



Special Status and Student Service Group
SPACE NEEDS REPORT

2016-2017

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The Core Proposal

Who We Are

We are a coalition of recognized student organizations and supporters within the University of Guelph community. For our purposes, our coalition includes Special

Status and Student Service Groups (which, conveniently, share an acronym) as recognized by the University and the Special Status Groups as recognized by the Central Students' Association. These groups include:

- The Guelph Black Students' Association (*formerly the C.J. Munford Centre*)
- Guelph Queer Equality
- Guelph Resource Centre for Gender Empowerment and Diversity
- Ontario Public Interest Research – Guelph
- The Peak Magazine

Additionally, the aforementioned Special Status and Student Service Groups are joined in solidarity by:

- Canadian Union of Public Employees, Local 1334 (**see Appendix 2**)
- Student Help and Advocacy Centre

This report is also endorsed by a collective of students known as:

- The Guelph Action Coalition

In forming this report, the Coalition gathered information and feedback from

- International Student Organization
- CFRU 93.3

We are a diverse group of organizations, all committed to social justice in various forms and all committed to serving the university to our best abilities in our missions.

The package which is attached in the following pages sets out our broad necessities and overall vision for space within the University Centre. It is our collective belief that this space, built and funded by students and with student dollars, should serve the good which students intended—for their organizations, services, and projects to flourish and best meet the needs of that membership.

Additionally, students have built our organizations to not simply serve themselves, but to enhance and further the University's public and community-based mission. We believe, as the institutional mission states, that the University exists "to serve society and to enhance ... quality of life". Through our work, we do just that for students and all those in the University and broader community that this institution claims to aim to collaborate with.

Collectively, we are also acutely aware of the history of the University Centre (UC). From the development of the plans for the Student Union Building (SUB) in 1966 to the failings of Queen's Park to assist with construction (1969) to the University's takeover of the project to the generation-of-undergraduates spanning lawsuit that gained student voice on this very Board. This is students' building, plain and simple. And, it is

in the interest of all these students to protect and expand space given to voices that often otherwise suppressed and to those which are inherently critical of our institution, each other, and wider society. These are the roles fulfilled by SSGs—from service providers to hard fought spaces to critical voices from within and out. This is who we are within your University of Guelph.

Common Concerns

Across our various organizations and collectives, we have come to an understanding of collective concerns which serve to bind this collective.

As we have stated, it is our belief that the ultimate purpose of the UC is to serve as student space, first and foremost. As we are a collection of groups—as we have illustrated above—that serve students and the wider public mission they have set forward in the past, we believe all of our place is here. We belong in the UC, regardless of where we are now, so that we might further our collaborations and make it easier for both students and the community to access us.

We also wish to ensure that the spaces we inhabit are functional (having outlets, working thermostat, close to gender neutral washrooms, and related needs) for ourselves and for those we serve.

We are all concerned with upholding our commitments to accessibility—about which we will go into further detail later—so that we can uphold and surpass the regulations of the Accessibility for Ontarians with Disabilities Act (AODA). We believe that the space and access possible for many of us contradicts these regulations, our social missions, and the ideals of the University.

There is no question, as well, that almost all of us could use greater space to carry out our functions. A request that is only tempered by the possibility for communal meeting rooms, lounge, and storage spaces specifically for the SSGs (and controlled by the SSGs) to reduce overlapping resource and space needs. That said, for many of us to function at our best capacity, having separate quiet, safe space is a necessity.

Finally, almost all of us directly sustain libraries and archives for our members—some associated with UofG Libraries, some not—which further the academic and other pursuits of students as well. We will need space—some of which we'd aim to coordinate together—for these vital areas of our work.

Accessibility and the SSGs

One of the broader limitations of spaces outside of the UC is the lack of Accessibility for Ontarians with Disabilities Act (AODA) compliant accessibility features found in these spaces. As well, even within the University Centre space there is still much to be done—however, we believe a coordinated effort between ourselves and the UC Board allow us to take further steps fulfill this key aspect of our common mandates—providing resource centres accessible to *all* of our student membership.

We strongly desire to live up to and surpass the standards of the AODA that we are legally bound to. From wheelchair and mobility device prohibitive entrances to lacking accessible signage and much more, SSGs have been forced into noncompliance due to our surroundings. In some cases, needs have been left unmet for so long that SSGs have attempted to fill the gaps that the University should provide (such as with the purchase of auto lights by GRCGED).

But even beyond the legalistic, there are simple truths that impact our daily work: Not everyone can be part of our groups or Boards and Collectives or engage with organizations effectively, even if we open ourselves to them, due to concerns about accessibility in the space. Instead, many of our organizations meet where we can outside of our space to fulfil this mandate—even closing our offices to meet with those who can't make it to us. In turn, this disrupts our regular office hours for others. And, even if you can make it through the door of some SSG spaces, barriers are created by the fact that some key facilities—like washrooms, quiet spaces, etc—lack even basic accessibility features.

With our common mandates around social justice, we cannot help feel and be seen in the community as inherently hypocritical so long as many of us occupy our current, inaccessible spaces.

Now, let's move into some specifics out each of our organizations.

Organizational Overviews

OPIRG Guelph

OPIRG Guelph provides a bridge between the University of Guelph and the greater Guelph community. We were established on the University of Guelph campus in 1976, and remain a vibrant and engaged point of connection. We are funded primarily through student levies from full-time undergraduate students and graduate students. We are an incorporated non-profit organization that is directed by an elected, primarily student,

Board of Directors. During our time on campus, we have supported numerous successful long-term projects and initiatives, including the CSA Bike Centre and the Guelph Resource Centre for Gender, Empowerment and Diversity. In addition OPIRG has been running both the Two Rivers Clean Up and Speed River Project for almost forty years.

Our organization has already gone through a great deal of transition. Our historic space at 1 Trent Lane was demolished in 2014, while our current space at 24 Trent Lane is due to be demolished in the near future, as part of the developments proscribed in the Campus Master Plan. As a resource centre for our student membership, our office and library space are critical to our ability to fulfill the mandate that has been set by our student membership. We strongly feel that without adequate space the university would be depriving students of the opportunities they pay for OPIRG Guelph to provide. In the last several years since transitioning to our 24 Trent Lane space, we have shown that this continues to be true. However, a move to the University Centre would strengthen these efforts and further our work.

There are a number of ways that our current space is used by our membership and staff. We host daily, sometimes several times daily small (3 people) and medium-sized (3-10 people) meetings in our space in addition to larger (10-25 people) events held monthly in the space. We also manage and house a library with a unique and growing collection of more than one thousand books that is available to students through the university cataloguing system.

We have, in the past, spent significant time in identifying the space requirements that would allow us to be able to continue to provide great services to the students we serve. These requirements largely remain the same and have proven to be essential to the operations of a stable and successful OPIRG Guelph.

Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)

GRCGED is a feminist group and community space dedicated to fighting oppression and promoting diversity through education, advocacy, activism, resource provision, skill-building, outreach and community-building on campus and in the region. We are a student funded, collectively run resource centre for people of all or no genders. We had our beginnings in 1982 as the Women's Resource Centre, and held a prominent place on the University of Guelph campus. Since then, we have continued to offer space, services, information and solidarity to people experiencing marginalization on campus and in the larger community. We advocate anti-oppression issues within a

feminist framework, recognizing that issues of gendered oppression consist of struggles against all systems of domination.

In 1991, the Resource Centre moved from 2nd Floor UC Space (the current CSA Club, AISIC) to our current location—a relaxing, comfortable space where students can study, access active listeners, our library of over 4500 items and/or chat with our friendly volunteers and staff. In this space, we provide resources and support for students, staff, faculty and community members, who can use our extensive library, computers and other accessible technologies, buy traditional and alternative menstrual products and sexual health products, attend our workshops and other public events, or become a trained volunteer or collective member. Additionally people can also access peer support, referrals and a private room.

Our current space is heavily used by students, members of the University community, and our staff. We host daily, sometimes several times daily small (2-3 people) and medium-sized (5-15 people) gatherings in our space in addition to larger (10-35 people) events held monthly in the space. We also manage and house a library with a unique and growing collection that is available to students through our internal cataloguing system.

Due to our location, GRCGED has served as a supplement to the UC-run Information Booth and takes pride in our role as a key hub for members of the University community at large. “Let’s meet at GRCGED” or “wow, look at your windows” are phrases often uttered by our community and campus partners, due to the accessibility, comfort and prominence of our current space—losing this would damage GRCGED’s overall connectivity to our membership and community.

And it’s not just our location itself that brings people to the UC and the University, but GRCGED’s role in our community has brought several students to make Guelph their campus of choice—and supported many more in their choice to stay. Disrupting GRCGED’s work on campus—dislocating us from our membership and position needlessly—puts this potential at risk. We are an open, welcoming space that provokes that kind of response in our membership—what good does this serve students and our community to change a winning formula?

Guelph Black Student Association (GBSA)

The Guelph Black Student Association (formerly known as the C.J. Munford Center), established in 1994, functions as a resource center for diverse and minority students

on campus. The association focuses on issues of diversity, race, and other significant factors relevant to the lives of students of colour, and tries to encourage the inclusion, respect, and education of the beautifully unique and present black and minority faces on campus. We house a small lending library, as well as a safe space, study room, events, public programming throughout the year, workshops, discussions and counseling support. Though the association is a volunteer driven organization for underrepresented students, it is open to everyone on campus and individuals within the Guelph community, interested in learning about issues regarding and facts about students of colour both around the world and right at home in Guelph.

Guelph Queer Equality (GQE)

Guelph Queer Equality (GQE) is a student run group at the University of Guelph that provides a safe space and supportive environment for all people in the trans, bisexual, lesbian, gay, questioning, genderqueer, asexual, intersex or generally queer community and their allies. People of all races, religions, sexual orientations, genders, ages, and abilities are welcome. Guelph Queer Equality events are not restricted to the University community, they are open to people from the Guelph community in general. GQE is the longest running campus based, LGBTQ+ student group in Canada.

GQE runs fun social events, informational queer workshops and participates in social justice initiatives.

Examples:

- Every Tuesday, we have weekly volunteer meetings at 5:30pm in our office, and socials at 7:00pm in specified UC rooms.
- Protested against the Canadian blood ban on men who have sex with men (MSM), and people who have had sex with MSM.
- Hosted LGBTQ+ Profs and Pizza, where students met with LGBTQ+ university academics and heard about their experiences.
- Hosted Drag shows and Dances over the years.
- Had speakers and workshops facilitators come to talk about LGBTQ+ related issues.

We have:

- A library chock-full of LGBTQ+ resources like magazines, books, manga and movies!
- Safer sex supplies! (condoms, gloves, dental dams, you name it!)
- A resource shelf outside our office containing informational pamphlets about safe sex, other LGBTQ+ services, physical and mental health etc. You name it, we probably have it!

- Awesome volunteers and coordinators!

International Student Organization (ISO)

The ISO aims to act as the crossroads for international students to learn about university life on campus and of the various resources available to them. We strive to provide the social and transitional support that all international students need during their time here at the University of Guelph.

The International Student Lounge is a great way for students to come in and relax, have lunch, or study on campus. The lounge is open from 11:00 a.m. to 6:00 p.m. from Monday to Friday, and is located in UC 535 (take the North Elevators or follow the guide below). You may also find our ISO Exec team there as well, holding office hours and are available any time to ask questions related to the University of Guelph.

CFRU

CFRU aims to provide a complete service to the community. We provide access to the media to groups and individuals who would otherwise have little access through mainstream media outlets. By doing so, we reflect the diversity of the community. We engage, inform and entertain our listeners, we empower and teach our volunteers, and we support all of the great people doing cool things around Guelph. We raise awareness of community activities, events, and concerns. We introduce new ideas and perspectives.

The Peak Magazine

The Peak is a web and print magazine published on Attawandaron territory (Guelph Ontario). As an alternative publication, we focus our energies on prioritizing under reported voices and marginalized perspectives within and beyond Southern Ontario. Through the publishing of at least five issues per year, we hope to facilitate dialogues that meaningfully engage readers and continue the dissemination of radical media.

The Peak functions as a collective-based, horizontal framework that shares diverse interests and perspectives. We stand behind an anti-capitalist analysis that values autonomy, anarchism and critical self-reflection.

CUPE 1334

Who we are:

- Canadian Union of Public Employees Local 1334 represents Trades,

Maintenance and Service workers, and Unit 1 represents part time library workers

- We are 213 members strong who provide front line services to students, staff and community guests 24 hours a day 7 days a week
- We have been organized since the 1970's and have been in this space since the 70's also.

What we do:

- Provide representation to our members on any and all work related/contract related issues including grievance support, legal, educational
- Provide input into university convened committees such as Human Rights, Employment Equity, Health and Safety, Pensions
- Develop relationships between students, management and workers.
- Continued support and in alliance with student governments
- Promote social justice campaigns and work with coalition partners to accomplish them
- Work to ensure a safe and healthy campus including all learning, living and working spaces

Why do the SSGs require central on-campus space?

1. We all collect student fees, and need to ensure that our services and resources are available and accessible to students centrally.
2. In addition to meetings of our own, our volunteers and a number of other campus groups frequently use our meeting spaces.
3. Our unique libraries and archives house thousands of items—some of which are searchable and available for borrowing through the University of Guelph and Trellis library systems.
4. In addition to planning our own events, we regularly partner and share our funding with CSA clubs, campus organizations, university departments, and other individuals on campus. Having meeting space and being close to those we work with is very important for ensuring collaborative efforts.
5. Collectively, we lead the way for other clubs and groups on the University of Guelph campus in addressing issues of oppression, and creating safe and accessible spaces for students to gather and meet and engage in public interest issues.
6. We all provide services, programs and resources to our student membership:
 - a. We organize training sessions on decision-making, anti-oppression, event planning for accessibility. For example, the Summer Training Institute is organized with the Guelph Resource Centre for Gender Empowerment and Diversity and

OPIRG Guelph for this purpose.

- b. We each have unique library collections housing thousands of books, zines, and other media focused on social justice issues.
 - c. We provide a meeting space, resources and mentoring for groups of our various volunteers that are focused on specific issues.
 - d. We organize countless educational and action events annually, including speakers, films, tree plantings, book launches, self care supports for survivors of violence, coming out groups, weekly social events, weekly discussion events, movie screenings, book clubs, workshops and trainings about issues relevant to students and the community. These events usually draw between fifteen and fifty people, although occasionally large events draw hundreds. Often attendance at these events leads to participants becoming more actively involved in working for change in those areas and has lead to greater collaboration between student and community individuals and groups.
 - e. We provide a number of employment opportunities to students through challenging and rewarding work experiences.
 - f. We collaborate and share resources with numerous student clubs and community groups engaging in social justice issues of interest to our membership.
- 7, Our organizations have supported the development of other spaces—both on campus and in the community. For example, the successful library project Out On The Shelf was hosted out of meetings held at GRCGED.

Why do all of the SSGs want to be in University Centre (UC) specifically?

- 1. We believe that being collectively in UC would increase our accessibility to students who may be centered in this area of campus and student life.
- 2. We believe that being in the UC will increase our collective visibility and students are aware of the resources that they pay for and exist for them, such as our library.
- 3. We believe that being in the UC will Increase our collaboration with other student groups who are mostly in the UC—among ourselves and with student clubs, societies, and groups.
- 4. Being in the UC will lower barriers to accessing our equipment and resources for events and meetings for ourselves and the broader student community. As well, rather than all purchasing similar equipment, we can pool resources to ensure student funds and resources go farther—for them!
- 5. The UC space is overall more accessible for students and the community, in

terms of access to transit and centrality of space.

6. The UC has services and resources that all of us rely on heavily already (such as meeting and event spaces, transit tickets purchasing, and most of the University offices and people we need to meet with).
7. The UC is, simply put, where students expect student-funded and directed groups to be (and almost all of them are)---being disconnected from that has been a historic disadvantage for those of us outside of it.
8. Being in the UC would reduce the cost of likely accessibility-related upgrades that many of us would need (in particular, accessible entrances, washrooms, and so forth) and could allow for a broader visioning among our groups (and yourselves) as to what being 'accessible' truly means above and beyond legislation.

Outcomes of SSG Projects and Involvement

Events and Projects

The Guelph Black Student Association (GBSA - formerly known as the C.J. Munford Center), has hosted weekly discussion groups for several years, put on an annual Formal, held talent nights featuring black students and students of colour, poetry nights, movie screenings, participated in the CSA Task Force on Racism, and supported students experiencing microaggressions and blatant racism. We also place an extreme importance on Black History Month in February, where we invite many scholars and professionals to come educate and inform our students of colour about their culture, history, and place in society. We house a small lending library that teaches students of colour about history, cultural knowledge and issues in society that may pertain to them. This is extremely important as it is very common that the conversations about the history and cultural relevance of persons of culture are often omitted from school curriculums in both secondary and post-secondary school levels.

Every Tuesday, GQE have weekly volunteer meetings at 5:30pm in our office, and socials at 7:00pm in specified UC rooms, hosted the very successful LGBTQ+ Profs and Pizza, where students met with LGBTQ+ university academics and heard about their experiences, have protested against the Canadian blood ban on men who have sex with men (MSM), and people who have had sex with MSM, hosted countless Drag shows and Dances over the years, had speakers and workshops facilitators come to talk about LGBTQ+ related issues.

OPIRG organizes students and community members to participate in our Speed River Project, which includes tree plantings, invasive species removal and educational

workshops as well as the annual Speed River Clean Up. The tree planting aspect of the project, the Adopt-A-Riverside project, has been responsible for planting and maintaining the health of thousands of trees and has hosted hundreds of participants at planting and maintenance days. The Speed River Cleanup has been identified by the Guelph Tribune as “One of the 100 things you should do before you leave Guelph” and has resulted in the removal of thousands of kilograms of garbage. The Project also organizes other events aimed at bringing awareness of the value of Guelph’s waterways and ecosystems. In total thousands of people have participated in Speed River Project events over the years.

GRCGED hosted the initial meetings which led to the founding of Out On The Shelf. GRCGED also provided space to the dancers and performers that the Aboriginal Resource Centre brings in for Aboriginal Awareness Week. We hosted other groups meetings as our space is bright and welcoming. V-Day Guelph held auditions in GRCGED as many of their performers are first time actors.

Past Members

We provide great opportunities for students to learn about all aspects of nonprofit organizations through participation on Boards of Directors and Collectives, as volunteers and as staff.

Here are where some of our past members have ended up:

At OPIRG, Ontario’s Environmental Commissioner Gord Miller, for example, began his career as a Board member. In addition, the previous Mayor of Guelph, Karen Farbridge, was a long time volunteer and staff member at the organization.

The GBSA has former members who have gone on to be communications manager for the leader of one of the major political parties, Professors, Librarians and founding members of the Guelph Black Heritage Society.

GRCGED volunteers and collective members have gone on to be Phds, GPs, a wide variety of Nurses, Lawyers, Policy Analysts and have listed their experience at GRCGED as central to their career paths.

Wrapping Up

We hope that this proposal provides you with a clear picture of our space needs,

why we desire to further the UC as student space, and the value that we bring to the University of Guelph and the student members that we work with.

We look forward to working with you to find a suitable for the UC so that we can carry on our common mission to serve students and the community, to promote

Please contact us with any questions at ssgconcerns@opirgguelph.org

Sincerely,

The UC Space Coalition.

Appendix I: Specific SSG Needs

Requirements for Space

Guelph Black Students' Association

We would love a place we can commonly gather that is a little bit easier for people to find. Also, there aren't many places on campus allocated for special status groups to host events, and this would make promotion, travel, and the assurance of accessible spaces much easier to attain. The furniture we have in the center has been there for many years, and there are some issues with broken chairs and broken air conditioning. We have seen a major increase in our numbers this year, and we are running out of room to have our discussions.

Guelph Queer Equality (GQE)

1. A larger space

Our resource library takes up a considerable amount of space, and would potentially take up more space if we had room for additional shelving. We have to consider getting rid of books to make space for newer resources. We are currently the largest open queer library in Guelph, and we serve community members as well as students.

Our membership has exceeded the maximum occupancy of the room. We generally have 10 to 15 regular office volunteers and general volunteers as well as guests for our weekly meetings. Sometimes volunteers have had to sit out in the hall during meetings, and booking a room in the University Centre that is consistent week to week as well as large, comfortable, and safe is next to impossible. We also have an open door policy, meaning campus community members often filter in and out of our office to study and socialize. We have over 400 members on our listserv and the maximum occupancy of our room is 5.

Not only do we run meetings and office hours but we also have events and weekly socials, which require materials ranging from craft supplies to food. We have enough space to hold our materials, what we lack is the space to simultaneously house our event and social supplies, resource library, and regular membership.

2. A safe space

As a Special Status Group that serves a vulnerable population, we require a space that is in a public, well-lit area to avoid our members being targeted in an isolated place. We also require privacy options if there is a lot of foot traffic, such as curtains for the windows and a windowless door for confidentiality. Another advantage of a public

space is the decreased risk of vandalism, which to date has only occurred once in our current space.

3. A Central Location (Preferably in the University Centre)

This is tied in with our concerns for safety, as the University Centre is one of the most well-trafficked areas on campus. This will also increase our visibility on campus and hopefully help to foster more acceptance among the student body.

The University Centre also has the most accessible gender-neutral washrooms, which is a concern for our members, as we are a service specifically directed to people on the queer and trans spectrum.

Our main collaborators, including the Central Student Association, the Guelph Resource Centre for Gender Empowerment and Equality, OUTline, and Student Help and Advocacy are located in the University Centre, so a location near them would facilitate interaction.

We would love a place we can commonly gather that is a little bit easier for people to find, the idea of the first floor UC would be perfect. But other than that the spaces would just be for us to hold events on campus. Our current size had worked in the past with our two rooms, but we are really hoping to expand this year.

Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)

- We want to stay where we are.
- Requirements to move:
 - UC to pay for packing/moving
 - UC to pay for moving advertising campaign
 - All costs involved with relocating paid by UC
 - Cordless phone
 - Controlled temperature/thermostat -> data
 - Need more than standard, single door (we currently have double doors) -> must open out (fire code)
 - Full spectrum fluorescent lighting
 - Private space - larger as well as a second
 - Quiet areas
 - Lounge area, office area, private quiet space, private/quiet office space, storage (archiving)
 - Accessibility - main floor of the UC, located close to elevator, washrooms

- Motion controlled lights (we paid for this)
- No rug - flooring/flat tile -> accessible, not as hard to move wheelchairs over, doesn't hold allergens.
- Space that is fully accessible by AODA standards.
- More than one entrance/exit -> to avoid entrapment areas as specified in the METRAC Safety Audit 1991
- Multi-year lease and guarantee of equal/larger space; maintain current rent
- Space for stuff swap
- Book return slot
- Natural light
- Wallspace for shelves - for books, storage
- Sink/kitchenette with sink
- Not cinderblock/unplastered concrete
- Painting to our specifications
- < 6 electrical outlets on separate breakers for outlets for computers
- Near other special status and partner groups - SHAC/CSA, GQE, OPIRG, OUTline, Student Life, Aboriginal Resource Centre
- Prominent place for resources when GRCGED/SSGs are closed but the UC is still open.
- SSGs have designated hours in meeting room space in old post office area that was offered to us.

International Student Organization (ISO)

ISO wants to get a bigger space, so we can have more students hang out in our lounge. It gonna be amazing if that room comes with a window. Which floor doesn't really matter, as long as it's in the UC.

The Peak Magazine

To continue our operations, The Peak Magazine requires a wheelchair/mobility device-accessible space that includes room for our 25x4ft tabletop workspaces, our 3x4ft adjustable accessible desk, a minimum of 4 office chairs, and at least 30 sq ft to house filing cabinets and our 25+ year issue archive.

The Peak also requires space to continue our non-essential operations. Our office has doubled as a space for individual students and groups to access our computers, software, and print media support. We have hosted graphic design workshops, meetings and drop-in hours for other student groups. The ability to offer this space to

share skills and resources is an integral part of the Peak's role in facilitating independent media-making on campus.

We love our space right now and very much don't want to move. It's already a little tight cause we had to move our archive when they renovated a storage closet (it became an accessible washroom though, so it's hard to be mad).

OPIRG Guelph

OPIRG's current list of needs consist of:

1. A Location within the University Centre (preferably).
2. Enough room for two part-time staff, two full-time permanent staff, and two to three work study part-time staff. The minimum space would be room for four desks and five filing cabinets, but more preferably room for six full computer stations, the noted cabinets, and storage to house Speed River Project tools and equipment.
3. Access to SSG-centered or organizational meeting space for up to 15 people (Board meetings, action group meetings, regular workshops, coalition meetings, and others). Additionally, access to meeting space that can be used for private or confidential meetings.
4. Access to an SSG-centered or organizational lounge area for a couch and a comfortable chair.
5. Space to house and administer the library holdings (1000+ books), including space for a computer station for the check-in and check-out of books.
6. Space for administration and storage (photocopier, computer server, colour printer, archived files, office supplies, volunteer resources and supplies, and other critical resources).
7. Access to an accessible gender-neutral bathroom.
8. Easy access to a sink for washing dishes, and easy access to food storage (e.g., a bar fridge).
9. Space that is fully accessible by AODA standards.

Appendix II: CUPE 1334 Space Needs

- Fully accessible and safe (2 exits with required detectors, flashing alarm) - including accessible to washroom that has sink/toilet/shelve all within use, along with able to handle (entry and turning around) mobility devices.
- Private/quiet space for members who are in a crisis
- Space for confidential files
- Confidential meeting space for executive, members (individual and small groups) and/or management
- Available and accessible 24 hours a day, 7 days a week for full access of all shifts