the Society Affairs Manual be amended to read:

Section 3: Environment Commissioner

1. Duties of the Environment Commissioner

1.1 The Environment Commissioner shall:

1.1.1 Be the Environment Committee’s direct liaison to the Executive Committee;

1.1.2 Represent the PGSS’ interests in all environmental issues on campus;

1.1.3 Monitor the implementation and success of the PGSS’ policies with respect to environmental concerns;

1.1.4 Be the liaison with the SSMU Environment Commissioners;

1.1.5 Represent the PGSS on the Sustainability Coordinating Group;

1.1.6 Under the direction of the Member Services Officer, ensure that the PGSS is represented on University committees, subcommittees and work groups whose mandate includes environmental issues.

8.8 Motion Regarding Duties of the Environment Committee (second reading)

(Environment Commissioner)

WHEREAS the current role and actions of the PGSS Environment Committee (PEC) are not in line with the purpose and duties outlined in Chapter 5 Section 11 of the PGSS Society Affairs Manual;

WHEREAS the role of PEC has grown and this committee has been given additional responsibilities over the past year such as maintaining the Thomson House permaculture and vegetable gardens and organizing the Green Drinks Montreal Chapter events;

WHEREAS the added responsibility outlined above has had a positive impact by allowing more opportunities for PGSS member engagement and education through events and workshops;

WHEREAS the composition of PEC outlined in Chapter 5 Section 11.2 has too few positions to be able to complete the tasks being undertaken; currently there are two volunteers other than the regular members sitting in on committee meetings, participating in event planning and execution;

WHEREAS the PGSS Society Affairs Manual should reflect the updated role of PEC;

WHEREAS the role of PEC should explicitly include providing advice to the PGSS on environment related issues;

BIRT Chapter 5 Section 11 of the Society Affairs Manual be amended to read:

Section 11: PGSS Environment Committee (PEC)

1. Purpose

1.1. The PGSS Environment Committee shall:

1.1.1. Assess, monitor and make recommendations for the improvement of the PGSS’ operations in relation to the environment;

1.1.2. Elicit opinions of PGSS members on the environment;
1.1.3. Collaborate with other environmental groups and offices;
1.1.4. Be responsible for the education of PGSS members on environmental issues;
1.1.5. Make recommendations to the PGSS on environmentally related matters.

2. Composition

2.1. The Environment Commissioner (chair);
2.2. Five (5) at-large regular members of the PGSS;
2.3. All society representatives to:
2.1.1. The Senate Committee on Physical Development (SCPD);
2.1.2. The Sustainability Projects Fund (SPF).
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6.2 Report of the Academic Affairs Officer

Academic Affairs Officer - January Report - PDF

6.3 Report of the Governance Committee

Report of the Governance Committee

6.4 Report: Apprendre le français à McGill : Situation des cours de français langue seconde offerts aux étudiants des cycles supérieurs de l’Université McGill

Report: Apprendre le français à McGill : Situation des cours de français langue seconde offerts aux étudiants des cycles supérieurs de l’Université McGill
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Financial Affairs Officer January Report

6.6 External Affairs Officer report January 2014
External Affairs Officer report January 2014

6.7 Member Services Officer January Report
Member Services Officer January Report

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Report of the Secretary-General

6.9 Equity Commissioner Report January 2014
Equity Commissioner Report January 2014


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6.12 Report of the Appeals Board

Report of the Appeals Board

7 Question Period

8 New Business

8.1 Motion to amend the society activities manual

Second reading, requires 2/3 majority

Motion to amend the society activities manual
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2 Speaker’s report

3 Announcements

3.1 AGSEM bargaining proposal (5 min)

3.2 Financial Awareness week

4 Approval of the minutes

5 Business Arising

5.1 Election Dates

Business Arising:

Motion to approve proposed Election dates:

BIRT council approves the following dates, as proposed by the Elections Committee, for the 2014-2015 General Election and Referendums: March 13th to March 21th, 2014.

5.2 Needs based bursary endowment proposal

Needs based bursary endowment proposal

5.3 Presentation of the Provost

5.4 Report: Apprendre le français à McGill : Situation des cours de français langue seconde offerts aux étudiants des cycles supérieurs de l’Université McGill

Report: Apprendre le français à McGill : Situation des cours de français langue seconde offerts aux étudiants des cycles supérieurs de l’Université McGill
5.5 Report of the Academic Affairs Officer

Academic Affairs Officer - January Report - PDF

5.6 Financial Affairs Officer January Report

Financial Affairs Officer January Report

5.7 External Affairs Officer report January 2014

External Affairs Officer report January 2014

5.8 Motion Regarding Support Staff Relocation

Whereas last spring, Dean of Arts Christopher Manfredi announced the People, Processes & Partnerships plan to amalgamate academic support staff in Leacock;

Whereas there is a worrying lack of evidence presented to stakeholders to suggest the viability of this plan, whether in terms of documented cost-savings, demonstrable efficiencies, or student, staff, and faculty satisfaction with such arrangements at universities comparable to McGill;

Whereas at a town hall meeting on the subject in March faculty, students and staff expressed strong opposition to this plan;

Whereas a petition initiated by the departments of Anthropology and History & Classical Studies raised over 200 signatures protesting the proposed restructuring;

Whereas the Faculty of Arts meeting in April passed a motion against the clustering of support staff and their removal from departments;

Whereas in spite of this negative feedback, the Leacock consolidation is moving ahead and other restructuring efforts are planned in Ferrier for May 2014 and in total the departments of Economics, Political Science, Philosophy, Anthropology, Sociology, History and Classical Studies, Jewish Studies, Art History and Communication Studies, DÃ©partement de langue et littÃ©rature franÃ§aises, English, French Language Centre, Languages, Literatures, and Cultures, East Asian Studies, and Islamic Studies all stand to be affected by such measures.

Whereas the precedent set here, moreover, may soon spread across faculties and affect all of McGill;

BIRT the PGSS take action before December 14th and again at the beginning of Winter Semester to inform PGSS members about this issue (using all means: e-newsletter, info screens, website, etc.) and encourage their participation in the Town Hall on Tuesday, January 14th (5:35pm in Arts W-215);

BIFRT the PGSS send a letter of concern about the restructuring by December 14th to Dean of Arts.

Motion Regarding Support Staff Relocation
5.9 Motion Regarding Appeals Board Notification

Moved by: William Farrell 
Seconded by: Juan Pinto 
WHEREAS it is in the best interest of the Society for the Appeals Board to hear cases in a timely and thorough manner. 
WHEREAS it often takes a number of days of correspondence to secure statements and documents from the relevant parties. 
BIRT Council directs PSAC to incorporate the following changes into the SAM in the appropriate sections:
- The notice of appeal must include a written statement from the petitioner detailing the specific reasons for the appeal including but not limited to the ways in which the responsible committee is believed to have erred and any pertinent clauses in the governing documents which are believed to have been broken. 
- The prospective appellant shall be made aware of this procedure at the time he or she is made aware of his or her right to appeal. 
- Upon notice of appeal, the chair of the committee that rendered the decision in question shall also be duly notified and shall supply a statement detailing the justification of their decision along with all relevant documentation within 24 hours of the notice. Documents should include all correspondence with the appellant, a written statement describing the reasons for their decision and the bylaws upon which they are based, as well as any other pertinent information. 
BIFRT PSAC draft these proposed changes and return them to Council no later than the February meeting. 
BIFRT in the time before the possible inclusion of these changes into the bylaws, Council recommend this procedure to the PGSS Office as a set of non-binding best practices when notified of an Appeal.

6 Reports

6.1 Financial Affairs Officer Report

Financial Affairs Officer Report

6.2 External Affairs Officer report February

External Affairs Officer report February

6.3 Report of the Secretary-General

Report of the Secretary-General Feb 2014
 greport of Health Commissioner February 2014

Report of Health Commissioner February 2014

6.5 Report of Member Support Commissioner

Report for February 12th council meeting is attached.

Report of Member Support Commissioner

6.6 Report of the environment commissioner

For February 12th council, attached.

Report of the environment commissioner

6.7 Report of the Policy and Structure Advisory Committee

Report of the Policy and Structure Advisory Committee

6.8 Report of the Academic Affairs Officer

This report includes notice that a recommendation for a Library Improvement Fund expenditure will be coming to March Council.

Report of the Academic Affairs Officer Feb 2014

6.9 Report

Report

Internal Affairs Officer Report Feb 2014
6.10 Appointments Board - January Report

Appointments Board - January Report

6.11 Academic Affairs Officer - January Report

Academic Affairs Officer - January Report

7 Question Period

8 New Business

8.1 Health and Dental Insurance Plan renewal referendum question

BIRT the following question be put to referendum

Do you agree that the PGSS Health and Dental Plan be renewed at a annual fee of no more $258.20 for the health insurance component of the plan and no more than $179.62 for the dental insurance component of the plan for a period of 3 years beginning September 2014 and ending August 2017

1) Yes
2) No

8.2 PGSS Fee Structure Referendum Question

WHEREAS, it is prudent to ensure that the fees collected by the PGSS meet the financial needs and obligations of the organization;

WHEREAS, the current and future needs of the PGSS have changed over the last two years and the current fee structure does not optimally meet these needs;

WHEREAS, the PGSS strives to ensure that its members do not pay unnecessary fees, and that the fees that are collected are used efficiently;

BIRT the following question be put to referendum:

Do you agree that PGSS adopt the fee structure outlined in Appendix A which keep the total fees collected the same but reallocates them appropriately.

PGSS Fee Structure Referendum Question
8.3 Graduate Application fee referendum

Whereas McGill has invested over $5M to develop and launch uApply, the paperless, the vastly-improved, on-line application system for graduate studies admission at McGill;
Whereas ongoing maintenance and support for uApply is approximately $320k per year
Whereas the graduate application fee (for Fall 2014) is currently set at $102.60 for all applicant regardless of their residency;
Whereas uApply has significantly simplified the application procedures for all new graduate studies admission at McGill;
Whereas uApply has reduced the application process, and has eliminated the application fees, for current McGill Master’s students who “fast-track” to the PhD (without completing the Master’s) or “back track” from the PhD to the Master’s;
Whereas the increase in the application fee payable by all new applicants to graduate studies is necessary to allow the University to properly maintain and support the system;
BIRT the following question be placed on the annual PGSS referendum

Do you agree to increase the graduate application for graduate studies admission to McGill fee from $102.60, setting it to $120 for the next 5 years beginning on June 2014, payable by all new applicants regardless of residency status?

8.4 Athletics Building Improvement Fund

Whereas Undergraduate students have been contributing to an athletics building improvement fund for the past ~30 years
Whereas Graduate students also benefit from the use and improvement of these facilities, and will directly benefit from this contribution
BIRT the PGSS Chief Returning Officer conduct a referendum as part of the Spring General Elections which asks members to approve or refuse the following question:

"Do you agree that, starting September 2014, a non-opt-outable fee of $3 (three dollars) per semester be charged to every full time and part time PGSS member enrolled as a PhD or Masters student up to, and including the Winter 2019 semester to be contributed to the McGill Athletics Building Improvement Fund, understanding this amount will go to improving Athletics Facilities at both campuses."

8.5 Motion to Approve a Referendum Question on a Midnight Kitchen Student Levy

(Lorenzo Daieff)
Whereas the Midnight Kitchen (MK) is a non-profit, volunteer and worker-run organization that since 2002 provides a free, balanced and complete vegan lunch to around 250 students every weekday at 12.30 (University Centre Building, 3600 McTavish).
Whereas the Midnight Kitchen is open to everybody, and is regularly attended by graduate students.
Whereas SSMU-members (undergraduate students) currently support the MK on the basis of a $3.25/semester fully opt-outable levy on their student bills (in place until Fall 2016).
Whereas additional funds would enable the Midnight Kitchen to add more paid staff positions, thereby providing student jobs, consolidating and diversifying its operations, and expanding its services to reach more people, including hungry graduate students.

Whereas the Midnight Kitchen bakes some really excellent cake.

BIRT the following question be placed on the annual, upcoming PGSS referendum:

“Do you support a fee levy of $0.50/semester to support the Midnight Kitchen, payable and fully opt-outable on Minerva by members of PGSS? The levy would run from the Fall Semester of 2014 until the Winter Semester of 2016 (inclusive), at which point it would be brought back to the membership for renewal” (yes/no).

8.6 Amend Society Events Revenue and Expenses Budget lines

WHEREAS PGSS has increased event sales and attendance due to demand
WHEREAS PGSS has reached the approved revenue and expenses for events for the 2013-14 Fiscal Year and has plans for putting on many events for the rest of the year
BIRT Council amend the society revenue and expense budget line for Events by increasing each line by $30 000 each

8.7 Endorsement of PGSS

BIRT Council endorse the following proposed member code of conduct and harassment policy and send it to the PGSS Board of Directors for approval.

Endorsement of PGSS

8.8 Endorsement of Smoke-Free McLennan Redpath Terrace

Whereas the Libraries have reached out in consultation with the University for feedback on launching the rebuilt McLennan Redpath Terrace as a smoke free environment;
Whereas the plan has been endorsed by the University Health and Safety Committee and the Senate Committee on Physical Development;
Whereas the designation of the Terrace as smoke-free would be reviewed in one year;
BIRT PGSS Council endorse the proposal to have the McLennan Redpath Terrace be smoke-free.

8.9 October 2013 minutes

October 2013 minutes
8.10 September 2013 minutes

September 2013 minutes

8.11 Report of the Member Services Officer

Report

Report of the Member Services Officer Feb 2014

8.12 Motion to Approve a Referendum Question on a Midnight Kitchen Student Levy

Motion attached.

Motion to Approve a Referendum Question on a Midnight Kitchen Student Levy

8.13 Report of the Governance Committee

Report
2014-03-12 - Agenda - March 12th Council Meeting

Council

Published: March 10, 2014

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Post Graduate Students Society of McGill University
3650 McTavish Street, Montreal, Quebec
1 Approval of the agenda

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5 Business Arising

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8 New Business

8.1 Re Library Improvement Fund Committee - Library Improvement Fund Expenditure - Lockable Space

Whereas the Library Improvement Fund committee met on February 21st and unanimously recommends this expenditure for the benefit of graduate students;

Whereas the details of the expenditure are outlined in the attached document;

BIRT PGSS Council ratify the recommendation of the Library Improvement Fund Committee to spend $120,140 (one hundred twenty thousand, one hundred forty dollars) from the Library Improvement Fund for the following projects:

1) Dedicated Grad Zone - "Thesis Room" ($50,200)
2) Graduate Student Storage - "Lockers" ($23,360)
3) PhD Room - Updates for more users ($5,440)
4) Spirit Scanner Upgrade - Efficient, high volume scanners ($25,470)

Re Library Improvement Fund Committee - Library Improvement Fund Expenditure - Lockable Space

8.2 Motion to amend bylaws to expand the purpose of the corporation

BIRT the bylaws be amended to expand the purpose of the corporation to include the following text:

Bylaw 2.1.6 "to promote freedom of association within the student movement"
8.3 Motion to amend bylaws to change titles of officers

Be resolved that all governing documents of the PGSS be updated to reflect the following changes to officer titles:
1) Change "Secretary-General" to "President"
2) Change "Finance Officer" and "Financial Affairs Officer" to "Chancellor of the Exchequer"

8.4 2nd READING - Motion regarding grants process

WHeras the Appeals Board requested that the Policy and Structure Advisory Committee consider changes to the grants funding process
BIRT Society Activities Manual section 13.13.10 be amended to change “applications” to “funding of grants”

8.5 2nd READING - Motion regarding appeals process

WHeras the Appeals Board requested that the Policy and Structure Advisory Committee make amendments to the governing documents to clarify the appeals process
BIRT a new section 2.2.1 be created, reading, “The notice of appeal must include a written statement from the petitioner detailing the specific reasons for the appeal including but not limited to the ways in which the responsible committee or party is believed to have erred and any pertinent clauses in the governing documents which are believed to have been broken. The prospective appellant shall be made aware of this procedure at the time he or she is made aware of his or her right to appeal.”
BIRT a new section 2.2.2 be created, reading, “Upon notice of appeal, the chair of the committee or the party that rendered the decision in question shall also be duly notified by the Appeals Board and shall supply a statement detailing the justification of the decision along with all relevant documentation within 36 hours of the notice. Documents should include all correspondence with the appellant, a written statement describing the reasons for the decision and the governing documents upon which they are based, as well as any other pertinent information.

8.6 Re CMA - Amendment to Bylaw 9.6

WHEREAS it is currently unclear who is authorized to allow spending from a budget line under the PGSS approved budget
BIRT the text of bylaw 9.6 be amended to read
The PGSS may not make any disbursement in a given financial year in the absence of an approved budget for the financial year. The Council must approve the budget for Society Activities and the Board of Directors must approve the budget for Business Activities. Both the
Council and the Board of Directors must approve the budget for Shared Activities. Any approved budget must clearly state which party or parties may authorize an expenditure from each budget line and what process is required to disburse funds.
2014-04-02 - Agenda - April 2nd Council Meeting

Council

Published: April 1, 2014

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Report of the External Affairs Officer

6.2 Report of the Internal Affairs Officer

Report of the Internal Affairs Officer

6.3 Report of the Secretary-General

Report of the Secretary-General

6.4 Report of the Health Commissioner

Report of the Health Commissioner

6.5 EqC Report

EqC Report
6.6 Environment Commissioner report for March Council/AGM

Environment Commissioner Report for March 2014 Council-AGM

6.7 Environment Commissioner Report

April council report for the environment commissioner.

Environment Commissioner Report

6.8 Report of the Chief Returning Officer

Report of the Chief Returning Officer

6.9 Draft Tuition Policy Briefing Paper

Please find attached a draft tuition policy briefing paper from July 2013. There is a recent advancements section which outlines the main political parties current positions on tuition.

The government currently has a working group in place examining the financing of universities. Please see links below for their most recent publications which includes an overview of their work, the relevant statistical data and a 12 country/province review of university financing. The working group are due to report their findings in June 2014.


Draft Tuition Policy Briefing Paper

7 Question Period

8 New Business

8.1 PGSS policy on graduate student mental health

PGSS policy on graduate student mental health
8.2 Library Improvement Fund Expenditure - Lockable Space (second reading)

Whereas the Library Improvement Fund committee met on February 21st and unanimously recommends this expenditure for the benefit of graduate students;
Whereas the details of the expenditure are outlined in the attached document;
BIRT PGSS Council ratify the recommendation of the Library Improvement Fund Committee to spend $120,140 (one hundred twenty thousand, one hundred forty dollars) from the Library Improvement Fund for the following projects:
1) Dedicated Grad Zone - "Thesis Room" ($50,200)
2) Graduate Student Storage - "Lockers" ($23,360)
3) PhD Room - Updates for more users ($5,440)
4) Spirit Scanner Upgrade - Efficient, high volume scanners ($25,470)

Library Improvement Fund Expenditure - Lockable Space (second reading)
2014-05-07 - Agenda - May 7th Council Meeting

Council

Published: May 7, 2014

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6.1 Report of the Academic Affairs Officer

Report of the Academic Affairs Officer

6.2 Financial Affairs Officer Report

Financial Affairs Officer Report

6.3 External Affairs Officer report May 2014

External Affairs Officer report May 2014

6.4 May 2014 Report of the Secretary-General

May report of the Secretary-General


6.6 2014-05-07 - Report of the Equity Commissioner

2014-05-07 - Report of the Equity Commissioner


6.8 2014-04-30 Report of Member Support Commissioner (May Council)

2014-04-30 Report of Member Support Commissioner (May Council)

6.9 Report of the Policy and Structure Advisory Committee

BIRT the changes to elections regulations in the attached report be adopted in first reading.

Report of the Policy and Structure Advisory Committee

6.10 Health of student supervisor relationships at McGill University

BIRT the attached report by adopted and the recommendations form a new PGSS policy on supervision.

Health of student supervisor relationships at McGill University

6.11 Budget Discussion

Council will need to approve a budget for the 2014-15 FY

Please see the attached documents for discussion purposes
7 Question Period

8 New Business

8.1 Ratification of Appointments Board Recommendations

BIRT the report of the Appointments Board to May 2014 Council be approved

Ratification of Appointments Board Recommendations

8.2 Motion regarding PGSS policy on graduate student mental health

(Health Commissioner, Member Services Officer)

BIRT the following policy be formally be adopted.

Operations/Issues Policy: The PGSS Policy on Graduate Student Mental Health

Preamble:

Mental health can be defined as “the capacity of each and all of us to feel, think, and act in ways that enhance our ability to enjoy life and deal with the challenges we face. It is a positive sense of emotional and spiritual well-being that respects the importance of culture, equity, social justice, interconnections, and personal dignity” (1). The Canadian Association of College & University Student Services and Canadian Mental Health Association have created a guide that outlines a framework for addressing student mental health in post-secondary institutions (2). This guide states that “[m]ental health is essential to students’ academic success as well as their ability to participate fully and meaningfully throughout all aspects of their lives and throughout their lifespan” (2). It is imperative that all student services at McGill University work together to promote a safe and healthy campus with the resources available.

Policy:

The PGSS supports:

1. Increasing awareness and reducing stigma: Inform graduate students of the student services and available resources that provide mental health support as well as the PGSS health insurance coverage for mental health services.

2. Collaborating to promote a mentally positive campus: Coordinate with other McGill mental health groups, McGill Student Services, and McGill administration to facilitate wider access to information and
support networks for all students. Also, work with McGill faculty and staff to become more aware and educated on mental health issues and how to support students’ mental health.

3. Advocating for accessible services and resources: Services – shorter wait times, consultation, and feedback with users of these services, and students’ rights to confidentiality and privacy. Resources – offer graduate student specific workshops and strategies for graduate students experiencing mental health issues year-round. Increase access to these specialized resources are necessary around times of stress for graduate students (i.e., thesis submission, crisis management and trauma).

The PGSS opposes:

1. Discrimination towards graduate students seeking help or information relating to mental health.

2. Inequality in services available to different student groups at McGill (e.g., full-time, part-time, international).

3. Implementation and/or increase of monetary fees that would prevent students’ access to mental health services on campus due to financial restrictions.


BIFRT the Society Activity Manual be amended as follows:

In chapter 5, section 12, add a new subsection 2.5, reading, “The representatives to the Mental Health Advisory Board and the Counseling Services Advisory Board shall be expected to attend the meetings of both Boards”

In chapter 5, section 12 add a new subsection 3:

3. Subcommittee on Mental Health

3.1 Purpose: to implement the PGSS policy on graduate student mental health

3.2 Composition:

3.2.1 Chair selected from among the Health and Wellness Committee by the PGSS Appointments Board

3.2.2 The PGSS representative to either the Health Services Advisory Board or the Mental Health Advisory Board, in the event this person is not the Chair

3.2.3 Four at-large members

8.3 2014-04-27- Motion on the PGSS community garden

2014-04-27- Motion on the PGSS community garden