



## **Board of Directors Meeting**

### **Open Session Agenda Package**

**March 10<sup>th</sup>, 2025**

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**The Students' Union exists to represent, advocate for, and support the primary stakeholders, the students of Wilfrid Laurier University, and to provide them with a holistic university experience, and an enhanced student life. The costs of these benefits will be justified by the results.**

Students will benefit from:

- An organization that advocates for an affordable, accessible, and high quality academic experience.
- A safe, sustainable, and empowering environment.
- Diverse and inclusive social interaction.
- Products and services that cater to the financial needs of students.

## Board of Directors Agenda Package - March 10th, 2025

Start	Duration	Agenda Item	Type	Presenter	Policy Reference
7:00 PM	1 min	Call to Order	adm	Chair Russo	
7:01 PM	2 mins	Indigenous Land Acknowledgement	adm	Chair Russo	
7:03 PM	2 mins	Regrets	adm	Chair Russo	GP #2c.8
7:05 PM	1 min	Conflicts of Interest	adm	Chair Russo	GP #2c.2
7:06 PM	2 mins	Adoption of Agenda	D	Chair Russo	
		<b>MOTION</b> that the Board of Directors adopt the agenda as presented			
7:08 PM	1 min	<b>CONSENT AGENDA</b> GP #2f - Board Committee Principles GP #2g - Board Committee Structure GP #2i - Chief Returning Office Restraint EI #2f – Asset Protection EI #2e - Financial Planning & Budgeting	D	Chair Russo	
		<b>MOTION</b> that the Board of Directors approve the Consent Agenda			
7:09 PM	2 mins	Meeting Minutes Approval - May 6th, 2024, June 3rd, 2024, July 8th, 2024, Aug. 12th, 2024, Sept. 9th, 2024 and Feb. 10th, 2025	D	Chair Russo	GP #2c
		<b>MOTION</b> that the board of Directors approve the meeting minutes			
7:11 PM	3 mins	Comments from the Chair of the Board & CGO	fi	Chair Russo	
7:14 PM	4 mins	Comments from the President & CEO	fi	President Jesseau	
7:18 PM	4 mins	Comments from the Executive Director and COO	fi	ED Champagne	
7:22 PM	5 mins	Year-End Board Reviews	fi	Umaymah Suhail	
7:27 PM	30 mins	Brantford Seat By-election	fd	Chair Russo	
7:57 PM	5 mins	February BOD Feedback Response	fd	President Jesseau	
8:02 PM	5 mins	Direct Inspection Committee Election: EL #2l - General Meetings & Elections BMD #2d3 - Monitoring Executive Performance - Performance Management	D	Chair Russo	
		<b>MOTION</b> that the board of Directors approve DIC Election			
8:07 PM	15 mins	March Ownership Linkage Update	fi	Chair Russo	
8:22 PM	2 mins	Announcements	fi	Chair Russo	
8:24 PM	2 mins	Action Item Summary	adm	Chair Russo	
8:26 PM	1 min	Adjournment	adm	Chair Russo	
		<b>MOTION</b> that the Board of Directors adjourn the meeting			
<b>Total</b>	<b>1 h 27 mins</b>				
			<b>LEGEND</b> fi, For information fd, For discussion D, Decision required adm, Administrative task		

## **MONITORING REPORT**

### **CHAIR OF THE BOARD & CHIEF GOVERNANCE OFFICER**

#### **Governance Process #2f – Board Committee Principles**

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Governance Process policies. On behalf of the Board, I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,

A handwritten signature in black ink, reading "Gabrielle Kusse". The signature is written in a cursive, flowing style.

Chair of the Board & Chief Governance Officer

Date completed: March 5, 2025

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## SECTION – GP #2f, 1

### Board Committee Principles

### GP #2f

**Board Committees will be assigned to help fulfill the Board's mandate.**

**Board Committees will:**

1. Assist the Board by preparing policy alternatives and implications for Board deliberation.
2. Avoid speaking or acting on behalf of the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Avoid exercising authority over, and directly dealing with staff operations
4. Avoid monitoring organizational performance.
5. Avoid duplicating organizational structures and committees.
6. Be used sparingly and/or ordinarily in an ad hoc capacity.
7. Elect a Board member to act as Chair of each committee whose responsibilities shall include:
  - a. Delivering all reports to the Board;
  - b. Ensuring that the committee does not exceed its mandate as directed by the Board; and
  - c. Ensure that proper and thorough minutes are taken and delivered to the CGO.
8. Ensure that this policy applies to any group that is formed by Board action. It does not apply to committees formed under the authority of the President.

## CGO INTERPRETATION

I interpret “**preparing policy alternatives and implications**” to mean that Board committees provide insight on possible policy amendments and the impact of certain measures on the governance capacity of the organization.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Committees provide the Board with information that pertains to matters being dealt with through Board operations.

## EVIDENCE

- Committees have offered policy changes for Board approval when necessary, including from Direct Inspection Committees and the Finance Committee.

I report this section as **COMPLIANT**.



## SECTION – GP #2f, 2

### Board Committee Principles

### GP #2f

**Board Committees will be assigned to help fulfill the Board's mandate.**

**Board Committees will:**

1. Assist the Board by preparing policy alternatives and implications for Board deliberation.
2. **Avoid speaking or acting on behalf of the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.**
3. Avoid exercising authority over, and directly dealing with staff operations
4. Avoid monitoring organizational performance.
5. Avoid duplicating organizational structures and committees.
6. Be used sparingly and/or ordinarily in an ad hoc capacity.
7. Elect a Board member to act as Chair of each committee whose responsibilities shall include:
  - a. Delivering all reports to the Board;
  - b. Ensuring that the committee does not exceed its mandate as directed by the Board; and
  - c. Ensure that proper and thorough minutes are taken and delivered to the CGO.
8. Ensure that this policy applies to any group that is formed by Board action. It does not apply to committees formed under the authority of the President.

## CGO INTERPRETATION

I interpret “**avoid speaking or acting on behalf of**” to mean that Board committees will avoid making declarations or fulfilling obligations that fall outside the scope of the committee.

I interpret “**except when formally given such authority for specific and time-limited purposes**” as the mandate given to the committee by the Board of Directors for a set period of time.

I define “**expectations and authority**” as the specific products that come as a result of the committee's work, and the powers that the committee has to complete these products.

I interpret “**in order not to conflict with the authority delegated to the President**” as meaning that Board committees have a specific mandate set for them in order to avoid unduly influencing the operations of the organization.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- No committees have made public statements on behalf of the Board, prior to notification at Board meetings.
- There have been no reports of a Board committee unduly influencing the operations of the organization

**Board Committees will be assigned to help fulfill the Board's mandate.**

**Board Committees will:**

1. Assist the Board by preparing policy alternatives and implications for Board deliberation.
2. Avoid speaking or acting on behalf of the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Avoid exercising authority over, and directly dealing with staff operations
4. Avoid monitoring organizational performance.
5. Avoid duplicating organizational structures and committees.
6. Be used sparingly and/or ordinarily in an ad hoc capacity.
7. Elect a Board member to act as Chair of each committee whose responsibilities shall include:
  - a. Delivering all reports to the Board;
  - b. Ensuring that the committee does not exceed its mandate as directed by the Board; and
  - c. Ensure that proper and thorough minutes are taken and delivered to the CGO.
8. Ensure that this policy applies to any group that is formed by Board action. It does not apply to committees formed under the authority of the President.

## EVIDENCE

- No committees have made public statements on behalf of the Board.
- There have been no reports of a Board committee unduly influencing the operations of the organization.

I report this section as **COMPLIANT**.

## SECTION – GP #2f, 3

### Board Committee Principles

### GP #2f

**Board Committees will be assigned to help fulfill the Board's mandate.**

**Board Committees will:**

1. Assist the Board by preparing policy alternatives and implications for Board deliberation.
2. Avoid speaking or acting on behalf of the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. **Avoid exercising authority over, and directly dealing with staff operations**
4. Avoid monitoring organizational performance.
5. Avoid duplicating organizational structures and committees.
6. Be used sparingly and/or ordinarily in an ad hoc capacity.
7. Elect a Board member to act as Chair of each committee whose responsibilities shall include:
  - a. Delivering all reports to the Board;
  - b. Ensuring that the committee does not exceed its mandate as directed by the Board; and
  - c. Ensure that proper and thorough minutes are taken and delivered to the CGO.
8. Ensure that this policy applies to any group that is formed by Board action. It does not apply to committees formed under the authority of the President.

## CGO INTERPRETATION

I define “**avoid exercising authority over**” as Board committees are unable to delegate tasks or supervise the operations of the President and their employees.

I define “**directly dealing with staff operations**” as meaning that Board committees are unable to unduly influence or interrupt the duties of any individual employee under the President; as such actions could be viewed as a violation of the Board's mandate.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- There are no reports of Board committees having delegated task to, supervising, or interrupting the operational duties of any employee within the organization.
- Board members, employees, and the President are made aware of this policy.

## EVIDENCE

- There have been no reports of Board committees having unduly influenced the operations of the organization.
- Board members, employees, and the President are made aware of this policy, and each member has access to the policy manual of the organization.

**I report this section as COMPLIANT.**

## SECTION – GP #2f, 4

### Board Committee Principles

### GP #2f

**Board Committees will be assigned to help fulfill the Board's mandate.**

**Board Committees will:**

1. Assist the Board by preparing policy alternatives and implications for Board deliberation.
2. Avoid speaking or acting on behalf of the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Avoid exercising authority over, and directly dealing with staff operations
4. **Avoid monitoring organizational performance.**
5. Avoid duplicating organizational structures and committees.
6. Be used sparingly and/or ordinarily in an ad hoc capacity.
7. Elect a Board member to act as Chair of each committee whose responsibilities shall include:
  - a. Delivering all reports to the Board;
  - b. Ensuring that the committee does not exceed its mandate as directed by the Board; and
  - c. Ensure that proper and thorough minutes are taken and delivered to the CGO.
8. Ensure that this policy applies to any group that is formed by Board action. It does not apply to committees formed under the authority of the President.

## CGO INTERPRETATION

I interpret “**avoid monitoring organizational performance**” to mean that Board committees are not permitted to evaluate the performance of the Organization, the President/CEO, or their staff, as this responsibility belongs to the Board of Directors as a whole.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- There are no reports of any committee evaluating the performance of the Organization.

## EVIDENCE

- There have been no reports of any committee evaluating the performance of the Organization.

**I report this section as COMPLIANT.**

## SECTION – GP #2f, 5

### Board Committee Principles

### GP #2f

**Board Committees will be assigned to help fulfill the Board's mandate.**

**Board Committees will:**

1. Assist the Board by preparing policy alternatives and implications for Board deliberation.
2. Avoid speaking or acting on behalf of the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Avoid exercising authority over, and directly dealing with staff operations
4. Avoid monitoring organizational performance.
5. **Avoid duplicating organizational structures and committees.**
6. Be used sparingly and/or ordinarily in an ad hoc capacity.
7. Elect a Board member to act as Chair of each committee whose responsibilities shall include:
  - a. Delivering all reports to the Board;
  - b. Ensuring that the committee does not exceed its mandate as directed by the Board; and
  - c. Ensure that proper and thorough minutes are taken and delivered to the CGO.
8. Ensure that this policy applies to any group that is formed by Board action. It does not apply to committees formed under the authority of the President.

## CGO INTERPRETATION

I interpret “**avoid duplicating organizational structures and committees**” to mean that Board committees are not allowed to be given a mandate that replicates that of another committee or component of the Students' Union.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- No committee is struck that duplicates the mandate of an operational committee

## EVIDENCE

- The non-standing committees that have been struck this year do not duplicate the mandate of an operational committee.

**I report this section as COMPLIANT.**

## SECTION – GP #2f, 6

### Board Committee Principles

### GP #2f

**Board Committees will be assigned to help fulfill the Board's mandate.**

**Board Committees will:**

1. Assist the Board by preparing policy alternatives and implications for Board deliberation.
2. Avoid speaking or acting on behalf of the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Avoid exercising authority over, and directly dealing with staff operations
4. Avoid monitoring organizational performance.
5. Avoid duplicating organizational structures and committees.
6. **Be used sparingly and/or ordinarily in an ad hoc capacity.**
7. Elect a Board member to act as Chair of each committee whose responsibilities shall include:
  - a. Delivering all reports to the Board;
  - b. Ensuring that the committee does not exceed its mandate as directed by the Board; and
  - c. Ensure that proper and thorough minutes are taken and delivered to the CGO.
8. Ensure that this policy applies to any group that is formed by Board action. It does not apply to committees formed under the authority of the President.

### CGO INTERPRETATION

I define “**sparingly**” as only when necessary.

I define “**ad hoc capacity**” as striking a committee to fulfill a specific mandate within a limited time frame. Upon the completion of any ad hoc committee's mandate and/or the expiry of the time frame, the committee disbands.

### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Non-standing Board committees are struck to fulfill a specific mandate and are disbanded once that mandate is completed.

### EVIDENCE

- All direct inspection committees have disbanded following the completion of their mandate.

**I report this section as COMPLIANT.**

## SECTION – GP #2f, 7

### Board Committee Principles

### GP #2f

**Board Committees will be assigned to help fulfill the Board's mandate.**

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2. Avoid speaking or acting on behalf of the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Avoid exercising authority over, and directly dealing with staff operations
4. Avoid monitoring organizational performance.
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  - a. Delivering all reports to the Board;
  - b. Ensuring that the committee does not exceed its mandate as directed by the Board; and
  - c. Ensure that proper and thorough minutes are taken and delivered to the CGO.
8. Ensure that this policy applies to any group that is formed by Board action. It does not apply to committees formed under the authority of the President.

### CGO INTERPRETATION

I define “**elect a board member to act as Chair**” as facilitating an election for a committee chair during the first committee meeting.

I define “**responsibilities**” as duties that must be fulfilled by the committee chair in order to demonstrate due diligence.

I define “**delivering all reports**” as providing the Board with periodic updates at Board meetings when relevant, answering any questions and presenting the final report at the end of each committee's time frame.

I interpret “**does not exceed its mandate**” as delivering no more or less than what the Board has mandated the committee to do.

I define “**proper and thorough minutes**” as the final report prepared by the Chair that entails all changes or suggestions made by the committee or reference by Board members upon request.

### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Chair of each committee presents updates to the Board and provides a final report at the end of the committee's time frame.
- The Chair of each committee knows their mandated outcomes and has ensured that their committee has not overstepped their mandate.

**Board Committees will be assigned to help fulfill the Board's mandate.**

**Board Committees will:**

1. Assist the Board by preparing policy alternatives and implications for Board deliberation.
2. Avoid speaking or acting on behalf of the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Avoid exercising authority over, and directly dealing with staff operations
4. Avoid monitoring organizational performance.
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6. Be used sparingly and/or ordinarily in an ad hoc capacity.
7. Elect a Board member to act as Chair of each committee whose responsibilities shall include:
  - a. Delivering all reports to the Board;
  - b. Ensuring that the committee does not exceed its mandate as directed by the Board; and
  - c. Ensure that proper and thorough minutes are taken and delivered to the CGO.
8. Ensure that this policy applies to any group that is formed by Board action. It does not apply to committees formed under the authority of the President.

## EVIDENCE

- Time is allotted at Board meetings (typically following committee meetings or when relevant) for Committee Chairs to provide updates and to answer any questions.
- All committees whose time frame has expired have presented their final report to the Board for approval.
- The Chair of each Committee has ensured that it is not exceeded in its mandate.
- The CGO's receives the final reports with all changes and suggestions made by the committee.

I report this section as **COMPLIANT**.



## SECTION – GP #2f, 8

### Board Committee Principles

### GP #2f

**Board Committees will be assigned to help fulfill the Board’s mandate.**

**Board Committees will:**

1. Assist the Board by preparing policy alternatives and implications for Board deliberation.
2. Avoid speaking or acting on behalf of the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.
3. Avoid exercising authority over, and directly dealing with staff operations
4. Avoid monitoring organizational performance.
5. Avoid duplicating organizational structures and committees.
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7. Elect a Board member to act as Chair of each committee whose responsibilities shall include:
  - a. Delivering all reports to the Board;
  - b. Ensuring that the committee does not exceed its mandate as directed by the Board; and
  - c. Ensure that proper and thorough minutes are taken and delivered to the CGO.
8. Ensure that this policy applies to any group that is formed by Board action. It does not apply to committees formed under the authority of the President.

## CGO INTERPRETATION

I interpret “**ensure that this policy applies**” as each Board committee is aware of and in compliance with the conditions presented in this policy.

I define “**any group that is formed under Board action**” as any committee, task force, or research group that is struck by the Board of Directors to help fulfill its mandate.

I interpret “**committees formed under the authority of the President**” as operational committees that fall outside the jurisdiction of the Board.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All committee members are made aware of policy GP#2f “Board Committee Principles” at the beginning of their mandate.

## EVIDENCE

- All Board members have been trained on policy GP#2f “Board Committee Principles” during Board-Elect training and all committee members have been made aware of and have access to the policy manual of the Organization.

I report this section as **COMPLIANT**.

## **MONITORING REPORT**

### **CHAIR OF THE BOARD & CHIEF GOVERNANCE OFFICER**

#### **Governance Process #2g – Board Committee Structure**

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Governance Process policies. On behalf of the Board, I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,

A handwritten signature in black ink, reading "Gabrielle Kusse". The signature is written in a cursive, flowing style.

Chair of the Board & Chief Governance Officer

Date completed: March 5, 2025

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## SECTION – GP #2g

### Board Committee Structure

### GP #2g

A committee is a Board committee only if its existence and charge come from the Board, regardless whether Board members sit on the committee. The only Board committees are those which are set forth in this policy or those created in an ad hoc basis by the Board. Unless otherwise stated, a committee ceases to exist as soon as its task is complete. Timely reporting to the Board shall be by appropriate verbal comments by the committee chair, unless otherwise stated in the committee mandate. All Board committees shall submit a final report to the Board following the conclusion of the committee's mandate. Board committees should only be used to assist the Board in completing its own governing objectives.

## CGO INTERPRETATION

I interpret “**existence and charge**” as the committee came into being with a mandate approved by the Board.

I interpret “**regardless whether Board members sit on the committee**” as all committee members, whether they are members of the Board of Directors or not, must abide by the principles outlined in GP#2f “Board Committee Principles”, and remain dedicated to providing products for Board consideration.

I define “**only Board committees are those which are set forth in this policy**” as the Ownership Linkage Committee, Finance Committee, and General Meeting and Election Appeals Committee.

I define “**unless otherwise stated, a committee ceases to exist as soon as its task is complete**” as Board committees must disband when the Board of Directors deems that its mandate has been completed. While this is normally determined when the committee is struck, the has the power to extend the mandate of any Board committee.

I interpret “**timely reporting to the Board shall be by appropriate verbal comment by the Committee Chair**” as the Board committee must provide the Board of Directors with a verbal update at a Board Meeting following committee meetings, as well as answer any questions that Board members may have.

I define “**shall submit a final report to the Board following the conclusion of the committee's mandate**” as the Committee Chair must submit a report to the Board of Directors for approval following the conclusion of the

A committee is a Board committee only if its existence and charge come from the Board, regardless whether Board members sit on the committee. The only Board committees are those which are set forth in this policy or those created in an ad hoc basis by the Board. Unless otherwise stated, a committee ceases to exist as soon as its task is complete. Timely reporting to the Board shall be by appropriate verbal comments by the committee chair, unless otherwise stated in the committee mandate. All Board committees shall submit a final report to the Board following the conclusion of the committee's mandate. Board committees should only be used to assist the Board in completing its own governing objectives.

committee's mandate, outlining any final recommendations of the committee.

I define "**should only be used to assist the Board in completing its own governance objectives**" as each committee must serve the governance mandate of the Board while having an agenda that conforms to said mandate.

### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All committees are brought into existence by the Board.
- All non-standing committees have a set expiration date.
- All committees provide updates at all meetings in which they have relevant material to present.
- All committees provide a final report to the Board.
- All committees operate only to fulfill a specific mandate as approved by the Board.

### EVIDENCE

- No Board committees have been struck by anyone except the Board.
- All committees, including standing committees, have expiration dates.
- All committees have provided updates to the Board at all meetings in which they had relevant material to present.
- All committees who have completed their mandate have submitted a final report to the Board.
- All committees have specific mandates outlined.

I report this section as **COMPLIANT**.

## **MONITORING REPORT**

### **CHAIR OF THE BOARD & CHIEF GOVERNANCE OFFICER**

#### **Governance Process #2i – Chief Returning Office Constraint**

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Governance Process policies. On behalf of the Board, I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,

A handwritten signature in black ink that reads "Gabrielle Russo". The script is cursive and fluid, with the first name "Gabrielle" and last name "Russo" clearly legible.

Chair of the Board & Chief Governance Officer

Date completed: March 5, 2025

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## SECTION – GP #2i, 1

### Chief Returning Officer Constraint

### GP #2i

The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.

The Chief Returning Officer will ensure that:

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
  - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
2. All candidates and party chairs are made aware of all elections policies, procedures, and the nomination process in a way that is not unnecessarily lengthy or complex.
3. The process of voting, and all associated general meeting information shall be communicated in an accessible format to all members of the Organization:
  - a. Members shall have thirty-six (36) hours to vote;
  - b. Voting shall be conducted electronically using the Organization's online elections system;
  - c. On-campus voting stations will be made available to members; and
  - d. Candidates shall have the opportunity to make campaign material available to all members.
4. All candidates and party chairs shall be treated fairly, consistently, and equitably by the Chief Returning Officer.
5. The general meeting and election processes and information is promoted to the electorate in an impartial way.
6. All members of the Organization are made aware of their eligibility to participate in the election process.
7. Candidates and party chairs are held responsible for all material and personnel associated with their campaign. As such, the Chief Returning Officer shall have a workable mechanism to identify campaign personnel.
8. All conduct and material associated with general meetings and elections shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization;
  - a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.
9. All candidates and party chairs shall have equitable access to resources;
  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material. |

## CGO INTERPRETATION

I interpret “**organizational bylaws**” to be the articles and bylaws found in the Wilfrid Laurier University Students' Union Constitution that directly apply to the Chief Returning Officer position.

I interpret “**board policies**” to be policies within the Wilfrid Laurier Students' Union policy manual and any applicable organizational policies.

I interpret “**complied with**” to be intentionally acting in accordance with the organizational bylaws as interpreted above.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Chief Returning Officer shall oversee the Wilfrid Laurier University Students' Union election, adhering to all election related rules and regulations of the Wilfrid Laurier Students' Union.

## EVIDENCE

- Prior to the start of elections, the CRO and CGO reviewed the organizational policies surrounding elections to ensure the integrity of all policies.
- In all instances of making decisions surrounding elections, the organizational policies were applied. In no way was there any complaints that called into questions our interpretation or action of the organizational bylaws with regards to elections.

I report this section as **COMPLIANT**.

## SECTION – GP #2i, 1a

### Chief Returning Officer Constraint

### GP #2i

**The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.**

**The Chief Returning Officer will ensure that:**

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
  - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
2. All candidates and party chairs are made aware of all elections policies, procedures, and the nomination process in a way that is not unnecessarily lengthy or complex.
3. The process of voting, and all associated general meeting information shall be communicated in an accessible format to all members of the Organization:
  - a. Members shall have thirty-six (36) hours to vote;
  - b. Voting shall be conducted electronically using the Organization's online elections system;
  - c. On-campus voting stations will be made available to members; and
  - d. Candidates shall have the opportunity to make campaign material available to all members.
4. All candidates and party chairs shall be treated fairly, consistently, and equitably by the Chief Returning Officer.
5. The general meeting and election processes and information is promoted to the electorate in an impartial way.
6. All members of the Organization are made aware of their eligibility to participate in the election process.
7. Candidates and party chairs are held responsible for all material and personnel associated with their campaign. As such, the Chief Returning Officer shall have a workable mechanism to identify campaign personnel.
8. All conduct and material associated with general meetings and elections shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization;
  - a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.
9. All candidates and party chairs shall have equitable access to resources;
  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

## CGO INTERPRETATION

I interpret “**compliance with Students' Union bylaws, policies and rules**” to mean that the referenda questions are in line with and do not contradict the organizational bylaws, policies, and rules of the Wilfrid Laurier Students' Union.

I interpret “**do not willfully, purposefully or inadvertently violate said regulations**” to mean that the CRO and CGO are responsible for ensuring that policies and rules are consulted in the creation of referenda questions. In addition, the CRO assumes responsibility and accountability if regulations are violated.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Referenda questions are made in compliance with Students' Union bylaws, policies and rules as ensured by the CRO
- Referenda questions do not for any reason violate policies, rules and regulations

## EVIDENCE

- The referenda questions were made in accordance to Wilfrid Laurier University Students' Union policies, rules and bylaws and did not contradicting any policies, rules or bylaws. Each question was reviewed by the ED, CRO, CGO and President and CEO. This panel ensured no referenda questions violated any standing organizational policy and there were no challenges that any question was in fact in violation

I report this section as **COMPLIANT**.



## SECTION – GP #2i, 2

### Chief Returning Officer Constraint

### GP #2i

**The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.**

**The Chief Returning Officer will ensure that:**

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
  - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
2. All candidates and party chairs are made aware of all elections policies, procedures, and the nomination process in a way that is not unnecessarily lengthy or complex.
3. The process of voting, and all associated general meeting information shall be communicated in an accessible format to all members of the Organization:
  - a. Members shall have thirty-six (36) hours to vote;
  - b. Voting shall be conducted electronically using the Organization's online elections system;
  - c. On-campus voting stations will be made available to members; and
  - d. Candidates shall have the opportunity to make campaign material available to all members.
4. All candidates and party chairs shall be treated fairly, consistently, and equitably by the Chief Returning Officer.
5. The general meeting and election processes and information is promoted to the electorate in an impartial way.
6. All members of the Organization are made aware of their eligibility to participate in the election process.
7. Candidates and party chairs are held responsible for all material and personnel associated with their campaign. As such, the Chief Returning Officer shall have a workable mechanism to identify campaign personnel.
8. All conduct and material associated with general meetings and elections shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization;
  - a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.
9. All candidates and party chairs shall have equitable access to resources;
  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material. |

## CGO INTERPRETATION

I interpret “**all candidates and party chairs**” to be those individuals who are seeking elected position within Wilfrid Laurier University Students' Union and WLU or individuals that are registered currently as party chairs or registered agents and campaign managers of candidates running for an elected position.

I interpret “**made aware**” to be the act of providing such individuals the information required to understand all election policies and procedures.

I interpret “**that is not lengthy or complex**” to be the delivery of sufficient information regard elections policies and procedures to all candidates and party chairs in a timely manner to ensure understanding throughout the election process.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Chief Returning Officer shall provide easy to read and understandable materials to all candidates and party chairs



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## EVIDENCE

- A “nomination package” was developed for each student position, including positions filled on behalf of Wilfrid Laurier University, positions within the governance and management of the Students' Union and referenda party chair positions. Separate documents within this package promoted accessibility and understanding of the information. These packages were available online 3 weeks prior to the close of nominations and their availability was advertised on various social media channels. Students were provided with a digital signature page and link which they could send to interested students.
- The CGO and the DPRA hosted direct information sessions via Zoom and in person to familiarize potential candidates with the nomination process and elections policies. At information sessions, potential candidates had their questions and concerns addressed directly. These sessions were actively advertised in the “nomination package” and on social media. These sessions were also live streamed and potential candidates could comment on the session while they watched.

I report this section as **COMPLIANT**.

## SECTION – GP #2i, 3

### Chief Returning Officer Constraint

### GP #2i

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9. All candidates and party chairs shall have equitable access to resources;
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## CGO INTERPRETATION

I interpret “**accessible format**” to mean that the required information is readily and reasonably available to the membership, taking into account all possible accessibility requirements.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All general meeting and elections processes are available to every member of the Wilfrid Laurier Students' Union electronically.

## EVIDENCE

- The organization and its process were promoted through social media, the Students' Union website and through the Marketing Department via mass emails. Promotion was electronically communicated by elections staff. Posters were also posted up on both the Waterloo and Brantford Campus.
- Voting was made available online through the Students' Union website and emails to students. Elections team staff were on hand digitally facilitating voting and encouraging students to get involved.

**I report this section as COMPLIANT.**

## SECTION – GP #2i, 3a

### Chief Returning Officer Constraint

### GP #2i

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9. All candidates and party chairs shall have equitable access to resources;
  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

## CGO INTERPRETATION

I interpret “**36 hours to vote**” to mean that the electronically hosted Wilfrid Laurier University Students' Union election website will be accessible to members of the Students' Union for at least 36 hours.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Wilfrid Laurier University Students' Union General Meeting and election is operable and online for 36 hours.

## EVIDENCE

- The Wilfrid Laurier University Students' Union General Meeting and election was operable and online for 36 hours.

**I report this section as COMPLIANT.**

## SECTION – GP #2i, 3b

### Chief Returning Officer Constraint

### GP #2i

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## CGO INTERPRETATION

I interpret "conducted electronically" to mean that all voting shall be done electronically using the online voting platform.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Wilfrid Laurier Students' Union's membership shall vote using the online voting system.

## EVIDENCE

- The membership of the Wilfrid Laurier Students' Union voted through an online electronic voting system.

I report this section as **COMPLIANT**.

## SECTION – GP #2i, 3c

### Chief Returning Officer Constraint

### GP #2i

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  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

## CGO INTERPRETATION

I interpret “**on campus voting stations**” to mean physical locations on campus where the membership can access the online voting system and cast their vote.

I interpret “**made available**” to mean that the voting station is accessible to all Wilfrid Laurier University Students' Union members.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Wilfrid Laurier University Students' Union has provided members access to a physical voting station where they can cast their ballot on the Waterloo and Brantford campus.

## EVIDENCE

- Stations were set up on the Waterloo and Brantford campuses to allow students to cast their votes online.

I report this section as **COMPLIANT**.



## SECTION – GP #2i, 3d

### Chief Returning Officer Constraint

### GP #2i

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9. All candidates and party chairs shall have equitable access to resources;
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## CGO INTERPRETATION

I interpret “**opportunity**” to mean a set window of time where candidates may deliver a platform to Wilfrid Laurier University Students' Union that will be hosted by the organization.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All candidates have been informed of the opportunity and the process required to have their platform hosted by yourstudentsunion.com and the online elections system.

## EVIDENCE

- Candidates were given notice of the deadlines for submission of platforms as part of the information, nomination and training process. Platforms were given equal attention and promotion online, within Students Publications and through the online voting system. Additionally, in the voting email sent to students was included the link to see all platforms for all candidates

I report this section as **COMPLIANT**.

## SECTION – GP #2i, 4

### Chief Returning Officer Constraint

### GP #2i

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9. All candidates and party chairs shall have equitable access to resources;
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## CGO INTERPRETATION

I interpret “**shall be treated fairly, consistently and equitably**” to mean that a common standard of service and care is afforded to all candidates and party chairs.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Chief Returning Officer or their designate oversees the Wilfrid Laurier University Students' Union election and general meeting without breaching the standards and policies of their position.

## EVIDENCE

- The CRO reports compliance in their equitable treatment of candidates and party chairs. There have been no formal complaints or challenges to suggest misconduct of the Elections Team. Candidates and party chairs were given equal opportunity to receive help, guidance and access to resources. The CRO and CGO made time available to candidates throughout the process in a timely manner.

**I report this section as COMPLIANT.**

## SECTION – GP #2i, 5

### Chief Returning Officer Constraint

### GP #2i

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## CGO INTERPRETATION

I interpret “**promoted**” to mean that the information is proactively marketed and communicated to the membership in a timely and effective manner.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All information concerning the general meeting and election process are promoted to the electorate using impartial and neutral language.

## EVIDENCE

- All communications to the Elections Team, CRO, CGO, Marketing and ITS were typically informational and always neutral in regards to elections. Resources were made available for impartial promotion through shared templates for display and information.
- Names were randomized on ballots and organizing information online was done impartially.

I report this section as **COMPLIANT**.



## SECTION – GP #2i, 6

### Chief Returning Officer Constraint

### GP #2i

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## CGO INTERPRETATION

I interpret “**members of the organization**” to mean all undergraduate students of WLU who are members of the Wilfrid Laurier Students' Union and can subsequently vote.

I interpret “**made aware of their eligibility**” to mean members are provided with the required information so they can fully understand their voting rights as a student member.

I interpret “**participate in the election process**” as a capacity for all members to run for an elected position, vote in the Wilfrid Laurier University Students' Union general meeting and election, receive information about either possibility.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Wilfrid Laurier Students' Union promotes the ability for all members to stand for an elected position
- Wilfrid Laurier Students' Union promotes the general meeting and election, along with voting processes, to the undergraduate body

## EVIDENCE

- Promotion of the election and the process for becoming a candidate were done in advance and through a variety of communication channels accessible to students through various online promotions.

I report this section as **COMPLIANT**.

## SECTION – GP #2i, 7

### Chief Returning Officer Constraint

### GP #2i

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## CGO INTERPRETATION

I interpret “**held responsible for**” as being held accountable and answerable for all material associated with elections and campaigns. This includes: campaign posters, campaign social media accounts, videos, websites, songs, official candidate communications.

I interpret “**personnel associated with their campaign**” as anyone acting on behalf or in the interest of a candidate running for an elected position. This includes declared campaign staff and unofficial volunteers wearing or sharing campaign materials or information.

I interpret “**workable mechanism**” as a tool or system that can be used by the Chief Returning Officer or their designate to identify campaign personnel. This means being ready to decide whether an individual is acting in an official or unofficial capacity in relation to a campaign.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The CRO develops a mechanism prior to the General Meeting and election that can be used to identify campaign personnel.
- The CRO explains the mechanism to all candidates prior to the General Meeting and election along with related elections rules and policies.

**The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.**

**The Chief Returning Officer will ensure that:**

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
  - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
2. All candidates and party chairs are made aware of all elections policies, procedures, and the nomination process in a way that is not unnecessarily lengthy or complex.
3. The process of voting, and all associated general meeting information shall be communicated in an accessible format to all members of the Organization:
  - a. Members shall have thirty-six (36) hours to vote;
  - b. Voting shall be conducted electronically using the Organization's online elections system;
  - c. On-campus voting stations will be made available to members; and
  - d. Candidates shall have the opportunity to make campaign material available to all members.
4. All candidates and party chairs shall be treated fairly, consistently, and equitably by the Chief Returning Officer.
5. The general meeting and election processes and information is promoted to the electorate in an impartial way.
6. All members of the Organization are made aware of their eligibility to participate in the election process.
7. Candidates and party chairs are held responsible for all material and personnel associated with their campaign. As such, the Chief Returning Officer shall have a workable mechanism to identify campaign personnel.
8. All conduct and material associated with general meetings and elections shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization;
  - a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.
9. All candidates and party chairs shall have equitable access to resources;
  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

## EVIDENCE

- The CRO required that candidates submit a list of campaign team members and volunteers.
- Information session with campaign managers were held for candidates and their teams and information was available online for all candidates and team members throughout the election.

I report this section as **COMPLIANT**.

## SECTION – GP #2i, 8

### Chief Returning Officer Constraint

### GP #2i

**The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.**

**The Chief Returning Officer will ensure that:**

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
  - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
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8. All conduct and material associated with general meetings and elections shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization;
  - a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.
9. All candidates and party chairs shall have equitable access to resources;
  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

## CGO INTERPRETATION

I interpret “**conduct and material associated**” to be any and all materials and behaviour of candidates and campaign staff related to the General Meeting or election processes and procedures. This includes any marketing material for information that could be reasonably tied to a candidate or campaign.

I interpret “**libel**” to be written or pictorial defamation. I interpret “slander” to be spoken defamation.

I interpret “**inflammatory comments**” as any comments: expressed orally, written or pictorially, knowingly arouse anger, fear, intolerance or hostility.

I interpret “**behaviour that is unbecoming of the Organization**” as any action, statement or stance that detracts from the character Wilfrid Laurier University Students' Union or reflects badly upon the organization

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All Wilfrid Laurier Students' Union elections policies and procedures reflect the standards set out in the Laurier Student Code of Conduct, Students' Union Code of Conduct and commonly accepted definitions of slander, libel and defamation

**The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.**

**The Chief Returning Officer will ensure that:**

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
  - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
2. All candidates and party chairs are made aware of all elections policies, procedures, and the nomination process in a way that is not unnecessarily lengthy or complex.
3. The process of voting, and all associated general meeting information shall be communicated in an accessible format to all members of the Organization:
  - a. Members shall have thirty-six (36) hours to vote;
  - b. Voting shall be conducted electronically using the Organization's online elections system;
  - c. On-campus voting stations will be made available to members; and
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4. All candidates and party chairs shall be treated fairly, consistently, and equitably by the Chief Returning Officer.
5. The general meeting and election processes and information is promoted to the electorate in an impartial way.
6. All members of the Organization are made aware of their eligibility to participate in the election process.
7. Candidates and party chairs are held responsible for all material and personnel associated with their campaign. As such, the Chief Returning Officer shall have a workable mechanism to identify campaign personnel.
8. All conduct and material associated with general meetings and elections shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization;
  - a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.
9. All candidates and party chairs shall have equitable access to resources;
  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

## EVIDENCE

- All Wilfrid Laurier University Students' Union election and referenda policies reflect the Laurier Student Code of Conduct and Students' Union Code of Conduct.
- All materials are subject to CRO approval in order to prevent materials not reflective of the rules and values of the Students' Union or any partner or party possibly implicated or impacted by the material.

I report this section as **COMPLIANT**.



## SECTION – GP #2i, 8a

### Chief Returning Officer Constraint

### GP #2i

**The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.**

**The Chief Returning Officer will ensure that:**

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
  - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
2. All candidates and party chairs are made aware of all elections policies, procedures, and the nomination process in a way that is not unnecessarily lengthy or complex.
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  - a. Members shall have thirty-six (36) hours to vote;
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  - d. Candidates shall have the opportunity to make campaign material available to all members.
4. All candidates and party chairs shall be treated fairly, consistently, and equitably by the Chief Returning Officer.
5. The general meeting and election processes and information is promoted to the electorate in an impartial way.
6. All members of the Organization are made aware of their eligibility to participate in the election process.
7. Candidates and party chairs are held responsible for all material and personnel associated with their campaign. As such, the Chief Returning Officer shall have a workable mechanism to identify campaign personnel.
8. All conduct and material associated with general meetings and elections shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization;
  - a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.
9. All candidates and party chairs shall have equitable access to resources;
  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

## CGO INTERPRETATION

I interpret “**shall determine a demerit system**” to mean developing a list of offenses worthy of demerits for the election which shall be made known to candidates through information session, the ACM and throughout the campaign period.

I interpret “**disqualification**” to mean that a candidate or party chair is rendered ineligible to further participate in the election and general meeting.

I interpret “**forfeiture of election expenses**” as losing the right of receiving compensation for all campaign expenses accrued during the election with reference to the elections budget and spending policies.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The CRO creates and consistently consults a list of offences deserving a demerit
- Possible offenses as outlined in elections policy are reflective of the Laurier Student Code of Conduct and Students' Union Code of Conduct
- The CRO monitors candidates and campaign teams to determine when demerits are necessary.

**The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.**

**The Chief Returning Officer will ensure that:**

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
  - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
2. All candidates and party chairs are made aware of all elections policies, procedures, and the nomination process in a way that is not unnecessarily lengthy or complex.
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  - a. Members shall have thirty-six (36) hours to vote;
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  - a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.
9. All candidates and party chairs shall have equitable access to resources;
  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

## EVIDENCE

- The CGO and CRO include a non-exhaustive list of offences in the election policy. The policy also clarifies the severity of each offence as conveyed by the amount of demerits designated to each offence. The CRO and CGO have developed a consistent and effective system of notification for demerits along with an appeals mechanism to resolve any issues within 24 hours.

I report this section as **COMPLIANT**.

## SECTION – GP #2i, 9

### Chief Returning Officer Constraint

### GP #2i

**The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.**

**The Chief Returning Officer will ensure that:**

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
  - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
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  - d. Candidates shall have the opportunity to make campaign material available to all members.
4. All candidates and party chairs shall be treated fairly, consistently, and equitably by the Chief Returning Officer.
5. The general meeting and election processes and information is promoted to the electorate in an impartial way.
6. All members of the Organization are made aware of their eligibility to participate in the election process.
7. Candidates and party chairs are held responsible for all material and personnel associated with their campaign. As such, the Chief Returning Officer shall have a workable mechanism to identify campaign personnel.
8. All conduct and material associated with general meetings and elections shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization;
  - a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.
9. All candidates and party chairs shall have equitable access to resources;
  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

## CGO INTERPRETATION

I interpret “**equitable access to resources**” as fair access to human, financial and technological resources which will be readily available to all candidates and party chairs during the election and general meeting.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All candidates and party chairs (or their designate) are provided with information detailing the resources available to them.

## EVIDENCE

- The CGO used the All Candidates Meeting, information sessions and campaign manager interaction to go over available resources and made them readily available.

I report this section as **COMPLIANT**.



## SECTION – GP #2i, 9a

### Chief Returning Officer Constraint

### GP #2i

**The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.**

**The Chief Returning Officer will ensure that:**

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
  - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
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5. The general meeting and election processes and information is promoted to the electorate in an impartial way.
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  - a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.
9. All candidates and party chairs shall have equitable access to resources;
  - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

## CGO INTERPRETATION

I interpret “**compensated**” to mean reimbursed for funds spent by candidates.

I interpret “**approved material**” as officially permitted posters, websites, social media, promotional material and other campaign material described in elections policies.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All Candidates and party chairs are made aware of acceptable campaign expenses
- Candidates are compensated for their expenses in a timely manner as described in policy.

## EVIDENCE

- The DPRA and CGO used the All Candidates Meeting, information sessions, campaign manager interaction and daily interactions with candidates to make clear what was an acceptable campaign expense and how to get reimbursed.

I report this section as **COMPLIANT**.

**MONITORING REPORT**  
**PRESIDENT & CHIEF EXECUTIVE OFFICER**

**Executive Limitation #2f – Asset Protection**

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Executive Limitation policies as established by the Board of Directors. I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,

A handwritten signature in black ink, appearing to read "Ben Jesseau", written in a cursive style.

Ben Jesseau

President & Chief Executive Officer

Date completed: February 20<sup>th</sup>, 2025

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## SECTION – EL #2f, 1

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

**The President will not:**

1. Be uninsured against theft, fire and casualty losses to a prudent replacement value and against liability losses to Board members, staff, volunteers and the Organization itself.
2. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
3. Unnecessarily expose the organization, its Board, or staff to claims of liability.
4. Receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards.
5. Make any capital purchase:
  - a. wherein normally prudent protection has not been given against conflict of interest;
  - b. of more than \$5,000 without having obtained comparative prices and quality unless a regular or preferred supplier has been established; and
  - c. of more than \$5,000 without a stringent method of assuring the balance of long-term quality and cost.
6. Split orders to avoid the order meeting capital purchase criteria (#5).
7. Allow property, information and files to be exposed to loss or significant damage.
8. Invest or hold operating capital in insecure instruments, including uninsured chequing accounts and bonds of less than R-3 rating, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.
9. Endanger the Organization's public image, or credibility.
10. Change the Organization's name or substantially alter its identity in the community.
11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

## CEO INTERPRETATION

I interpret “**prudent replacement value**” as the approximate amount of \$9,000,000.00 as this covers the Students' Union business operations and its real estate holdings.

I interpret “**liability losses**” as injury or damages to the aforementioned parties including paid and unpaid staff.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- An agreement is held with a reputable insurance broker/agency to cover all assets, property, businesses and employee wages/honorariums of the Students' Union, an adequate coverage would be \$9,000,000.00.

## EVIDENCE

1. Insurance Coverage (Appendix A)
  - a. This shows that our current coverage meets the requirements as described above.

I report this section as **COMPLIANT**.

## SECTION – EL #2f, 2

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

**The President will not:**

1. Be uninsured against theft, fire and casualty losses to a prudent replacement value and against liability losses to Board members, staff, volunteers and the Organization itself.
2. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
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10. Change the Organization's name or substantially alter its identity in the community.
11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

## CEO INTERPRETATION

I interpret “**improper wear and tear**” as consciously ignoring adequate storage maintenance, cleaning procedures and other processes regarding maintenance for Students’ Union facilities and/or equipment.

I interpret “**insufficient maintenance**” as procedures of preservation not meeting the needs of restoration and failing to put in processes to perform such activities when there is a need.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A process for regular maintenance is agreed upon with Wilfrid Laurier University Facilities & Asset Management. This serves agreement includes:
  - Building maintenance, as WLU owns the Fred Nichols Campus Centre, the Research and Academic Centre West for Golden Grounds, the OneMarket for the Belmont.
  - Building maintenance for the Brantford Student Centre as property of the Students’ Union.
- Operations staff are trained on the procedure to request needed repair and maintenance.

## SECTION – EL #2f, 2

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

**The President will not:**

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3. Unnecessarily expose the organization, its Board, or staff to claims of liability.
4. Receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards.
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6. Split orders to avoid the order meeting capital purchase criteria (#5).
7. Allow property, information and files to be exposed to loss or significant damage.
8. Invest or hold operating capital in insecure instruments, including uninsured chequing accounts and bonds of less than R-3 rating, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.
9. Endanger the Organization's public image, or credibility.
10. Change the Organization's name or substantially alter its identity in the community.
11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

## EVIDENCE

1. Appendix B of the Operating Procedures Agreement (Appendix B)
  - a. This agreement sets out a plan for regular maintenance on all required spaces on the Waterloo campus.
  - b. This section also includes regular maintenance on all required spaces on the Brantford campus.
  - c. Note: The OPA does not currently contain language surrounding the Belmont, as the agreement has not been fully renegotiated since the Belmont opened. However, the Belmont is still getting regular maintenance, and it is being included in the ongoing renegotiation of the OPA.
2. The Office & Facilities Administrator is trained on the procedure to request needed repair and maintenance.

I report this section as **COMPLIANT.**

## SECTION – EL #2f, 3

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

**The President will not:**

1. Be uninsured against theft, fire and casualty losses to a prudent replacement value and against liability losses to Board members, staff, volunteers and the Organization itself.
2. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
3. Unnecessarily expose the organization, its Board, or staff to claims of liability.
4. Receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards.
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9. Endanger the Organization's public image, or credibility.
10. Change the Organization's name or substantially alter its identity in the community.
11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers. |

## CEO INTERPRETATION

I interpret “**unnecessarily expose the organization**” as haphazardly commit acts that expose the organization to risk that cannot be operationally justified and/or mitigated.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Students' Union has multiple risk management policies and procedures in effect including the following areas:
  - Occupational Health and Safety
  - Human Resources
  - Liquor License
  - Food Handling Policies and Training
  - General Event Risk Management
- The Students' Union is able to deal with any claims should they be presented.

## EVIDENCE

1. Risk Management Policies (Appendix C)
  - a. Safe Alcohol Handling and Service Policy
  - b. Events and Activities Risk Management Policy
  - c. Conflict of Interest Policy
  - d. Safe Disclosure Policy
  - e. Health & Safety Policy
  - f. Prevention of Workplace Violence Policy
  - g. Workplace Harassment and Discrimination Policy



## SECTION – EL #2f, 3

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

**The President will not:**

1. Be uninsured against theft, fire and casualty losses to a prudent replacement value and against liability losses to Board members, staff, volunteers and the Organization itself.
2. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
3. Unnecessarily expose the organization, its Board, or staff to claims of liability.
4. Receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards.
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  - a. wherein normally prudent protection has not been given against conflict of interest;
  - b. of more than \$5,000 without having obtained comparative prices and quality unless a regular or preferred supplier has been established; and
  - c. of more than \$5,000 without a stringent method of assuring the balance of long-term quality and cost.
6. Split orders to avoid the order meeting capital purchase criteria (#5).
7. Allow property, information and files to be exposed to loss or significant damage.
8. Invest or hold operating capital in insecure instruments, including uninsured chequing accounts and bonds of less than R-3 rating, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.
9. Endanger the Organization's public image, or credibility.
10. Change the Organization's name or substantially alter its identity in the community.
11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers. |

2. All staff requiring Food Handling training will not perform their duties until this training is completed.
3. The Students' Union is prepared to appropriately address any claims that have or will be presented, see the In-Camera brief from the July 2024 Board Meeting for further evidence.

I report this section as **COMPLIANT.**



## SECTION – EL #2f, 4

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

**The President will not:**

1. Be uninsured against theft, fire and casualty losses to a prudent replacement value and against liability losses to Board members, staff, volunteers and the Organization itself.
2. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
3. Unnecessarily expose the organization, its Board, or staff to claims of liability.
4. Receive, process, or disburse funds under controls that are insufficient to meet the Board-appointed auditor's standards.
5. Make any capital purchase:
  - a. wherein normally prudent protection has not been given against conflict of interest;
  - b. of more than \$5,000 without having obtained comparative prices and quality unless a regular or preferred supplier has been established; and
  - c. of more than \$5,000 without a stringent method of assuring the balance of long-term quality and cost.
6. Split orders to avoid the order meeting capital purchase criteria (#5).
7. Allow property, information and files to be exposed to loss or significant damage.
8. Invest or hold operating capital in insecure instruments, including uninsured chequing accounts and bonds of less than R-3 rating, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions.
9. Endanger the Organization's public image, or credibility.
10. Change the Organization's name or substantially alter its identity in the community.
11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

## CEO INTERPRETATION

I interpret “**Board-appointed auditor’s standards**” as in framework laid out by the auditors (who are appointed by the membership at the Annual General Meeting), which establish a level of quality and attainment, and follow procedures that allow the auditors to reach the conclusion that the financial statements present fairly, in all material aspects, the financial position of the Students’ Union for the fiscal year.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Students’ Union meets the Auditor’s standards and the audit report expresses an opinion without reservation.

## EVIDENCE

1. The Board received and approved the Auditor’s report for the 2023/2024 fiscal year, which demonstrated compliance.

I report this section as **COMPLIANT**.

## SECTION – EL #2f, 5

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

**The President will not:**

1. Be uninsured against theft, fire and casualty losses to a prudent replacement value and against liability losses to Board members, staff, volunteers and the Organization itself.
2. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
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11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

## CEO INTERPRETATION

I interpret “**prudent protection**” as completing the process of putting the asset(s) and property through policy and procedures, established by the Board in advance of the purchase to ensure there are no conflicts and careful thought and consideration have been given prior to the purchase.

I interpret “**conflict of interest**” as deciding pertaining to a capital purchase which directly results in a personal gain for the President and CEO over the interests of the Organization.

I interpret “**having obtained comparative prices and quality**” as the Students' Union budget manager intentionally seeking competitive pricing methods when inquiring about a capital purchase.

I interpret “**unless a regular or preferred supplier has been established**” as a supplier who has been vetted and has proven record to provide a quality product as a competitive price with experience.

I interpret “**a stringent method of assuring the balance of long-term quality and cost**” as going through a strict process to ensure reasonable warranty guarantee on capital purchases.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A policy is established and enforced to prevent conflicts of interest as defined above.

## SECTION – EL #2f, 5

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

**The President will not:**

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10. Change the Organization's name or substantially alter its identity in the community.
11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

- No capital purchases are made from an employee or from a company wholly owned by an employee with adequate approval from superiors.
- The Students' Union takes action to compare capital purchases over \$5,000 with multiple suppliers unless a preferred supplier has been identified.
- All capital purchases exceeding \$5,000 are purchased through vetted and reputable sources, and when possible have a reasonable warranty that will ensure that value is provided during its life expectancy.

### EVIDENCE

1. Conflict of Interest Policy (included in Appendix C)
2. We have a list of preferred suppliers for regular large purchases (i.e. merch orders) that is managed by the Programming & Events Manager, and when we not using a preferred supplier staff are aware multiple quotes must be procured.
3. Capital purchases have been made through vetted and reputable sources and have been done in conjunction with Laurier departments (ICT and FAM).

I report this section as **COMPLIANT**.

## SECTION – EL #2f, 6

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

**The President will not:**

1. Be uninsured against theft, fire and casualty losses to a prudent replacement value and against liability losses to Board members, staff, volunteers and the Organization itself.
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10. Change the Organization's name or substantially alter its identity in the community.
11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

## CEO INTERPRETATION

I interpret “**split orders**” as dividing an order of a project into separate purchases to hide the true total cost of the purchase.

### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Capital purchases are not split across multiple payments, invoices, or orders to remain under the \$5,000 threshold.

### EVIDENCE

1. Any single expense line over \$5,000 are required to be pre-approved by the Vice-President: Volunteer Operations during the budgeting process to ensure compliance. (Appendix D)
2. The President is made aware of any major purchases not budgeted for. Anything not previously budgeted for over \$10,000 is brought to the Board for approval.
  - a. Seen through the over \$10,000 report and ad-hoc Board approvals that have been requested.

I report this section as **COMPLIANT**.



## SECTION – EL #2f, 7

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

**The President will not:**

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10. Change the Organization's name or substantially alter its identity in the community.
11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

## CEO INTERPRETATION

I interpret “**property**” as Students’ Union physical assets including but not limited to the Turret, Wilf’s, Golden Grounds, the Belmont, SU-Desk(s), Students’ Union offices in Waterloo and Brantford, Student Centre in Brantford and storage spaces.

I interpret “**information**” as the Students’ Union online resources including SAGE Program, the NEST, as well as other digital and physical files.

I interpret “**loss or significant damage**” as not properly secured, maintained to a point of damage beyond or theft beyond repair or irrecoverable.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Students’ Union has procedures and resources in places to ensure reasonable precaution in taking to protect property, information and files; these could include:
  - Electronic Security Systems
  - Video surveillance
  - Money handling systems/safes
  - Secure procedures and resources to transfer cash
  - Secure physical and electronic locations

## SECTION – EL #2f, 7

### Asset Protection

### EL #2f

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11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

## EVIDENCE

1. The FNCC and the Brantford Student Centre are equipped with electronic systems and video surveillance, that were updated this fiscal year.
2. The Students' Union and its businesses have safes in locked offices to protect cash and other assets as needed.
3. Servers are in a fire and temperature protected WLU server room, and are frequently backed up.
4. Physical files are stored in lock filing cabinets or in secure off site storage locations.
5. Access to digital files is audited once per fiscal year during the Executive transition process.
6. Employees lose access to their @wlu.ca emails when no longer employed by the Students' Union, unless they are otherwise employed by WLU.
  - a. Access to digital files is also removed from the account's permissions, regardless of retention by the employee.

I report this section as **COMPLIANT**.

## SECTION – EL #2f, 8

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

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10. Change the Organization's name or substantially alter its identity in the community.
11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

## CEO INTERPRETATION

I interpret “**insecure instruments**” as any mechanism that is not safe and deemed high risk for an investment.

I interpret “**operational transactions**” as day-to-day business proceedings including online banking systems, payroll, accounts payable and accounts receivable.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All Students' Union investments are made following the aforementioned protocol excluding operational transactions.

## EVIDENCE

1. As seen in the Statement of Financial Position dated December 31<sup>st</sup>, 2024, that was presented to the Board, the Students' Union holds no such investments.

I report this section as **COMPLIANT**.



## SECTION – EL #2f, 9

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

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10. Change the Organization's name or substantially alter its identity in the community.
11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

## CEO INTERPRETATION

I interpret “**endanger**” as to put at risk.

I interpret “**public image**” as perceptions the public and external parties have towards the Students' Union and its staff.

I interpret “**credibility**” as the quality of being trustworthy, professional and having integrity.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- There is no risk raised by the Board of the Organization's public image.
- The President has policies & procedures in place to mitigate the risk of any damage to the image or credibility of the organization.

## EVIDENCE

1. The Board of Directors has not notified the President of any actions that have risked either the Organization's public image, or its credibility in the eyes of the stakeholder.
2. Marketing Communications Policy (Appendix E)
3. Representing the Students Union Agreement (Appendix F) – which has been signed by each staff member in the 2024/2025 year.

I report this section as **COMPLIANT.**

## SECTION – EL #2f, 10

### Asset Protection

### EL #2f

**The President may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.**

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11. Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.

## CEO INTERPRETATION

I interpret “**identity in the community**” as familiarity behind the Students’ Union brand and our work to the public and external partnerships. This includes perceived identity from external bodies.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Board of Directors approves all substantial alterations to the Mission, Vision, Values, publicly identifiable or recognizable marks, logos and name.

## EVIDENCE

1. The operations team has made no substantial alterations.

I report this section as **COMPLIANT**.

## SECTION – EL #2f, 11

### Asset Protection

### EL #2f

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9. Endanger the Organization's public image, or credibility.
10. Change the Organization's name or substantially alter its identity in the community.
11. **Compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.**

## CEO INTERPRETATION

I interpret “**compromise the independence**” as engaging in actions which interfere with the integrity of auditing process, its advising or external monitoring.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- There are no complaints from the auditors or external consultants based President's or any staff's behaviour.
- The Board raises no concerns regarding the aforementioned interpretation.

## EVIDENCE

1. No issues or complaints have been raised in reference to the above interpretation by any parties.

I report this section as **COMPLIANT**.

A decorative graphic on the left side of the page, consisting of a thick black vertical bar and a blue vertical bar. A white semi-circle is cut out of the blue bar, revealing a faint grey globe with a grid pattern behind it.

## **Commercial Insurance Summary Renewal**

Prepared especially for

***Wilfrid Laurier University Students'  
Union***

through the facilities of

HUB International Ontario Limited - St.  
Catharines

Main: (905) 688-1534  
Email: [jim.henry@hubinternational.com](mailto:jim.henry@hubinternational.com)

**Prepared by Jim Henry, C.C.I.B.**

# Commercial Insurance Summary

## Renewal



Policy No. 501421725

Declarations

Effective 2024-05-01

**Novex Insurance Company** (hereinafter called the Insurer or the Company), in consideration of the premium specified, agrees to indemnify the Insured in accordance with these Declarations and the attached forms.

### Insured

**Wilfrid Laurier University Students' Union**

### Postal Address of Insured

75 University Avenue W.

Main: 519-884-0710

Fax: 519-884-7723

Fred Nichols Campus Centre 2nd Flr

Waterloo, Ontario N2L 3C5

### Locations and Loss Payees

Per attached Locations and Loss Payees schedule

### Insurance Broker

HUB International Ontario Limited - St. Catharines

Main: (905) 688-1534

Fax: (905) 688-9381

211 Martindale Road, Suite D3

St. Catharines, Ontario L2S 3V7

### Period of Coverage (12:01 a.m. standard time at the Postal Address of the Insured)

From **May 1, 2024** to **May 1, 2025**

### Form of Business

Corporation

### Description of Business Operations

University Students' Union/Bar

### Summary of Insurance Coverage and Annual Premium

Type of Coverage	Annual Premium	Minimum Retained Coverage Premium
Property	Incl	Nil
Equipment Breakdown	Incl	Nil
Crime	Incl	Nil
Liability	Incl	Nil
Umbrella Liability	Incl	Nil
Other	Incl	Nil
Total Annual Premium	<b>\$83,670</b>	
Premium Payable (excl. appl. taxes)	<b>\$83,670</b>	
Minimum Retained Policy Premium	<b>\$20,917</b>	

# Commercial Insurance Summary

## Locations and Loss Payees



Policy No. 501421725

Declarations

Effective 2024-05-01

**1. 75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario N2L 3C5**

Contents

Pitney Bowes Global Credit Services - Orangeville  
Box 278 Stn A  
Orangeville, Ontario L9W 2Z7

In the event of policy cancellation, the insurer will endeavour to provide 15 days written notice to the loss payee. Re: Postage Machine.

**2. 103 Darling Street, Brantford, Ontario N3T 2K8**

**3. 1 Market Street, Brantford, Ontario N3T 6C8**

Equipment

RCAP Leasing Inc.  
5575 North Service Road, Suite 300  
Burlington, Ontario L7L 6M1

In the event of policy cancellation, the insurer will endeavour to provide 15 days written notice to the loss payee with respect to lease #97246-315689 Re: POS System

**4. 150 Dalhousie Street, Brantford, Ontario N3T 2J4**

# **Additional Insured**

**The Policy is extended to cover the following named as an Additional Insured with respect to the liability arising out of the operations of the Named Insured:**

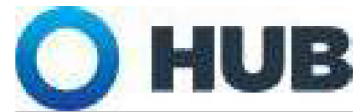
- Wilfrid Laurier University.
- All clubs, associations, and societies that are affiliated, ratified, and unincorporated

**Further, the Policy shall not be cancelled, reduced, materially changed or altered without prior written notice. The prior written notice will not be less than 60 days.**



# Commercial Insurance Summary

## Schedule of Insurance



Policy No. 501421725

Declarations

Effective 2024-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
<b>Property</b>				
<b>BF02N (02-18)</b>	<b>Commercial Building and/or Contents - Broad Form</b>	10,000	90%	8,910,000
	Blanket coverage applies			
	Replacement Cost Endorsement			
	Stated Amount - Waiver of Co-Insurance Endorsement			
	Commercial Building/or and Contents Form			
<b>E023N (07-17)</b>	<b>Flood Endorsement</b>			
	At Loc 1 (75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario)	25,000		
	At Loc 2 (103 Darling Street, Brantford, Ontario)	25,000		
	At Loc 3 (1 Market Street, Brantford, Ontario)	25,000		
	At Loc 4 (150 Dalhousie Street, Brantford, Ontario)	25,000		
<b>E021N (07-17)</b>	<b>Earthquake Shock Endorsement</b>			
	At Loc 1 (75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario)			
	Deductible percentage - 3%			
	Deductible minimum amount - \$100,000			
	At Loc 2 (103 Darling Street, Brantford, Ontario)			
	Deductible percentage - 3%			
	Deductible minimum amount - \$100,000			
	At Loc 3 (1 Market Street, Brantford, Ontario)			
	Deductible percentage - 3%			
	Deductible minimum amount - \$100,000			
	At Loc 4 (150 Dalhousie Street, Brantford, Ontario)			
	Deductible percentage - 3%			
	Deductible minimum amount - \$100,000			
<b>BF26N (10-11)</b>	<b>Electronic Data Processing (Broad Form)</b>			
	EDP equipment and media	10,000	90%	
	Electronic Data Processing Form			90,000
	Replacement Cost Endorsement			
	Property of Others at the Insured Premises	2,500		
<b>EP40N (03-19)</b>	<b>Edge Complete 3.0</b>			
<b>E042N (05-17)</b>	<b>Sewer Back Up Endorsement</b>			
	At Loc 1 (75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario)	2,500		
	At Loc 2 (103 Darling Street, Brantford, Ontario)	2,500		
	At Loc 3 (1 Market Street, Brantford, Ontario)	2,500		
	At Loc 4 (150 Dalhousie Street, Brantford, Ontario)	2,500		
<b>E199N (06-20)</b>	<b>Virus and Bacteria Exclusion Endorsement</b>			
<b>E201N (04-21)</b>	<b>Cyber Incident Exclusion</b>			

# Commercial Insurance Summary

## Schedule of Insurance



Policy No. 501421725

Declarations

Effective 2024-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
GE0001	Course of Construction Endorsement			500,000
2485N (01-10)	Declaration of Emergency Endorsement			
BI14N (10-11)	Profits - Actual Loss Sustained Maximum indemnity period in months - 24 Profits - Actual Loss Sustained Form			3,113,000
BI07N (10-11)	Extra Expense			1,000,000
E033N (03-09)	Ordinary Payroll Profits Form (180 Days)			986,301
BI05N (01-11)	Contingent Business Interruption Profits - Recipient Property			250,000
EP41N (02-18)	Business Interruption Extension 3.0			

### Equipment Breakdown

BM12N (07-21)	Equipment Breakdown Max	10,000		
	Limits of Insurance - Included Option 3 Coverage			

### Crime

C112N (03-20)	Crime 2.0 Coverage	1,000		
	Employee Dishonesty			250,000
	Theft, Robbery or Burglary			30,000
	Fraud - Limit per Coverage			
	3.1 Money Orders or Counterfeit Money			25,000
	3.2 Forgery or Alteration			25,000
	3.3 Computer Fraud			50,000
	3.4 Funds Transfer Fraud			25,000
	Expenses - Blanket Limit			10,000
	4.1 Professional Fees			
	4.2 Theft, Robbery or Burglary Reward			
	4.3 Medical Expenses			
	4.4 Computer Data Restoration Expenses			
	Service Extension (aggregate)			10,000

# Commercial Insurance Summary

## Schedule of Insurance



Policy No. 501421725

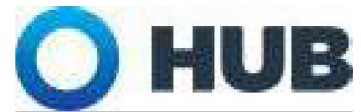
Declarations

Effective 2024-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
<b>Liability</b>				
<b>LR20N (03-19)</b>	<b>Commercial General Liability Max</b>			
	Products and Completed Operations Hazard Aggregate Limit			5,000,000
	Coverage A - Bodily Injury and Property Damage Property Damage Deductible	5,000		5,000,000
	Coverage B - Personal Injury and Advertising Liability			5,000,000
	Coverage C - Medical Payments			25,000
	Coverage D - Tenants' Legal Liability	1,000		5,000,000
	Additional Insured Extension			
	Commercial General Liability Max Wording			0
	Liquor Liability			
	Participants Injury			
<b>GE0002</b>	<b>S.P.F No. 6 - Standard Non-Owned Automobile Liability Policy</b>			5,000,000
	S.P.F No. 6 - Standard Non-Owned Automobile Liability Policy Form			
L219N (10-11)	Legal Liability for Damage to Hired Automobiles (SEF 94)	500		50,000
L220N (01-15)	Contractual Liability Endorsement (SEF 96)			
L221N (03-09)	Excluding Long Term Leased Vehicle Endorsement (SEF 99)			
<b>L257N (10-11)</b>	<b>Reduction of Coverage for Lessees or Drivers of Leased Vehicles Endorsement (OEF 98B)</b>			
<b>EL40N (03-19)</b>	<b>Liability Edge 3.0</b>			
<b>L307N (03-19)</b>	<b>Abuse Limitation Endorsement (Per Occurrence Basis)</b>			
	Deductible - 10%			
	Sublimit:			
	Aggregate			500,000
	Each Claim			500,000
<b>GE0003</b>	<b>Athletics Activities</b>			
<b>GE0004</b>	<b>Student Peer Counselling Extension</b>			
	Aggregate Limit			500,000

# Commercial Insurance Summary

## Schedule of Insurance



Policy No. 501421725

Declarations

Effective 2024-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
<b>D002N (09-17)</b>	<b>Non-Profit Organization Liability (D&amp;O) (Claims Made Form)</b>			
	A- Insured Person Non-Indemnifiable Liability: Aggregate Limit of Liability			5,000,000
	B- Insured Person Indemnifiable Liability: Aggregate Limit of Liability			5,000,000
	C- Insured Organization Liability: Aggregate Limit of Liability			5,000,000
	Employment Practices Wrongful Act: Aggregate Limit of Liability			1,000,000
	Fiduciary Wrongful Act: Aggregate Limit of Liability			1,000,000
	Total Aggregate Limit of Liability per Policy Period			5,000,000

### D150N (08-17) Abuse Exclusion (D&O)

## Umbrella Liability

<b>UL01N (08-19)</b>	<b>Commercial Umbrella Coverage</b>			5,000,000
	Self insured retention - 10,000			
	Underlying insurance, as per attached schedule			
	Commercial Umbrella Wording			

### U285N (08-19) Edge Umbrella Liability Limitation Endorsement

### U295N (03-19) Commercial Umbrella Liability Abuse Exclusion Endorsement

## Other

### G011N (09-22) General Conditions

### G021N (09-22) Commercial Policy Conditions and Statutory Conditions

Minimum Retained Premium 25%

Annual Premium:

\$83,670

### APPENDIX B – FACILITY AND ASSET MANAGEMENT OPERATIONS

#### 1. General

- 1.1 The University shall, in all cases, supervise activities for the supply of custodial, grounds, maintenance, service for repairs, and minor renovations to the FNCC and/or SC. Such maintenance and repairs will be performed at the full cost of the Union unless specified otherwise in this appendix. In the process of managing the affairs of the FNCC and SC, the Union must comply with all relevant and current University policies.
- 1.2 The employees and agents of the University shall have the right of access at all times to the FNCC and/or SC.
- 1.3 The LLC and the AVP, FAM, prior to implementation, must review any plans for structural change, major renovations or capital improvement to the Union Space.

#### 2. Waterloo Campus: Fred Nichols Campus Centre

##### 2.1 Building Services

- a) The University and the Union will contribute to the cost of repairs and preventative maintenance of the FNCC and all HVAC and infrastructure associated systems that service the building on a shared basis. Laurier will cover 23% and the Union 77%.
- b) The University will be solely responsible for the provision of preventative maintenance on regulated equipment and systems in the FNCC, including but not limited to the following:
  - (1) Elevators
  - (2) Systems under regulation by TSSA
  - (3) Mechanical Systems
- c) The Union shall reimburse the University for the cost of repairs required for the regulated equipment and systems listed in b) except where negligence on the part of the University has contributed to the repair requirement. The University is responsible to communicate any required repairs to these systems upon discovery of the concern.
- d) The costs related to the elevator systems in the FNCC will be shared using the same formula (Laurier 23% and Union 77%). Capital replacement will also follow the same formula in addition to a specific financing plan will be arranged with the University for the payment of the Union portion of any such project over a 3-5 year term for amortization, if requested by the Union, which arrangement will be set out in a separate agreement and attached as a schedule to this appendix.
- e) The cost for inspections, regular preventative maintenance and repair services provided by either external contractors or University employees shall be billed directly to the Union based upon the services performed by such contractors specific to the FNCC.
- f) All non-emergency repairs or maintenance will be communicated to the Union in advance. The Union will review and respond to the University on the timing and costs associated with non-emergency repairs or maintenance and not unreasonably withhold consent for completion of the work.

## 2.2 Utilities

- a) The University shall supply utilities to the FNCC with the costs shared between the two parties using the same formula as defined above in Building Services (University 23% and Union 77%). This formula reflects the common use of space in the buildings for student study space, access to other buildings and space occupied by the University for Departments of the University.
- b) For the purposes of annual budgeting the University will provide the Union with the actual breakdown of usage for the preceding calendar year (January 1 – December 31) by the Friday before the Family Day Weekend in February. This will form an estimate for the fiscal year starting on May 1<sup>st</sup> for the following fiscal year.
- c) For clarity, electricity is directly metered for the FNCC and will be summarized monthly with reports being sent to the Union within thirty (30) days of the end of the month.. The charge for water and gas is based on a sq. ft. percentage and modified usage formula.
- d) The Union will make payments monthly based on the forecast from the University and the difference will be reconciled during the fiscal year end process between the parties, as set out in section 8, Financial Services of the Operating Agreement.

## 2.3 Custodial Operations

For the purposes of annual budgeting the University will provide the Union with the estimated cost for the next fiscal year prior by the Friday before the Family Day Weekend. This will form an estimate for the fiscal year starting on May 1<sup>st</sup> for the following fiscal year that will be based on the cleaning schedule expectations outlined in this document along with the anticipated cost for the associated supplies. Any additional work required beyond what is defined will be invoiced separately as agreed upon between the parties.

### Cleaning Schedule:

#### Monday to Sunday daily requirements Nights (10:00 pm – 6:30 am, 2 people)

24 Hour Lounge & Cubicles:	Garbage stations, glass cleaning
Washrooms:	Full cleaning
Food Court:	Floors, washrooms, glass, handrails, garbage receptacles
Wilf's:	Full cleaning (Kitchen cleaning between 3am to 5am)
International News:	Floors, garbage
Hallways:	Dust mop, floor scrubber machine
Turret/Hawks Nest:	Full cleaning (Floors / all washrooms) OT as required
Foot Patrol office:	Full cleaning, garbage
South stairwell:	Loading area, doors, glass, elevator (floors/tracks/stain steel)
Quad entrance stairwell:	Full cleaning

#### Saturday and Sunday (12pm - 6pm, 1 person)

24 Hour Lounge Cubicles:	Tables, garbage, vacuum
Washrooms:	Full cleaning
Student Affairs Office, Campus Clubs room:	Saturday - Dust & Vacuum only
Student Union Office & Board room:	Sunday - Dust & vacuum only, collect front, back garbage stations inside main office
Cashier Office:	No cleaning on weekends
Quad Front Entrance:	Garbage, glass cleaning



Food Court:	Public washroom cleaning
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**Monday to Friday (6 a.m. to 2:30 pm, 1 person) Before 8a.m.**

Boardroom, Conference Rooms, Kitchenette & High Table:	Full cleaning
NE and NW Stairwells:	Full cleaning
U-Desk:	Wednesday full cleaning, garbage daily, computer counter

**Monday to Friday After 8a.m.**

Cubicles, Food Bank, Microwave & Campus Clubs Room:	Tables, vacuum, dust, garbage, glass spot cleaning, door handles, garbage stations
Washrooms:	Clean, dust mop, wet mop, flush toilet after clean, stainless
Quad Front Entrance:	Garbage (2x daily), glass cleaning, hand rail disinfectant, stainless ledges
Food Court:	Public washrooms – Check up
Turret & Hawks Nest:	Floors, walls spot cleaning, washrooms, tables, garbage
Will's:	Washrooms check up
North Elevator:	Floors, tracks & stainless steel
Cashier Office:	Friday morning clean up

**General:**

- Carpet spot cleaning to remove large stains
- Air return vents and high dusting should be completed as needed (minimum monthly),
- Replace light bulbs as needed
- Summer projects will be determined by Union staff and communicated to FAM staff. Charges related to projects will be covered by the Union
- All supplies and equipment required will be paid for by the Union

**2.4 Grounds and Waste Management**

- a) The University and the Union will each contribute 50% of the cost of repairs and disposal services in relation to the compactor.
- b) It is anticipated that the waste removal process using the compactor will be changed within the term of this agreement which will require the parties to revisit the cost sharing of that new process once confirmed.
- c) The Union will be solely responsible for the costs associated with recycling and organic waste collection related to the operations of the FNCC.

### **3. Brantford Campus: Student Centre**

#### **3.1 Building Services**

- a) The University and the Union will contribute to the cost of repairs and preventative maintenance at the SC and all HVAC and infrastructure associated systems that service the building on a shared basis. The University will cover 50% and the Union 50%.
- b) The University will be solely responsible for the provision of preventative maintenance on regulated equipment and systems in the SC, including but not limited to the following:
  - (1) Elevators
  - (2) Systems under regulation by TSSA
  - (3) Mechanical Systems
- c) The costs related to the elevator systems in the SC will be shared using the same formula (University 50% and Union 50%). Capital replacement will follow the same formula in addition to a specific financing plan arranged, if requested, with the University for the payment of the Union portion of any such project over a 3-5 year term for amortization, if requested by the Union, which arrangement will be set out in a separate agreement and attached as a schedule to this appendix.
- d) The cost for inspections, regular preventative maintenance and repair services provided by either external contractors or University employees shall be billed directly to the Union based upon the services performed by such contractors specific to the SC.
- g) All non-emergency repairs or maintenance will be communicated to the Union in advance. The Union will review and respond to the University on the timing and costs associated with non-emergency repairs or maintenance and not unreasonably withhold consent for completion of the work..

#### **3.2 Utilities**

- a) The University shall supply utilities to the SC with the shared cost between the two parties using the same formula (University 50% and Union 50%). This formula reflects the common use of space in the buildings for student study space and space occupied by the University for administrative departments of the University. This will replace the annual payment provided by the University to the Union that previously was in place from the Office of Student Affairs.
- b) For the purposes of annual budgeting the University will provide the Union with the breakdown of usage for the preceding calendar year (January 1 – December 31 by the Friday before the Family Day Weekend in February. This will form an estimate for the fiscal year starting on May 1<sup>st</sup> for the following fiscal year.
- c) Golden Grounds is a Union operated business that occupies space outside of the SC. The cost recovery rate for Golden Grounds will be all inclusive for cleaning and utilities and will be confirmed for budget purposes as per the same schedule as described in section (b). The rate for this space will be \$15 per square foot for each year for the term of the Agreement, including optional extensions.
- d) The Union will make payments monthly based on the forecast from the University and the difference will be reconciled during the fiscal year end process between the parties, as set out in section 8, Financial Services of the Operating Agreement.

### 3.3 Custodial Operations

For the purposes of annual budgeting the University will provide the Union with the estimated cost for the next fiscal year prior by the Friday before the Family Day Weekend. This will form an estimate for the fiscal year starting on May 1<sup>st</sup> for the following fiscal year that will be based on the cleaning schedule expectations outlined in this document along with the anticipated costs for the associated supplies. Any additional work required will be invoiced separately as agreed upon between the parties.

#### Cleaning Schedule:

##### Monday to Friday daily requirements (3:00 am – 7:30 am, 1 person)

Front entrance and elevator lobby	Full cleaning, garbage
WLUSU Offices:	Floors, washrooms, glass, handrails, garbage receptacles
Washrooms:	Full cleaning
24 Hour Lounge	Full cleaning
Student Affairs Offices:	Full cleaning (Kitchen cleaning between 3am to 5am)
Wellness Centre:	Floors, garbage
All Hallways:	Dust mop, floor scrubber machine
Foot Patrol/Clubs office:	Full cleaning
Stairwells:	Full cleaning
Multi-Purpose Room:	Full cleaning

#### General:

- Carpet spot cleaning to remove large stains
- Air return vents and high dusting should be completed as needed (minimum monthly)
- Replace light bulbs as needed
- Set-ups requests in the Multi-Purpose Room
- Afternoon policing of spaces when required
- All supplies and equipment required will be paid for by the Union



# SAFE ALCOHOL HANDLING AND SERVICE POLICY

**Approving Authority:** Executive Director and Chief Operating Officer

**Administrative Responsibility:** Director, Policy Research & Advocacy

**Original Approval Date:** September 11, 2023

**Date of Most Recent Review/Revision:** September 11, 2023

**Related Policies, Procedures, and Documents:**

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## Liabilities

Responsibility for the safe sale and service of alcohol falls on the person or establishment who serves alcohol. It is not uncommon for an establishment or even a specific person to be charged in the event of an incident. Therefore, it is extremely important to monitor each one of your patron's intoxication and consumption levels.

Remember if you have served alcohol to another person, you are legally responsible for them until they are completely sober. Your responsibility does not stop simply because they leave our establishments.

It is the primary responsibility of all Hospitality Services Staff to enforce all rules and regulations pertaining to the sale of alcohol. Any deliberate infringement of the rules established by the Alcohol and Gaming Commission of Ontario, the Students' Union, or the Hospitality department, in any way, either on or off duty, is grounds for immediate disciplinary action and dismissal.

## Legal Responsibilities

Any person who serves or provides alcohol may be held responsible under common law. Any occupier (a person who has immediate control over the premises and the power to admit or exclude patrons) can be held liable for alcohol related injuries and deaths.

Establishments shall not permit persons of notoriously bad character or disorderly conduct to be present on the licensed premises (Banned List).

Any person who appears to be under the influence of drugs or alcohol shall not be granted access to the premises.

Establishments shall not permit any liquor, other than liquor purchased under the authority of a license, to be brought upon or sold in the licensed premises.

## ACCEPTABLE FORMS OF IDENTIFICATION

The following are acceptable forms of ID for age verification.

1. Driver's License
2. BYID (Bring Your Identification) Card
3. Armed Forces ID
4. Passport
5. Health Card\*\* - Health cards can never be asked for however if a guest presents it as their ID we can accept it.

The ID must be valid, not expired, be the original document (no photocopies), and must have a recent picture. We will not accept any expired IDs or where the photo cannot be reasonably confirmed to be the guest in question.

### **Facts About Alcohol**

As employees of the Hospitality Department, it is extremely important to understand how alcohol affects individuals. Alcohol is a depressant that slows down the central nervous system. It is absorbed through the stomach and digestive organs (as food is) and enters the blood stream. Once in the blood stream, alcohol can affect the brain and other organs impairing normal motor functions.

The liver breaks down alcohol. Most healthy livers can completely remove one drink (1oz hard alcohol) in approximately one hour. If more alcohol is consumed during that time, however, the alcohol stays in the bloodstream until the liver can filter and remove it. The accumulation of alcohol causes intoxication, and intoxication is indicated by changes in a person's behaviour. 90% of alcohol is absorbed into the bloodstream and only 10 % is released through your skin, breath and urine.

Always keep in mind that the only thing that will sober someone up is TIME. Coffee, showers, exercise, food consumption etc. will not help someone get sober faster.

### **Blood Alcohol Concentration**

Blood Alcohol Concentration (BAC) is measured in milliliters of alcohol present per 100ml of blood.

#### **BAC**

Probable Effect of Alcohol at different concentration levels

#### **Up to 0.05**

Lowered inhibitions, relaxation, slight euphoria, increased risk-taking behaviours.

#### **0.05**

Drivers are likely to be hesitant and may alter from passive to aggressive behaviours.

**0.08**

Impairment of muscle coordination and driving skills.

**0.10**

Clear deterioration of reaction times and bodily control.

**0.12**

Point of vomiting. Common reaction unless this level is reached slowly.

**0.15**

Balance, movement, speech, and reasoning are significantly impaired.

**0.30**

Stupor, coma, unconsciousness, and depression of many vital functions.

**Factors Influencing BAC**

How fast and how much alcohol is consumed.

An individual's weight will affect their BAC, the same number of drinks in a smaller person will result in a higher BAC. This is based solely on lean body mass, as excess fat does not contribute to the body's ability to absorb alcohol.

Sex influences BAC, as women typically have a higher BAC than men while consuming an equal amount of alcohol.

The amount of food consumed will have a small effect on the rate of alcohol absorbed into the blood stream. High-protein, low-sodium foods are recommended.

Your mood or state of mind before consuming alcohol may determine how much you drink and therefore, your BAC.

Cannabis and other drugs have a serious effect on a person's reaction in conjunction with alcohol consumption.

Everyone has a different tolerance level and signs of impairment may vary; however, judgment and other cognitive processes will be affected.



## **Steps to Assess if a Person is Suitable for Service**

**Assess:** Learn to read a guest to evaluate their mood/state of mind, condition, personality, and intention. Is the person agitated? Do they seem depressed? Are they in the proper state of mind to consume a depressant? Note any guests that you think may not be of stable mind and report your observations accordingly.

**Listen:** Ask questions. A simple conversation with a person can tell you a lot about their condition. Pay attention for these responses to determine if it is appropriate to serve them alcohol.

Slurred speech

Aggressive responses

Non-responsiveness

**Observe:** Watch how customers are behaving. Body language can be very telling of someone and their mood, sometimes even more than direct communicating. Make sure that customers are not engaging in behaviour that might be harmful to them or others.

**Clarify:** Do some background research. Ask them questions to determine what they did before entering our establishments, the difference between one or two social drinks and playing flip-cup all night can make a significant difference.

When considering the steps, make sure you consider these factors that can influence someone's BAC:

- Rate of consumption
- Physical fitness and size
- Metabolic rate
- Medication
- Food intake
- Personality and mood
- Tolerance

## **Responsibility Procedures**

Regardless of what your position with the Hospitality Department, it is always your job to prevent over-intoxication. We must work as a team and communicate to each other when a patron has had enough to drink, when they must be cut off, and when they should be

ejected.

Here are recommended steps:

- Find another staff member and ask for assistance.
- Locate the Manager on Duty, they will assist you in telling the person they must leave. Document their name and student number. When approaching the individual, use the following procedure:
- Notify them privately (no one wants to be embarrassed in front of a group of people)
- Be polite, yet firm.
- Don't succumb to an argument with them, you are in control.

You are responsible for the safety of that individual and you should:

- Get a friend to take care of them and get them safely home.
- Should a friend not be available, offer to get Foot Patrol to help them home.
- Send them home in a taxi. If the situation warrants this, ensure that the MOD knows, and we will cover the fare.

It is important to realize the volatility of dealing with a patron that is intoxicated. Here are a few steps to take that will help to keep the situation under control:

- Employ stalling tactics such as conversation; the only way to regain sobriety is time.
- Speak to the individual(s) privately to allow them to save face and eliminate embarrassing them in public.
- Show concern for their safety, indicate that you are on their side and are only seeking a safe way home, offer alternate ways home.

Under no circumstances shall you allow him/her to drive home. If you suspect they may attempt to drive immediately inform the Manager on Duty who will contact Wilfrid Laurier University Special Constable Services (SCS). If the patron is entering a vehicle, document the license plate.

### **Designated Driver Policy**

All non-alcoholic beverages are free during designated bar nights for a Designated Driver. If someone indicates that they are driving, observe them to ensure they are not consuming alcohol. Alternatively, keep an eye on any patron that orders a non-alcoholic beverage and appears intoxicated, as they may be adding their own alcohol to the drink.

### **SCENARIOS YOU MIGHT ENCOUNTER**

Someone has entered the bar and they have a restraining order against someone. We may not know about the no-contact orders against various individuals given the confidential nature of the restraint. Assess the situation, determine if someone is trying to



make inappropriate contact with another individual or encouraging friends to go and speak with them. If you suspect that there is a no-contact order being breached, immediately get in touch with Safety and Security and let them handle the conflict. Your role at this point is to try and gather details from friends or bystanders and relay that information to Safety and Security so they may file the report accordingly.

### **Someone is passed out:**

If you find someone who is alone and unconscious, you need to act quickly and assess the situation at hand. Is there someone with them? If so, ask if they know what the individual has consumed, if they don't know, check to see if they're responsive. If they are unresponsive, call SCS at 519-884-0710 extension. 3333 immediately and advise them of the situation. SCS will respond and conduct a further assessment of the individual and determine whether EMS needs to be called. In the bar industry you cannot assume that alcohol is the only factor contributing to the individual's intoxication. While you're waiting for SCS to arrive, try and find someone to find the MOD. Continue to try and find out as much information as you can as it will be helpful to the first responders. Kindly ask any surrounding bystanders to dissipate and clear the scene. Once SCS arrives, allow them to take over and assist only upon request. When an incident of this nature occurs, a fully documented report must be filed, using established incident reporting documentation, and submitted to the General Manager

### **There is a fight:**

Try to prevent bystanders from entering the situation, always bearing in mind that your safety and protecting yourself is the most important. Step back and call SCS immediately. There are video cameras in various areas of the bar, so we will be able to review the footage and investigate further.

### **Someone complains about sexual harassment:**

Locate the Manager On Duty and seek out a private area to speak with the individual. Try to get as much information as possible without laying any blame to the person making the complaint. Contact SCS and provide them with names and pertinent information that may assist them with rectifying the issue at hand.

## **ALL AGES POLICY**

During regular operations of Wilf's Restaurant and Bar, service staff must request proof of age from any guest wishing to order alcohol. If you are ever concerned about the validity of the ID you should ask for the guest's student card or another form of ID. If in doubt notify the manager on duty who can assist you making the determination on the ID. In Wilf's you must always be vigilant that guests

that are ordering alcohol do not share with any other guests who have not been IDed. If you observe a guest sharing an alcoholic product with someone you have not verified is 19+ you must:

1. Ask the guest for proof of age.
2. If the guest cannot provide proof of age, you must remove all the alcohol from the table.
3. Advise the manager on duty.
4. The manager on duty will attempt to collect the student ID number of the guest.
5. The table will be advised that we will not be able to continue alcohol service from them.

## **DURING EVENTS**

During event nights in Wilf's or the Turret where all ages are permitted, guests will be asked for proof of age prior to entering the venue. Guests who are 19+ will receive an 'Age Verified' wristband indicating they may be served alcohol. Events at the Turret may further be set up with a 19+ area to better control alcohol service. When this takes place, security personnel will only permit guests with 'Age Verified' wristbands to enter the area. Staff members must still perform their diligence in ensuring they are not overserving any guest regardless of age.

As a staff member you must be diligent in ensuring those who are 19+ do not pass or in any way share their beverage with someone underage. If you observe this behaviour you must:

1. Notify security and the Manager on Duty right away.
2. Point out the underage as well as the of age guest involved.
3. Both guests will be asked to leave and not return for the remainder of the evening

## **LIMITS ON SERVING**

We will always practice responsible service practices. Guests will be limited in the following ways:

1. Guests will be limited to purchasing TWO standards drinks at a time.
2. Guests will be limited to purchasing ONE fishbowl at a time.
3. Guests will not be permitted to order a pitcher of beer or pitcher of sangria for themselves. There must be TWO people sharing to order a pitcher.
4. Guests are not permitted to drink directly from a pitcher, they must pour into a glass.
5. We reserve the right to limit guests to one drink at a time.

## **RESPONSIBLE SERVICE DOs and DON'Ts**

<b>DO</b>	<b>DON'T</b>
Check ID – we will ID anyone who appears under the age of 30	Serve ANY guest who is showing signs of intoxication
We will ask for a second piece of ID if there is ever any doubt	Serve ANY guest who does not have identification

<p>Monitor Consumption – you should always be aware of how many drinks over how long a guest has had</p> <p>Have SMART SERVE- all staff how handle/come in contact with alcohol are required to have this</p> <p>Understand portions and alcohol percentages. Fishbowl vs regular drink are not the same</p> <p>Offer food</p> <p>Offer non-alcoholic alternatives including water for anyone you suspect is intoxicated</p> <p>Monitor guests to ensure drinks are not being shared with minors or intoxicated individuals</p> <p>Ask questions</p> <p>Involve a manager if you are ever uncertain if a guest should be served or not</p> <p>Offer guests Foot Patrol</p>	<p>Serve any guest to the point of intoxication</p> <p>Over serve- the maximum we will serve a guest is TWO STANDARD drinks at any time. A single person cannot order a pitcher for themselves</p> <p>Serve any guest past 2AM</p> <p>Encourage over-consumption</p> <p>ASSUME- many factors play a role in intoxication, you may have served only ONE drink however if the guest pre-drunk, is on medication or is using other substances intoxication can happen very quickly</p>
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# EVENTS AND ACTIVITIES RISK MANAGEMENT POLICY

**Approving Authority:** President & Chief Executive Officer

**Administrative Responsibility:** Director, Policy Research & Advocacy

**Original Approval Date:** November 29, 2019

**Date of Most Recent Review/Revision:** November 11, 2024

## Related Policies, Procedures, and Documents:

- Executive Limitation #1 – Global Asset Protection
  - Executive Limitation #2f – Asset Protection
  - Events and Activities Risk Management Policy
  - Students' Union Clubs and Associations Policy and Procedures Manual
- 

## 1. Purpose

- 1 The Wilfrid Laurier University Students' Union is committed to thoughtful consideration and integration of risk in decision-making throughout all levels of its organization.
- 1 Risk is a reality for all organizations, and while it should not be avoided or eliminated, it must be identified and managed properly.
- 1 This risk management policy sets out the process to be followed within the Students' Union to systemically identify, evaluate, and manage risks in support of the organization's strategy, goals and objectives.

## 2. Definitions

- 2 **Event:** A planned public or social occasion.
- 2 **Primary Program or Event Organizer(s):** The individual acting in a leadership role for a proposed activity, including the required approval process and operational oversight.
- 2 **Program:** A planned series of future events, initiatives, or performances.
- 2 **Risk:** The potential threat that some circumstance could harm the organization or prevent it from achieving its objectives. Risk categorization includes, but is not limited to:
  - 2 **Compliance risk:** Including fines, regulatory penalties, and violations of privacy laws.
  - 2 **External risk:** Including irrelevancy, the loss of funding sources, and other economic or demographic threats.
  - 2 **Financial risk:** Including fraud, financial failure, or decisions based on inaccurate information.



- 2.4.4. **Governance risk:** Including ineffective oversight and poor decision-making.
- 2.4.5. **Operational or program risk:** Including poor service delivery, or day-to-day crises.
- 2.4.6 **Reputation risk:** Including losing goodwill with members or other critical stakeholders.
- 2.4.7. **Strategic risk:** Including unrealistic programs or initiatives.
- 2.5. **Risk management:** Includes the culture, processes, and structures that are directed towards the effective management of potential opportunities and adverse effects.
- 2.6. **Risk management process:** Includes the systematic application of management policies, procedures, and practices to identify, analyze, assess, manage, mitigate, monitor, and communicate risk.
- 2.7. **Risk manager(s):** The Students' Union employee(s) tasked with oversight and direction of the risk management process, often in conjunction with the primary event organizer.
- 2.8. **Risk assessment:** A determination of whether the circumstances of a proposed activity represent a low, medium, high, or unmanageable risk for the organization.

### **3. Jurisdiction/Scope**

- 3 This policy applies to all Students' Union events and activities.

### **4. Policy**

- 4 All Students' Union programs and events must be analyzed and assessed from a risk management perspective.
- 4 Through the *Wilfrid Laurier University Students' Union Policy Manual*, the Students' Union Board of Directors provides broad instruction to the organization through the President and Chief Executive Officer on acceptable parameters for managing and mitigating all aspects of operational risk.
- 4 A risk assessment must be completed during the planning process for all Students' Union activities and programming.
- 4 Risk assessments must be completed by the specified departmental risk manager(s). All clubs and associations under the jurisdiction of the Student's Union must complete the risk management process established by the Vice-President: Clubs and Associations and outlined in the *Students' Union Clubs and Associations Policy*.
- 4 Risk managers are responsible for completing a risk assessment, establishing risk mitigation requirements, and ensuring policy compliance.



# CONFLICT OF INTEREST POLICY

**Approving Authority:** President & Chief Executive Officer

**Administrative Responsibility:** Director, Policy Research & Advocacy

**Original Approval Date:** November 4, 2024

**Date of Most Recent Review/Revision:**

## **Related Policies, Procedures, and Documents:**

- Executive Limitation #1 – Global Executive Constraint
- Executive Limitation #2b – Treatment of Staff
- Executive Limitation #2f – Asset Protection
- Executive Limitation #2l – General Meetings and Elections
- Executive Limitation #2n – Hiring Practices – Paid Staff
- Employee Standards and Performance Policy
- Health and Safety Policy
- Safe Disclosure Policy

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## **1. Purpose**

- 1 This policy provides guidance to Students' Union employees about identifying, mitigating, or avoiding conflicts of interest.

## **2. Definitions**

- 2 **Conflict of interest:** Occurs when personal interests or professional affiliations outside of the Students' Union interfere, or are perceived to interfere, with the independent judgement required by employees to perform their duties and responsibilities.
- 2 Conflicts of interest include, but are not limited to:
  - 2 An interest, real or perceived, that unfairly benefits the individual or their relative, friend, roommate, or romantic partner.
  - 2 Organizations, companies, or groups that an employee has an official governing responsibility or that employs the individual or a member of their family.
  - 2 Gifts and favours, including tokens of appreciation, entertainment, travel, hotel accommodations, services for personal use, reduced prices for personal goods and services, and any other forms of hospitality provided in hopes of future business. **Employee:** A paid worker of the Students' Union.
- 2 **Supervisor:** The individual to whom an employee directly reports, or their designate.

2.4. **Workplace:** Any site at which the employee works, including any property or building utilized by the Students' Union and any other place an employee is located while performing work for the Students' Union or representing the organization.

2 Workplace includes operating Students' Union equipment or a personal vehicle while the employee is on duty.

### **3. Jurisdiction/Scope**

3 This policy applies to all Students' Union employees.

### **4. Declaring a Conflict of Interest**

4 Employees are required to declare to their supervisor any conflict of interest or other circumstance that may reasonably interfere, or be perceived to interfere, with their ability to perform their duties and responsibilities.

4 Supervisors, in consultation with a Human Resources representative when appropriate, will determine the nature and extent of the conflict of interest and determine what steps are required to mitigate or avoid situations or responsibilities where that conflict will interfere with the employee's duties.

4 Employees may be required to refrain from taking part in a discussion, project, hiring process, or decision-making vote related to the conflict of interest.

4 Human Resources may declare that an employee has a conflict of interest in the absence of a self-declaration.

### **5. Reporting a Conflict of Interest**

5 If an employee believes a conflict of interest has not been properly declared by another employee, they may make a good faith disclosure according to the Safe Disclosure Policy.

### **6. Hiring Practices**

6 Employees may be required to refrain from participating in a hiring process if a conflict of interest will interfere, or be perceived to interfere, with the fairness and legitimacy of the job search.

6 Human Resources, in consultation with the President or Executive Director, may declare that an employee has a hiring conflict in the absence of a self-declaration and require that they be removed from the hiring process.

6 For conflicts of interest related to Executive Leadership Team hiring, the President in consultation with Human Resources will determine if an employee must be removed from the hiring process.

6 The Students' Union may accept applications for employment from an employee's immediate family so long as the successful hiring of that immediate family member does not result in supervisory relationship.

### **7. Business Operations**

7 Prior to entering a new contract with a vendor or supplier the due diligence conducted must

include consideration of conflicts of interest.

- 7 Contracts valued at \$5,000 or more must proceed through a formal tender process to ensure procurement best practices and avoid conflicts of interest.

## **8. Employee Relationships**

- 8 Acknowledged employee romantic relationships are not considered a conflict of interest so long as they do not include a supervisory relationship and are disclosed with Human Resources. 8.1.1. Employee romantic relationships that are not disclosed may represent a conflict of interest.

## **9. Secondary Employment**

- 9 Secondary employment is permitted so long as there are no adverse effects to the employee's ability to perform their duties and responsibilities and it does not represent a conflict of interest.
- 9 Employees are encouraged to discuss secondary employment opportunities in advance with their supervisor.



## SAFE DISCLOSURE POLICY

### Approving Authority:

**Administrative Responsibility:** Director, Policy Research & Advocacy

**Original Approval Date:** November 6, 2024

**Date of Most Recent Review/Revision:**

### Related Policies, Procedures, and Documents:

- Executive Limitation #2b – Treatment of Staff
- Employee Standards and Performance Policy

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### 1. Purpose

- 1 This policy outlines the process for employees to provide good faith disclosures about wrongdoing by Students' Union employees or volunteers without retaliation or reprisal.

### 2. Definitions

- 2 **Employee:** A paid worker of the Students' Union.
- 2 **Good Faith Disclosure:** Any disclosure made based on the reasonable belief of the authenticity and accuracy of the wrongdoing, and free from malicious or frivolous intent.
- 2 **Reprisal:** Any detrimental action or threat of action directed at an employee for making a good faith disclosure, supporting a disclosure, participating in a disclosure investigation, or declining to participate in wrongdoing.
- 2 **Volunteer:** A Wilfrid Laurier University undergraduate student who voluntarily undertakes a service for the Students' Union.
- 2 **Wrongdoing:** Any act or conduct in contravention of the Students' Union Employee Standards and Performance Policy or other related policies, procedures, or legal standards.

### 3. Jurisdiction/Scope

- 3 This policy applies to all Students' Union employees and volunteers.

### 4. Policy

- 4 Anyone who has information or reasonable grounds to believe that a Students' Union employee or volunteer has been engaged in wrongdoing is able to make a good faith disclosure through the Students' Union Reporting Form.
- 4 If a good faith disclosure involves Human Resources of Vice-President: Volunteer Operations, the disclosure can be made directly to the President and Chief Executive Officer

or Executive Director.

- 4 If a supervisor receives a good faith disclosure directly from an employee, they must submit the Students' Union Reporting Form.
- 4 The Students' Union shall take all necessary and appropriate action to carefully and fairly investigate and respond to disclosures of wrongdoing.
- 4 If an investigation confirms wrongdoing, the supervisor shall proceed according to the **Employee Standards and Performance Policy** and all other applicable policies or regulations.
- 4 The Students' Union shall take all reasonable efforts to keep the details of a good faith disclosure confidential and protect the identity of the employee who disclosed.
- 4 All employees involved in an allegation of wrongdoing are to be treated fairly and impartially.
- 4 Retaliation or reprisal in response to a good faith allegation is prohibited.
- 4 Employees who make an allegation of wrongdoing that is false, frivolous, vexatious, or made in bad faith will be subject to employee conduct procedures outlined in the **Employee Standards and Performance Policy**.





## HEALTH AND SAFETY POLICY

**Approving Authority:** President & Chief Executive Officer

**Administrative Responsibility:** Director, Policy Research & Advocacy

**Original Approval Date:** November 6, 2024

**Date of Most Recent Review/Revision:**

### **Related Policies, Procedures, and Documents:**

- Executive Limitation #1 – Global Executive Constraint
  - Executive Limitation #2b – Treatment of Staff
  - Executive Limitation #2f – Asset Protection
  - Employee Standards and Performance Policy
  - Prevention of Workplace Harassment, Discrimination, and Sexual Misconduct
  - Prevention of Workplace Violence
  - Safe Disclosure Policy
- 

### **1. Purpose**

- 1 This policy outlines the Students' Union's expectations, standards, and best practices for health and safety.

### **2. Definitions**

- 2 **Employee:** A paid worker of the Students' Union.
- 2 **Supervisor:** The individual to whom an employee directly reports, or their designate.
- 2 **Workplace:** Any site at which the employee works, including any property or building utilized by the Students' Union and any other place an employee is located while performing work for the Students' Union or representing the organization.
  - 2 Workplace includes operating Students' Union equipment or a personal vehicle while the employee is on duty.

### **3. Jurisdiction/Scope**

- 3 This policy applies to all Students' Union employees.

### **4. Policy**

- 4 All Students' Union employees and volunteers have a legal responsibility to adhere to all applicable health and safety laws.
- 4 The Students' Union will take every reasonable precaution to protect all employees, volunteers,

and members of the Wilfrid Laurier University campuses on which it operates by minimizing hazards, preventing workplace injuries or illnesses, and protecting the environment by the following:

- 4 Using the Risk Assessment process to identify and addressing workplace hazards, including activities in off-campus settings.
  - 4 Operating in an environmentally conscientious manner and minimizing impacts to our environment where feasible.
  - 4 Achieving and maintaining compliance with federal, provincial, and municipal health and safety laws, and standards of regulatory authority respecting the *Occupational Health and Safety Act*.
  - 4 Providing comprehensive and effective training to employees and volunteers.
  - 4 Set health and safety objectives.
  - 4 Ensuring employees are compliant with the Fit for Work provisions of the **Employee Standards and Performance Policy** while undertaking their roles.
- 4 Supervisors must ensure that all employees reporting to them are made aware of, and comply with, all applicable health and safety policies and procedures.
  - 4 All employees are responsible for ensuring that their workplace areas, both permanent and temporary, are safe and that any risks, hazards, and safety violations are identified, controlled, or mitigated.
  - 4 All employees are required to complete all relevant health and safety training.
  - 4 The *Occupational Health and Safety Act* prohibits employers from penalizing employees in reprisal for obeying the law or exercising their rights.

## **5. General Duties of Employers**

- 5 Instruct, inform, and supervise workers to protect their health and safety.
- 5 Take every precaution reasonable in the circumstances for the protection of an employee.
- 5 Ensure supervisors have adequate knowledge of potential or actual danger to health or safety in the workplace.
- 5 Assist in a medical emergency by providing any information, including confidential business information, to a qualified medical practitioner and other prescribed persons for the purpose of diagnosis or treatment.
- 5 Inform employees or volunteers about any hazard and train employees and volunteers in the handling, storage, use, disposal and transport of any equipment, substances, tools, and materials.
- 5 Help the **Joint Health and Safety Committee** and health and safety representatives carry out their functions.
- 5 Review the **Health and Safety Policy** at least once per year and set up an implementation program.
- 5 Post a copy of the of **Health and Safety Policy** in the workplace, where workers are most likely to see it.
- 5 Provide the Joint Health and Safety Committee with the results of any occupational health and safety reports that the employer has or receives.
- 5 Provide appropriate notification if potential inadequacies of a building, store, or any thereof of any part of the workplace has been identified.

## **6. Duties of Supervisors**

- 6 Ensure that an employee works in the manner and with the protective device, measures, and procedures required by the *Occupational Health and Safety Act*.
- 6 Ensure that any equipment, protective device or clothing required by the employer is used or worn by the employee.
- 6 Advise employees of any potential or actual health or safety dangers known by the Supervisor.
- 6 If prescribed, provide an employee with written instructions about the measures and procedures to be taken for the employee's protection.
- 6 Take every precaution reasonable in the circumstances for the protection of employees.

## **7. Duties of Employees**

- 7 Work in compliance with the *Occupational Health and Safety Act*.
- 7 Use or wear any equipment, protective devices or clothing required by the employer.
- 7 Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the employee or another employee.
- 7 Report any hazard or contravention of the Occupational Health and Safety Act or regulations to their supervisor or employer.
- 7 Not remove or make ineffective any protective device or equipment required by the employer or by the regulations other than in circumstances where a temporary protective device is in place.
- 7 Not use or operate any equipment or work in a way that may endanger an employee or volunteer.
- 7 Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

## **8. Joint Health and Safety Committee**

- 8 A joint health and safety committee is a workplace committee comprised of worker and management representatives.
- 8 At least half of the members of the Joint Health and Safety Committee must be non-management employees.
- 8 The committee has various powers, including monitoring health and safety in the workplace, identifying hazards in the workplace, and recommending health and safety improvements where and when required.
- 8 The committee is authorized to hold meetings and conduct regular workplace inspections and make written recommendations to the employer for the improvement of the health and safety of employees.
- 8 The Students' Union has a general duty to cooperate with and help the committee carry out its functions.
- 8 The Students' Union is required to:
  - 8 Provide any information that the committee has the power to obtain from the employer.
  - 8 Respond to committee recommendations in writing.
  - 8 Give the committee copies of all written orders and reports issued by the Ministry of Labour, Immigration, Training and Skills Development.

8 Report any workplace deaths, injuries, and illness to the committee.

## **9. Risk Assessment Process**

- 9 The Risk Assessment Process allows the Students' Union to identify present workplace risks, how those hazards could result in injury or illness, and take steps to control or mitigate those risks.
- 9 Risks assessments will take into consideration how low-priority risks become high-priority risks and the corresponding proactive steps required to address those risks.
- 9 All risk assessments will be:
  - 9 Documented.
  - 9 Reviewed on an annual basis by the Joint Health and Safety Committee.
  - 9 Be made readily available to affected employees.
- 9 All employees will be:
  - 9 Informed about a risk assessment taking place.
  - 9 Consulted, if the risk assessment is taking place for their role, department, or location.
  - 9 Provided the opportunity to participate in risk assessments.
- 9 Risk assessments are to be completed proactively, and when there are new tasks or equipment, or changes to existing equipment or processes.
- 9 Risk assessments must be completed when there is a workplace incident or accident.
- 9 Risk assessments must be completed if there have been more than two minor incidents or accidents requiring first aid in the workplace of the same type in the same fiscal year.

### **Risk Assessment Procedure**

- 9 Human Resources will put together a cross-functional group of staff to complete the Risk Assessment Process.
  - 9 Human Resources will ensure that staff involved in the risk assessment are properly trained.
  - 9 The group will create a Hazard Registry and identify how these hazards could result in injury, illness or workplace loss, and determine the level of risk associated with each hazard.
  - 9 The completed risk assessment shall include risk control measures, immediate actions, and other risk mitigation strategies.
  - 9 The completed risk assessment should be shared with the President and Executive Director.
- 9 In instances of workplace harassment, discrimination, and sexual misconduct or workplace violence, the risk assessment process should refer to:
  - 9 The **Workplace Harassment Program** located in the **Prevention of Workplace**

### **Harassment, Discrimination, and Sexual Misconduct Policy, and**

- 9 The **Workplace Violence Prevention Program** located in the **Prevention of Workplace Violence Policy**.



# PREVENTION OF WORKPLACE VIOLENCE POLICY

**Approving Authority:** President & Chief Executive Officer

**Administrative Responsibility:** Director, Policy Research & Advocacy

**Original Approval Date:** November 28, 2024

**Date of Most Recent Review/Revision:**

## **Related Policies, Procedures, and Documents:**

- Executive Limitation #1 – Global Executive Constraint
  - Executive Limitation #2b – Treatment of Staff
  - Conflict of Interest Policy
  - Employee Standards and Performance Policy
  - Health and Safety Policy
  - Prevention of Workplace Harassment, Discrimination, and Sexual Misconduct Policy
  - Safe Disclosure Policy
- 

## **1. Purpose**

- 1 This policy outlines the Students' Union's commitment to ensure a safe, healthy environment and protect employees from workplace violence.

## **2. Definitions**

- 2 **Domestic Violence:** Domestic Violence is considered Workplace Violence when a person has a personal relationship with an employee that results in physically harm, or an attempt or a threat to physically harm that employee at work.
  - 2 Personal relationships may include:
    - 2 Current or former spouse.
    - 2 Current or former intimate partner.
    - 2 Family member. **Employee:** A paid worker of the Students' Union.
- 2 **Intimate Partner Violence:** Occurs between two people involved in a intimate relationship.
  - 2 Intimate Partner Violence is non-gendered, is inclusive of all forms of relationships, and acknowledges the interchangeable roles of aggressor and victim.
- 2 **Supervisor:** The individual to whom an employee directly reports, or their designate.
- 2 **Workplace:** Any site at which the employee works, including any property or building utilized by

the Students' Union and any other place an employee is located while performing work for the Students' Union or representing the organization.

- 2 Workplace includes operating Students' Union equipment or a personal vehicle while the employee is on duty.
- 2 **Workplace Violence:** The Occupational Health and Safety Act defines workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- 2 Workplace Violence includes:
  - 2 An attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker.
  - 2 A statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause injury to the worker.
- 2 Examples of Workplace Violence include, but are not limited to:
  - 2 Verbally threatening to attack a worker.
  - 2 Leaving threatening notes at or sending threatening e-mails or messages to a workplace.
  - 2 Shaking a fist in a worker's face.
  - 2 Wielding a weapon at work.
  - 2 Hitting or trying to hit a worker.
  - 2 Throwing an object at a worker.
  - 2 Sexual violence against a worker.
  - 2 Kicking an object the worker is standing on such as a ladder.
  - 2 Trying to run down a worker using a vehicle or equipment such as a forklift.

### **3. Jurisdiction/Scope**

- 3 This policy applies to all Students' Union employees.

### **4. Policy**

- 4 It is the responsibility of all Students' Union employees to create and maintain a safe and supportive environment that prevents physical or emotional harm to others.
- 4 No employee may engage in violent conduct or make threats of violence, implied or direct, in the workplace or while representing the Students' Union.
- 4 An employee has the right to refuse work if there is a reasonable belief that they may be endangered by workplace violence.
- 4 Any Students' Union employee who becomes aware that violence or the threat of violence has taken place or has reason to believe that violence may take place towards another employee must report the incident immediately to their supervisor, as outlined in the **Safe Disclosure Policy**, and in applicable situations contact Wilfrid Laurier University Special Constable Services or the local police service.
- 4 The Students' Union will take appropriate steps to fairly investigate all reports of violence or threatening behaviour as outlined in the **Workplace Violence Prevention Program** outlined



below, and in accordance with the **Employee Standards and Performance Policy**.

- 4 All employees involved in a workplace violence investigation will be treated fairly and impartially.
- 4 Employees who are found to have engaged in threats, intimidation, or violence will be subject to the conduct procedures outlined in the **Employee Standards and Performance Policy**.
- 4 Employees will not be penalized for reporting an incident or participating in a workplace violence investigation.
- 4 This policy will be reviewed by the Joint Health & Safety Committee on an annual basis.

## **5. Workplace Violence Prevention Program**

- 5 The Students' Union, through the Joint Health and Safety Committee, will maintain the Workplace Violence Prevention Program.

### Workplace Violence Risk Assessment

- 5 The Joint Health and Safety Committee will proactively assess the risk of potential violence that may arise from the nature of the workplace, the type of work, or the conditions of work and subsequently develop measures and procedures to control the risk identified.
- 5 Workplace violence assessments include at minimum the following risk factors:
  - 5 Dealing with sensitive or controversial personal matters.
  - 5 Making decisions that impact employment status.
  - 5 Handling, securing, or protecting cash or other tangible values.
  - 5 Providing services directly to undergraduate students.
  - 5 Facilitating community-based events.
  - 5 Working alone.
- 5 Workplace violence assessments will consider:
  - 5 Employee perceptions of risk.
  - 5 Employee understandings of personal safety.
  - 5 Any past occurrences of workplace violence.
  - 5 The layout and design of the workplace.
  - 5 The Geographic location of the workplace.
  - 5 Conditions of work, including activities or circumstances associated with a higher risk of violence.

### Controlling Risks Identified in the Risk Assessment

- 5 Supervisors, in consultation with the employee, will determine the application of appropriate risk controls or adopt additional control measures to reduce or eliminate the present risk.
- 5 Risk controls could include the following:
  - 5 Standard operating procedures.
  - 5 Work along procedures.
  - 5 Physical barriers.

- 5.6.4. Panic buttons. 4
  - 5.6.5. Training.
  - 5.6.6. Clear sightlines for windows and doors.
  - 5.6.7. Security cameras.
  - 5.6.8. Security patrols provided by the Wilfrid Laurier University Special Constable Services.
- 5 The Students' Union does not have the ability to address the physical environment of a personal dwelling or residence if an employee is working remotely.
  - 5 If there is a reported threat of violence related to an employee's remote working environment, the Students' Union will confirm the existence of adequate safety planning procedures and ensure the employee is connected to community safety resources.
  - 5 Any threats of domestic violence should be reported to the local police service.

#### Reporting Workplace Violence

- 5 Employees must contact Wilfrid Laurier University Special Constable Service or the local police force when there is a threat of violence, violence in progress, or violence that is imminent.
- 5 An employee who is reporting violence or a threat of violence must also immediately notify their supervisor.
  - 5 It is the responsibility of the supervisor to report the incident to Human Resources. Supervisors are required to complete an incident report that addresses the following:
    - 5 Was there an exercise of physical force that cause, or could have caused, physical injury to an employee?
    - 5 Was a statement made, or behaviour observed, that could be reasonably interpreted as a threat to injure an employee?
- 5 In certain circumstances as directed by the *Occupational Health and Safety Act*, the Ministry of Labour, Training and Skills Development will be notified.

#### Investigating Workplace Violence and Safety Planning

- 5 After an incident report or Safe Disclosure has been made, the Students' Union will confidentially investigate the incident according to the guidelines outlined in the **Employee Standards and Performance Policy**.
- 5 When an investigation is ongoing, the employee who has allegedly experienced workplace violence, the employee allegedly responsible for the violent act or threat of violence (if applicable), and any witnesses will be instructed not to discuss the complaint, incident, or the investigation with other employees or witnesses unless necessary to obtain advice about their rights.
- 5 If an incident of workplace violence involves another employee, both the employee who allegedly experienced workplace violence, and the employee allegedly responsible for the violent act or threat of violence will be informed in writing of the results of the investigation and any corrective action in accordance with the conduct procedures within the **Employee Standards and Performance Policy** that has been taken or that will be taken.
- 5 The Students' Union retains the discretion to hire a qualified outside investigator to conduct a workplace violence investigation.
- 5 Following an investigation, the supervisor, the employee, a Human Resources representative,

and if required the Executive Director, will develop a Safety Plan.

- 5 The Supervisor and a Human Resources representative will follow-up with the employee to ensure the Safety Plan adequately addresses the identified risk, and if required incorporate an Accommodations Plan as outlined in the **Accommodations Policy**.
- 5 An employee may refuse to work if they have reason to believe that workplace violence is likely to endanger their safety.

#### Domestic Violence

- 5 The Students' Union will take every reasonable precaution in the circumstances to protect an employee who may be at risk of domestic violence, as soon as the organization becomes aware ought reasonably to be aware.
- 5 The Students' Union recognizes that an employee experiencing domestic abuse may be reluctant to disclose the problem to their supervisor.
- 5 The Students' Union encourages disclosure in order to ensure the employee's safety, the safety of the workplace, and to connect the employee with the appropriate community resources.

#### Reprisals

- 5 As per the **Safe Disclosure Policy**, the Students' Union shall not impose any type of negative consequence on an employee who is acting in good faith to report workplace violence, domestic violence, or who elects to exercise their right to refuse unsafe work.

#### Training

- 5 The Students' Union will provide employees with information and instruction about the **Prevention of Workplace Violence Policy** and program.
- 5 Specific job training will be provided to employees who will be performing duties involving the risk of workplace violence.

#### Record Keeping

- 5 The Students' Union will keep records of all complaints or incidents of workplace violence, including:
  - 5 A copy of the complaint or details about the incident.
  - 5 A record of the investigation including notes.
  - 5 Copy of witness statements, if taken.
  - 5 A copy of the investigation report.
  - 5 A copy of the result of the investigation that were provided to the employee who reported the incident.
  - 5 A copy of any corrective action taken.
- 5 Records will be kept for at least one (1) year from the conclusion of the investigation.



# WORKPLACE HARASSMENT AND DISCRIMINATION POLICY

**Approving Authority:** President & Chief Executive Officer

**Administrative Responsibility:** Director, Policy Research & Advocacy

**Original Approval Date:** November 28, 2024

**Date of Most Recent Review/Revision:**

## **Related Policies, Procedures, and Documents:**

- Executive Limitation #1 – Global Executive Constraint
- Executive Limitation #2b – Treatment of Staff
- Conflict of Interest Policy
- Employee Standards and Performance Policy
- Health and Safety Policy
- Prevention of Workplace Violence Policy
- Safe Disclosure Policy

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## **1. Purpose**

- 1 This policy is intended to make the work environment of the Students' Union inclusive, safe, and non-discriminatory for everyone by setting out expectations and standards of conduct, and by ensuring a clear process for responding to complaints of workplace harassment, discrimination, and sexual misconduct.

## **2. Definitions**

- 2 **Discrimination:** An act, behaviour, or practice of treating another person or group unfairly on the basis of a Protect Ground.
- 2 **Employee:** A paid worker of the Students' Union.
- 2 **Protected Grounds:** Protected categories listed under the *Human Rights Code* (Ontario), which include age, creed, disability, family and marital status, gender identity and gender expression, race and related groups, receipt of public assistance, record of offences, sex, or sexual orientation.
- 2 **Respondent:** The person named in a complaint.
- 2 **Supervisor:** The individual to whom an employee directly reports, or their designate.

- 2.6. **Workplace Harassment:** As defined by the *Occupational Health and Safety Act* (OHSA), workplace harassment means engaging in a course of vexatious comment or conduct against a worker in the workplace that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment, including virtually through the use of information and communications technology.
- 2.6.1. Workplace harassment often involves repeated words or actions, or a pattern of behaviours, against a worker or group of workers in the workplace or virtually through the use of information and communications technology that are unwelcome, including but not limited to:
- 2 Offensive or intimidating comments or jokes.
  - 2 Bullying or aggressive behaviour.
  - 2 Displaying or circulating offensive pictures or materials.
  - 2 Inappropriate staring
  - 2 Workplace sexual harassment.
  - 2 Isolating or making fun of a worker because of gender identity.
- 2.6.2. Harassment does not include interpersonal conflict or disagreement, or reasonable actions taken by a supervisor relating to the management and direction of the workplace.
- 2.7. **Workplace Sexual Harassment:** As defined by the *Occupational Health and Safety Act* (OHSA), workplace sexual harassment is engaging in a course of vexatious comment or conduct against a worker in a workplace or virtually through the use of information and communications technology because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
- 2 Workplace sexual harassment may also include unwanted attention or remarks of a sexually oriented nature or unwelcome remarks based on gender which are not of a sexual nature, but which are demeaning or degrading.
  - 2 Workplace sexual solicitation or sexual advance includes an implied or expressed promise of reward for complying with a sexually oriented request made by a person in a position to confer, grant, or deny a benefit or advancement.
- 2.8. **Workplace:** Any site at which the employee works, including any property or building utilized by the Students' Union and any other place an employee is located while performing work for the Students' Union or representing the organization.
- 2 Workplace includes operating Students' Union equipment or a personal vehicle while the employee is on duty.

### **3. Jurisdiction/Scope**

- 3 This policy applies to all Students' Union employees.

#### **4. Policy**

- 4 All Students' Union employees have a right to equal treatment without discrimination based on the Protected Grounds of the *Human Rights Code* (Ontario).
- 4 All Students' Union employees have a right to freedom from workplace harassment and workplace sexual harassment.
- 4 All Students' Union employees have a right to be free from reprisal or threat of reprisal for rejecting a sexual solicitation or advance, where the reprisal is made, or threatened by, a person in a position to confer, grant, or deny a benefit or advancement.
- 4 All employees involved in allegations of harassment, discrimination, or sexual misconduct are to be treated fairly and according to the conduct procedures outlined in the **Employee Standards and Performance Policy**.
- 4 The Students' Union will take appropriate steps to fairly investigate and respond to all allegations of harassment, discrimination, and sexual misconduct and proceed according to the conduct procedures outlined in the **Employee Standards and Performance Policy**.
- 4 With the protection of the **Safe Disclosure Policy**, employees are encouraged to report any incidents of workplace harassment, discrimination, or sexual misconduct.
- 4 Employees will not be penalized for reporting an incident or participating in a workplace harassment investigation.

#### **5. Workplace Harassment Program**

- 5 The Students' Union, through the Joint Health and Safety Committee, will maintain the Workplace Harassment Program.

##### Reporting

- 5 Employees may report incidents of workplace harassment, discrimination, and sexual misconduct as outlined in the **Safe Disclosure Policy**.
- 5 The report must include the following information:
  - 5 Name of the complainant.
  - 5 Name of the respondent(s).
  - 5 Names of the witness(es), if another person or people have relevant information about the incident.
  - 5 Details of the incident, including date, location, and supporting documentation if available.

##### Investigation and Handling of a Complaint

- 5 The Students' Union will ensure that an investigation consistent with the **Employee Standards and Performance Policy** and appropriate in the circumstances will be conducted into complaints or incidents of workplace harassment.
- 5 The Students' Union will take all reasonable steps to maintain confidentiality and will only disclose information necessary to conduct the information.
- 5 While an investigation is ongoing, the employee who has allegedly experienced harassment, the respondent(s), and any witnesses will be advised of their obligation not to discuss the complaint,

incident, or the investigation with other employees or witnesses unless necessary to obtain advice about their rights.

- 5 The employee who has allegedly experienced harassment and the (s), if they are any employee, will be informed in writing of the results of the investigation and any corrective action in accordance with the conduct procedures within the **Employee Standards and Performance Policy** that has been taken or that will be taken.
- 5 The Students' Union retains the discretion to hire a qualified outside investigator to conduct a workplace harassment or discrimination investigation.

#### Reprisals

- 5 As per the **Safe Disclosure Policy**, the Students' Union shall not impose any type of negative consequence on an employee who is acting in good faith to report workplace harassment, discrimination, or sexual misconduct.

#### Training

- 5.10. The Students' Union will provide employees with information and instruction about the **Prevention of Workplace Harassment, Discrimination, and Sexual Misconduct Policy** and Workplace Harassment program.
- 5.11. Specific job training will be provided to employees who will be performing duties involving the risk of workplace harassment.

#### Record Keeping

- 5 The Students' Union will keep records of all complaints or incidents of workplace harassment, discrimination, and sexual misconduct, including:
  - 5 A copy of the complaint or details about the incident.
  - 5 A record of the investigation including notes.
  - 5 Copy of witness statements, if taken.
  - 5 A copy of the investigation report.
  - 5 A copy of the result of the investigation that were provided to the employee who reported the incident.
  - 5 A copy of any corrective action taken.
- 5 Records will be kept for at least one (1) year from the conclusion of the investigation.





## 2025 BUDGET DEVELOPMENT GUIDELINES & PROCESSES

January 2025

### Key Dates

- January 16<sup>th</sup>: Budget Process Overview with President's Group
- January 30<sup>th</sup>: Budget Training at President's Group (w/ Chirs)
- February 3<sup>rd</sup>: Budget Templates Sent to VPs
- February 24<sup>th</sup>: Last Day for Budget Change Approvals
- **March 3<sup>rd</sup>: Budget Submissions Due (at 8:00 AM)**

### Approval Requirements

Any of the following scenarios require pre-approval from the President:

- Any budget line (account code) that is over \$50,000.00 (regardless of amount in 2024/2025)
- Any budget line increasing by more than \$10,000.00
- Any budget line decreasing by more than \$10,000.00
- The removal or addition of any budget lines/accounts
- A single item over \$10,000.00 (in detailed budget breakdown)
  - Note: These will also require Board approval, which will be done in the Budget Presentation.

Any of the following scenarios require pre-approval from the Vice President: Volunteer Operations

- Any budget line increasing by more than \$5,000.00
- Any budget line decreasing by more than \$5,000.00
- A single item over \$5,000.00 (in detailed budget breakdown)
  - Note: These expenses will require competitive quotes from at least 3 vendors at the time of the expense, or the use of a pre-approved vendor.
- A budget line changing by more than 30% (either increase or decrease)

These approvals can be done in a meeting to review the budget with the President and/or VPVO or can be submitted in writing for approval.

### Budget Considerations

- Coordinator stipends require all departments to find about \$3,000.00 in savings.
- AVPs are moving to an hourly pay model, meaning they will need to be paid overtime. If your department's AVP will accrue overtime pay (over 44 hours in a week) then you must cut those funds from your budget(s), the cost of the overtime will be reflected in a central wages budget.
- Budgets should be built using variance reporting and forecasted expenses, the previous year's budgets can be used as a reference point, but you should be able to justify each number in your budget independently of last year's budget.
- AVPs and Coordinators should be a part of the budget process, especially for committee budgets, however ultimately the VP is responsible for the submission and the contents of the budgets.

# MARKETING & COMMUNICATIONS POLICY

**Approving Authority:** President & CEO, and Executive Director & COO

**Administrative Responsibility:** Marketing and Human Resources

**Original Approval Date:** Thursday July 21<sup>st</sup> 2022

**Date of Most Recent Review/Revision:** Tuesday April 23<sup>rd</sup> 2024

**Annual Review Schedule:** Once per year in March

**Related Policies, Procedures, and Documents:** Representing the Students' Union Agreement, Students' Union Branding Style Guides, SU Marketing Request Form, Marketing Timelines Guide, SU New/Existing Account Request Form, and the SU Social Media Usage Form

## 1:0 Preamble

As part of its mandate to manage the brand and reputation of the Wilfrid Laurier University Students' Union (Students' Union), the Marketing and Communications Department provides oversight in all marketing and communication assets, including social media. The following Marketing and Communications Policy is designed to provide parameters to enhance the Students' Union reputation through our marketing and communications. The Marketing and Communications Department employees are to be used as a resource for questions, discussions, suggestions and ideas.

## 2:0 Definitions

- 2 1 *Branding Style Guide*: A guide created by the Marketing and Communications Department which outlines brand specific instructions for print and social media assets.
- 2 2 *Employee*: A paid worker of the Students' Union.
- 2 3 *Human Resources*: The internal department responsible for coordinating legislative employment responsibilities.
- 2 4 *Marketing and Communications Department Employees*: Any employee of the Students' Union who reports into the Director, Marketing Communications.
- 2 5 *Senior Level Leadership*: The Executive Director & COO, and President & CEO of the Students' Union.
- 2 6 *Supervisor*: The individual to whom an employee directly reports. If the Supervisor is not available, then the individual would report to either the Manager on Duty, or Director of their department.
- 2 7 *Volunteer*: A person who voluntarily undertakes a service for the Students' Union; including those within a Club or Association.

## 3:0 Scope

The Students' Union recognizes that using marketing and communication tools to communicate with the mass audience of Wilfrid Laurier University (University) undergraduate students, University departments and community partners. This Policy is designed to guide communication through:

- 3 0:1 All print media for Students' Union related usage;
- 3 0:2 Official Students' Union social media channels, blogs and website properties;
- 3 0:3 Social media profiles for committees or Students' Union groups; and
- 3 0:4 Individual use of marketing and communications for all employees and volunteers as representatives of the Students' Union, and brand ambassadors.
- 3 1 Privileges will be revoked if content fails to meet our Students' Union policies and procedures, as well as the guidelines outlined in this Policy, the Students' Union Branding Style Guides, and/or if the individual leaves their position with the Students' Union.

## **4:0 Procedure**

### **4:1 Print and Digital Media**

The Marketing and Communications Department assists all departments in the execution of print and digital media. Any person or group affiliated with the Students' Union can use print and digital media to advertise, promote or provide information about their department but must adhere to the procedures herein.

- 4 1:1 The Students' Union would like departments to attempt to complete their own print and digital media, where possible, as this encourages department personality and vision to be captured within. However, if an individual does not have the skills, resources or capabilities to create print or digital media on their own, they can request the print or digital media be created by the Marketing and Communications Department. In order to complete this request, they must first fill out and submit the SU Marketing Request form to the Marketing and Communications Department a minimum of two (2) weeks in advance.
- 4 1:1:1 The Marketing and Communications Department encourages staff to use the Marketing Timelines Guide to identify their timelines prior to submitting the SU Marketing Request form which will better assist project work, as well as so everyone is clear on deadlines and expectations therein.
- 4 1:1:1:2 Requests cannot be submitted until the requester has first gotten verbal approval from their supervisor.
- 4 1:1:1:3 If the individual would like the graphic shared through a Students' Union social media account they do not have access to, and/or on the digital screens in the Fred Nichols Campus Centre, they must indicate such in the SU Marketing Request form.
  - 4 1:1:2 A Marketing and Communications Department employee will contact the requester to ensure the print or digital media is truly necessary, as well as check with the requester's supervisor that they had in fact given approval.
  - 4 1:1:3 After the print or digital media is created, the Marketing and Communications Department employee will then send the draft to the individual who requested the print or digital media, and that individual should liaise with the Marketing and Communications Department employee to make alterations if and when needed.
  - 4 1:1:3:1 If the requester has continued issues with getting their requests completed, and they have tried working with the Marketing and Communications Department employee already, they should then contact the Director, Marketing Communications for further support.
- 4 1:2 If the individual wishes to create their own print or digital media, they must do so following this Policy, the Students' Union Branding Style Guide(s), as well as the University's Poster Policy.

### **4:2 Social Media**

Any person or group affiliated with the Students' Union is welcome to use social media to communicate with our members but must adhere to the procedures herein, as well as with the Representing the Students' Union Agreement.

- 4:2:1 Only Marketing and Communications Department employees can create new Students' Union affiliated social media accounts, and/or make setting changes to existing Students' Union affiliated social media accounts.

# MARKETING & COMMUNICATIONS POLICY

4:2:2 New account requests, and/or requests for changes to existing accounts, are to be submitted to the Marketing and Communications Department using the SU New/Existing Account Request form.

4 2:2:1 Requests cannot be submitted until the requester has first gotten verbal approval from their supervisor.

4 2:2:2 A Marketing and Communications Department employee will contact the requester to ensure the account is truly necessary, as well as check with the requester's supervisor that they had in fact given approval.

4 2:2:3 After the account is created, the Marketing and Communications Department employee will send this Policy, along with the SU Social Media Usage form, to the requester to have them read, sign and return the signed copy of the form to the Marketing and Communications Department employee.

4 2:2:3:1 Once the SU Social Media Usage form has been signed and returned, the Marketing and Communications Department employee will then send the account name, password and the Students' Union Branding Style Guide(s) to the individual who requested the account, as well as include the requester's supervisor.

4 2:2:3:2 The credentials cannot be changed at any time without prior written approval from a Marketing and Communications Department employee or the department Vice President, and the new credentials must be given to the Director, Marketing Communications within twenty-four (24) hours of the change.

2:3 These accounts will be active and usable up to the last week of April, annually. The accounts will not be accessible during the last week of April as the Marketing and Communications Department will complete a social media account review.

2:3:1 The Marketing and Communications Department will assess which accounts are still active and needed, by reviewing account usage and responses to activity on the account.

4 2:3:1:1 If there has not been any recent activity on the account, and the requester does not have sufficient justification for such, the account will be deactivated by a Marketing and Communications Department employee.

4 2:3:1:1:1 Accounts that have been deactivated for 90-days will then be deleted by a Marketing and Communications Department employee.

4 2:3:1:1:2 If the requester wants to make changes to their internal procedures which would then require a deactivated account to be reactivated and utilized, they can submit a new SU New/Existing Account Request form indicating the need and changes made therein to support their request.

2:3:2 The Marketing and Communications Department will update settings and passwords for all accounts deemed still active.

2:3:2:1 If the same individual remains in their role and will continue to use the same social media account, they must first re-read this Policy and sign-off on a new SU Social Media Usage form provided to them by a Marketing and Communications Department employee, annually in May.

4:2:3:2:1:1 Once the updated SU Social Media Usage form is received by the Marketing and Communications Department, they

# MARKETING & COMMUNICATIONS POLICY

will then send the requester the updated account password and the Students' Union Branding Style Guide(s).

**2:3:2:2** If a new person starts in that same role, they must read this Policy and sign the SU Social Media Usage form prior to the Marketing and Communications Department sending them the account information, password and the Students' Union Branding Style Guide(s).

**4:2:4** Usage of social media accounts, whether they are a personal account or a Students' Union affiliated account, must abide by the following:

**4:2:4:1** Any affiliate of the Students' Union must be mindful of how their actions and words impact the overall brand of the Students' Union online and otherwise, and failing to follow the procedures within this Policy and Representing the Students' Union Agreement can lead to disciplinary action up to and including termination of their position with the Students' Union;

**4:2:4:2** One must remain non-partisan on any electoral processes, including those internal to the Students' Union, as well as within Laurier, municipally, provincially, federally or otherwise, as well as on any divisive political or social issues.

**4 2:4:2:1** For Students' Union affiliated accounts, one can share where someone can find more information about the election or issue as long as all views/sides are addressed within;

**4 2:4:2:2** For personal accounts, one can share their opinion but must make it clear that it is their own opinion and in no way that of the Students' Union;

**4 2:4:2:3** Any official stance or communication on elections and/or political or social issues will come directly from the Director, Marketing Communications and/or Senior Level Leadership. This communication can then be shared by individuals, as long as the information is maintained and not altered in anyway.

**4 2:4:3** Anyone affiliated with the Students' Union is not permitted to publish or share any information that is considered confidential and/or proprietary. If an individual is unsure whether they can share certain information, they must first check with their supervisor and/or the Director, Marketing Communications.

**4 2:4:3:1** Anyone associated with the Students' Union must act in accordance with the Wilfrid Laurier University Policy 6.1 titled Prevention of Harassment, Discrimination and Sexual Misconduct, as well as the Student Code of Conduct. This includes, but is not limited to, not posting, sharing or engaging with content that is inaccurate, hostile, threatening, abusive, sexist, racist or homophobic.

**4 2:4:4** If the individual requires the Marketing and Communications Department to create graphics for their social media campaign, they must follow the process outlined within 4:1 of this Policy which includes submission of the SU Marketing Request form a minimum of two (2) weeks in advance.

**2:5** Any employee or volunteer of the Students' Union can request access to a Students' Union social media account to conduct a Story Takeover but must abide by the following:

**4:2:5:1** Submit the SU Marketing Request form to the Marketing and Communications Department a minimum of one (1) week before the Takeover event/date.

**4:2:5:2** The Marketing and Communications Department will let the requester know whether the account is available for the requested time/day within forty-eight (48) hours from when the Request form was submitted, not including weekends.

# MARKETING & COMMUNICATIONS POLICY

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- 4 2:5:2:1 Takeovers will be granted on a first come, first service basis so the earlier the request is submitted the more likely the requester will get the date and time they are looking for.
- 4 2:5:2:2 If the account is already in use for that time/day, the requester will need to work with the Marketing and Communications Department to pick a different time/day for their takeover.
- 4 2:5:3 The Marketing and Communications Department reserves the right to revoke a Story Takeover at any time before the agreed time/day if a more pressing or high-level issue or event arises.
- 4 2:5:4 If the Story Takeover request is approved, a Marketing and Communications Department employee will e-mail the requester by 9:00am on the day of the scheduled Story Takeover, including the login credentials needed to access the account.
  - 4 2:5:4:1 Story Takeovers must abide by this Policy and Representing the Students' Union Agreement, the Students' Union Branding Style Guide(s), as well as the [Wilfrid Laurier University's Instagram Takeover Requests](#) instructions found on their website.
  - 4 2:5:4:2 Once the Story Takeover has concluded based on the requested time/day, the individual is no longer permitted to use the provided credentials to access that account thereafter. Any attempts to do so could lead to disciplinary measures up to and including termination of their position at the Students' Union.
- 4 2:6 The Marketing and Communications Department maintains our single X (formerly Twitter) account and Facebook page which are used primarily for prospective students, parents, alumni, and internal University communications. Any person affiliated with the Students' Union can request updates or changes be made to these platforms through the Director, Marketing Communications.
  - 4 2:6:1 The individual must reach out to the Director, Marketing Communications via e-mail to set up an appointment to meet and discuss the necessary changes a minimum of two (2) weeks in advance.

## 4:3 Web-Based Media

Any person affiliated with the Students' Union can request updates or changes be made to our Students' Union website through the Director, Marketing Communications.

- 4 3:1 The individual must reach out to the Director, Marketing Communications via e-mail to set up an appointment to meet and discuss the necessary changes a minimum of two (2) weeks in advance.

## 4:4 Coverage of Events

The Marketing and Communications Department can cover larger scale events for Students' Union departments. Smaller events are to be covered by the individual committees through their Marketing Executives.

- 4:1 If an event is overseen by the Vice President of the department, that is considered a large-scale event in which the Marketing and Communications Department can support.
- 4:4:2 If an event is overseen by a committee directly, that is considered a small-scale event in which the Marketing and Communications Department will not support unless special circumstances apply. 4:4:2:1 A special circumstance can apply in situations where there is limited staff or volunteers to provide coverage for the event, and/or there is justification for



# MARKETING & COMMUNICATIONS POLICY

coverage being required for important events which the Students' Union would want archived records of.

4:4:2:1:1 In such a situation, a committee member can bring this to the attention of their Vice President who would submit the request on behalf of the committee.

4:4:3 Event coverage is to be requested using the SU Marketing Request form by the Vice President of the department no later than three (3) weeks prior to the event.

4:4:3:1 The Marketing and Communications Department will let the requester know whether they have capacity to cover the event within forty-eight (48) hours from when the SU Marketing Request form was submitted, not including weekends.

4:4:3:1:1 If the Marketing and Communications Department cannot cover the event for any reason, they would work with the Vice President to either hire a student freelancer, or bring in a professional photographer and/or videographer to cover the event.

4 4:3:1:2 The Marketing and Communications Department is not responsible for covering the payment for a professional freelancer, this money must come from the requesting department's budget.

4:4:3:2 After the request is approved, a Marketing and Communications Department employee will be assigned to the event. They would then reach out to the requester to confirm details and expectations.

4 4:4 The standardized services for event coverage are: one (1) hour coverage of the event, around five (5) to ten (10) edited pictures of the event, and one (1) re-cap video from the event of about thirty (30) seconds to one (1) minute in length.

4 4:4:1 This package can be individualized beyond these offerings, but this must be discussed and approved by the Marketing and Communications Department a minimum of one (1) week in advance of the event date.

4 4:4:2 The package will be completed and delivered to the requester one (1) week after the event date.

4:4:5 The Marketing and Communications Department offers standardized services for event coverage, but individualized support can be identified within this process. The Students' Union encourages the requester to work with the Marketing and Communications Department to get what they need for their event. If the requester is not getting what they feel they need from the Marketing and Communications Department employee and they have tried effectively to do so, they should then go to the Director, Marketing Communications for assistance. If the Director is the one supporting the event coverage, then the requester would go to the Executive Director for further assistance.

## 4:5 Students' Union Branded Merchandise

Any person or group affiliated with the Students' Union can order Students' Union or committee branded merchandise to advertise, promote or provide information about their department but must adhere to the procedures herein.

4:5:1 If an individual would like branded merchandise created for themselves, their committee, and/or their department they must first get approval from their department Vice President a minimum of four (4) weeks in advance of when the item(s) is needed. 4:5:1:1 If approved, the Vice President would then work with the Programming & Events Manager to get a quote from our approved vendors, and ensure the item(s) is within budgetary allowance.



4:5:2 Following budget approvals, the Vice President and the Programming & Events Manager will reach out to the Director, Marketing Communications via e-mail to request graphics be created for the merchandise.

4:5:2:1 A Marketing and Communications Department employee will be assigned the work by the Director, Marketing Communications who will then contact the Vice President when designing the graphics.

4 5:2:2 The Marketing and Communications Department will complete the first draft of the graphic within three (3) to four (4) days time. Any changes need to be communicated back to the Marketing and Communications Department employee by the Vice President promptly, in order to remain on schedule.

4:5:2:3 After the graphic is created and approved by the requester and Vice President, the Marketing and Communications Department employee will send the approved graphic to the Programming & Events Manager for them to then place the order accordingly.

4 5:2:3:1 If the requester has continued issues with getting their requests completed, and they have tried working with the Marketing and Communications Department employee already, they should then contact the Director, Marketing Communications for further support.

4 5:3 If the individual wishes to create their own merchandise graphic, they must do so following this Policy, Representing the Students' Union Agreement and the Students' Union Branding Style Guide(s), as well as get approval from their supervisor on the design they have chosen. In this case the Vice President would then send the approved design to the Programming & Events Manager to have the item(s) ordered accordingly.

#### 4:6 Representing and Speaking on Behalf of the Students' Union

If a person who is affiliated with the Students' Union is asked to speak on behalf of the Students' Union or any affiliated individual, group, event, service, program, etc., they must immediately forward the individual onto the Executive Director & COO and President & CEO rather than responding themselves on the topic.

4 6:1 The Students' Union does not endorse any person affiliated with the Students' Union to speak on its behalf without explicit approval and instruction from the Executive Director & COO and President & CEO beforehand.

### **5:0 Roles and Responsibilities**

#### 5:1 Employees and Volunteers

Any employee and/or volunteer of the Students' Union must read this Policy and sign-off on the accompanying Representing the Students' Union Agreement form at the start of their roles' term, as well as the following:

- 5 1:1 Create their own print or digital media for the Students' Union which abides by this Policy, Representing the Students' Union Agreement and Students' Union Branding Style Guide(s), or submit the SU Marketing Request form to access support from the Marketing and Communications Department for such;
- 5 1:2 Abide by this Policy and Representing the Students' Union Agreement when sharing or posting information about the Students' Union;
- 5 1:3 Submit the SU New/Existing Account Request form if a new social media account is needed for their role and/or department, and abide by all terms within the SU Social Media Usage form;
- 5 1:4 Request to meet with the Director, Marketing Communications via e-mail to discuss updates or changes to our Students' Union website;

- 5 1:5 Organize their own coverage for smaller scale events which abide by this Policy, or submit the Marketing Request form to access support from the Marketing and Communications Department for such;
- 5 1:6 Submit requests for branded merchandise to their supervisor, who will then liaise with the Programming & Events Manager as well as the Director, Marketing Communications to create and order; and
- 5 1:7 Speak to their supervisor or the Director, Marketing Communications if they are experiencing any issues with Marketing and Communications Department staff or the processes therein.

## 5:2 Supervisor

Supervisors are responsible for supporting their employee(s) as it pertains to this Policy and Representing the Students' Union Agreement, and liaising with the Director, Marketing Communications when there are any questions or concerns with process or staff therein.

## 5:3 Marketing and Communications Department Employees

The Marketing and Communications Department is responsible for facilitating the processes outlined within this Policy, Representing the Students' Union Agreement and Students' Union Branding Style Guides which include the following:

- 5 3:1 Respond to requests within a reasonable timeframe or as prescribed within this Policy; and
- 5:3:2 Work collaboratively and cooperatively with employees and volunteers to achieve their marketing and communication goals, where possible, and report any issues to the Director, Marketing Communications, Human Resources, Executive Director & COO, or the President & CEO.

## 5:4 Human Resources

The Human Resources department is responsible for acting as a central point of contact to communicate and coordinate the Marketing and Communications Policy with all involved workplace parties (employees, supervisors, and Senior Level Leadership). Additionally, the Human Resources department responsibilities are as follows:

- 5 4:1 Facilitate the creation of the Marketing and Communications Policy with the Director, Marketing Communications, and subsequent updates as required;
- 5 4:2 Initiate an annual review of the Policy, including obtaining feedback from employees and/or relevant departments;
- 5 4:3 Ensure all employees are aware of the Policy and are provided with a copy of it; and
- 5:4:4 Provide support and guidance to employees, supervisors and the Director, Marketing Communications as needed to achieve the guidelines set out in the Policy and Representing the Students' Union Agreement.

## 5.5 Senior Level Leadership

The Students' Union and its Senior Level Leadership responsibilities are as follows:

- 5 5:1 Review and sign-off on the Policy annually, at minimum, or whenever there are changes;
- 5 5:2 Ensure there are measures in place to protect the Students' Union's reputation and brand as it relates to marketing and communications; and
- 5 5:3 Ensure there are processes in place to train and maintain compliance of the Policy.



# REPRESENTING THE STUDENTS' UNION AGREEMENT

As an employee and/or volunteer of the Students' Union, I understand that my actions and behaviour, whether online or otherwise, can shape the way others view the Students' Union even when I am not doing so within the purview of my role. As such, and as a representative of the Students' Union, I agree to abide by the following online and in-person:

- I will not share anything about the Students' Union, nor it's members, employees and alumni, that could be considered confidential or proprietary; Page **1** of **1**
- I will not announce or reveal a Students' Union policy, project or initiative prior to an official announcement from the Organization being published first;
- My posts and/or actions will remain in accordance with all applicable laws, legislation, Wilfrid Laurier University policies, and Students' Union policies and procedures;
  - I will not act out of accordance with the Wilfrid Laurier University Policy 6.1 titled Prevention of Harassment, Discrimination and Sexual Misconduct, as well as the Student Code of Conduct, which I understand includes but is not limited to, sharing information that is inaccurate, hostile, violent, threatening, abusive, sexist, racist or homophobic;
- I understand that I am encouraged to post and/or act in a manner that is authentic to my personal brand but that does not negatively impact the Students' Union brand;
  - When posting and/or acting within the scope of my role, I will remain nonpartisan on any legal, electoral, political or socially divisive issue(s);
  - When posting and/or acting within a personal capacity outside of my role, I will make it clear that my opinion is not that of the Students' Union if I chose to take a stance on any legal, electoral, political or socially divisive issue(s);
  - I will not wear my Students' Union uniform, or branded clothing items, when posting and/or acting within a personal capacity outside of my role if doing so could negatively impact the Students' Union brand;
  - I will read and follow my department's Students' Union Branding Style Guide when creating or sharing content within the scope of my role; and
  - I understand that I may be asked to share official Students' Union content on my personal social media profile from time to time, and that while this is encouraged, it is my own personal decision to post.

I, (first and last name), hereby confirm that I have read, understand and agree to the terms within the Marketing and Communications Policy, as well as this Agreement. I understand that failure to abide by these terms may result in disciplinary action up to and including the termination of my position with the Students' Union.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**MONITORING REPORT**  
**PRESIDENT & CHIEF EXECUTIVE OFFICER**

**Executive Limitation #2e – Financial Planning & Budgeting**

This interpretations-based monitoring report is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of its adherence to the Executive Limitation policies as established by the Board of Directors. I certify that the information is developed without prejudice or bias and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise

Signed,

A handwritten signature in black ink, appearing to read "Ben Jesseau", written in a cursive style.

Ben Jesseau

President & Chief Executive Officer

Date completed: February 20<sup>th</sup>, 2025

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## SECTION – EL #2e, 1

### Financial Planning & Budgeting

### EL #2e

**With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.**

**The President will not:**

1. Deviate materially from Board Ends priorities during financial planning;
2. Risk financial jeopardy in the budget; or
3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. Present a budget or updated report to the Board in a manner that is disparate to the previous report.
5. Allow the budgeting process to omit:
  - a. Credible projection of revenues and expenses;
  - b. Separation of capital and operational items;
  - c. Cash flow analysis;
  - d. Disclosure of planning assumptions;
  - e. A plan for project financing;
  - f. The over \$10,000 expense report from the previous fiscal year.
  - g. Contingency and mitigation strategies.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
  - a. Income statement;
  - b. Balance sheet;
  - c. Cash flow analysis;
  - d. Growth projections for upcoming academic term;
  - e. Qualitative key performance indicators. |

## CEO INTERPRETATION

I interpret “**deviate materially**” as making intentional decisions that impact operations and finances by going beyond the parameters mandated by the Board of Directors in the Ends Policy and allocating resources to programming and services which do not fulfil the Ends of the Organization.

I interpret “**Board Ends priorities**” as the Ends Policies outlined in the 2024/25 Policy Manual.

I interpret “**financial planning**” as the process of creating the budget for the upcoming fiscal year with the incoming President and their team.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The inflow and outflow of resources do not deviate from the Board’s Ends priorities and an Ends based budgeting system is used during financial budget planning.
- The Board approves the operational budget and all purchases made above \$10,000.
- The operating budget package contains an Ends based breakdown of allocation of resources.

## SECTION – EL #2e, 1

### Financial Planning & Budgeting

### EL #2e

**With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.**

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2. Risk financial jeopardy in the budget; or
3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. Present a budget or updated report to the Board in a manner that is disparate to the previous report.
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  - a. Credible projection of revenues and expenses;
  - b. Separation of capital and operational items;
  - c. Cash flow analysis;
  - d. Disclosure of planning assumptions;
  - e. A plan for project financing;
  - f. The over \$10,000 expense report from the previous fiscal year.
  - g. Contingency and mitigation strategies.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
  - a. Income statement;
  - b. Balance sheet;
  - c. Cash flow analysis;
  - d. Growth projections for upcoming academic term;
  - e. Qualitative key performance indicators. |

## EVIDENCE

1. Students' Union Operating Budget
  - a. This document, approved by the Board of Directors, allocates the operating budget expenditures to the Organization's Ends. (Appendix A)
2. Report of Planned Expenditures over \$10,000. (Appendix B)
  - a. All further expenses above \$10,000, or those that have approached \$10,000 have been brought to the Board for approval and/or information as needed.

I report this section as **COMPLIANT.**



## SECTION – EL #2e, 2

### Financial Planning & Budgeting

### EL #2e

**With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.**

**The President will not:**

1. Deviate materially from Board Ends priorities during financial planning;
2. Risk financial jeopardy in the budget; or
3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. Present a budget or updated report to the Board in a manner that is disparate to the previous report.
5. Allow the budgeting process to omit:
  - a. Credible projection of revenues and expenses;
  - b. Separation of capital and operational items;
  - c. Cash flow analysis;
  - d. Disclosure of planning assumptions;
  - e. A plan for project financing;
  - f. The over \$10,000 expense report from the previous fiscal year.
  - g. Contingency and mitigation strategies.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
  - a. Income statement;
  - b. Balance sheet;
  - c. Cash flow analysis;
  - d. Growth projections for upcoming academic term;
  - e. Qualitative key performance indicators.

## CEO INTERPRETATION

I interpret “**risk financial jeopardy**” as permitting the Organization to have insufficient liquid assets at the end of the fiscal year, which are required to maintain normal operations inclusive of 120-160 days, and/or depletion of long-term funds.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The budget presented to the Board is balanced and zero-based, and revenues equate the expenses.
- At the end of each fiscal year, the Students’ Union will be able to access the required funds to sustain normal operations of 120 to 160 days at the beginning of the operating period.

## EVIDENCE

1. Students’ Union Operating Budget
  - a. As approved by the Board of Directors, it shows that the Organization intends to operate at a net-zero budget.
  - b. The full document can be seen in previous Board martials from April 2024.
2. Cash Flow Forecast (Appendix C)
  - a. This chart is a prediction of the Organization’s cash flows over the fiscal year for 2024/25.

I report this section as **COMPLIANT**.



## SECTION – EL #2e, 3

### Financial Planning & Budgeting

### EL #2e

**With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.**

**The President will not:**

1. Deviate materially from Board Ends priorities during financial planning;
2. Risk financial jeopardy in the budget; or
3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. Present a budget or updated report to the Board in a manner that is disparate to the previous report.
5. Allow the budgeting process to omit:
  - a. Credible projection of revenues and expenses;
  - b. Separation of capital and operational items;
  - c. Cash flow analysis;
  - d. Disclosure of planning assumptions;
  - e. A plan for project financing;
  - f. The over \$10,000 expense report from the previous fiscal year.
  - g. Contingency and mitigation strategies.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
  - a. Income statement;
  - b. Balance sheet;
  - c. Cash flow analysis;
  - d. Growth projections for upcoming academic term;
  - e. Qualitative key performance indicators.

## CEO INTERPRETATION

I interpret “**multi-year plan**” as a plan that includes the strategic goals of the Students’ Union, as guided by the organization’s Ends Policy, and operationalized by the President’s Annual Plan

I interpret “**organizational financial self-sustainability**” as the Students’ Union not leaving the Organization in financial jeopardy. This includes not planning to incur expenses beyond those of our projected revenues in a given fiscal year.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The balanced budget is based on the Ends Policy.
- Contingency practices such as reserve accounts are added annually to ensure long-term sustainability.
- The Students’ Union holds adequate insurance to ensure contingency.

## EVIDENCE

1. Students’ Union Operating Budget, allocated by Ends. (Appendix A)
2. Health & Dental Reserve (Appendix D)
  - a. This shows that there is currently money set aside in the Health and Dental Reserve.
3. Property and Liability Insurance (Appendix E)

I report this section as **COMPLIANT**.

## SECTION – EL #2e, 4

### Financial Planning & Budgeting

### EL #2e

**With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.**

**The President will not:**

1. Deviate materially from Board Ends priorities during financial planning;
2. Risk financial jeopardy in the budget; or
3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. **Present a budget or updated report to the Board in a manner that is disparate to the previous report.**
5. Allow the budgeting process to omit:
  - a. Credible projection of revenues and expenses;
  - b. Separation of capital and operational items;
  - c. Cash flow analysis;
  - d. Disclosure of planning assumptions;
  - e. A plan for project financing;
  - f. The over \$10,000 expense report from the previous fiscal year.
  - g. Contingency and mitigation strategies.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
  - a. Income statement;
  - b. Balance sheet;
  - c. Cash flow analysis;
  - d. Growth projections for upcoming academic term;
  - e. Qualitative key performance indicators. |

## CEO INTERPRETATION

I interpret “**disparate to the previous report**” as not providing an accurate comparison of the preceding year’s fiscal budget and report(s).

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Budget reports are provided to the Board in the same format year after year (and term by term). All changes must be demonstrated through direct comparison of the previous year’s documents, accompanied by a verbal explanation.

## EVIDENCE

1. Students’ Union Operating Budget
  - a. This document approved by the Board of Directors is provided in the same format year after year.
2. Financial Update Presentations from the Director, Finance & Administration.
  - a. These updates are provided in the same format each term.

I report this section as **COMPLIANT.**

## SECTION – EL #2e, 5

### Financial Planning & Budgeting

### EL #2e

**With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.**

**The President will not:**

1. Deviate materially from Board Ends priorities during financial planning;
2. Risk financial jeopardy in the budget; or
3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. Present a budget or updated report to the Board in a manner that is disparate to the previous report.
5. Allow the budgeting process to omit:
  - a. Credible projection of revenues and expenses;
  - b. Separation of capital and operational items;
  - c. Cash flow analysis;
  - d. Disclosure of planning assumptions;
  - e. A plan for project financing;
  - f. The over \$10,000 expense report from the previous fiscal year.
  - g. Contingency and mitigation strategies.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
  - a. Income statement;
  - b. Balance sheet;
  - c. Cash flow analysis;
  - d. Growth projections for upcoming academic term;
  - e. Qualitative key performance indicators. |

## CEO INTERPRETATION

I interpret “**credible**” as budgeted revenues and expenses which are projected and confirmed on good authority by professional staff in the Finance department and taking into consideration contextual information and subsequently confirmed in the budgeting process.

I interpret “**revenues**” as inflow of assets including but not limited to providing services, programming and business operations.

I interpret “**expenses**” as the outflow of assets or costs that are required to effectively operate the components of the Students’ Union including but not limited to: programming, services, product offerings and the human capital associated with them.

I interpret “**capital items**” as products, goods, services and/or projects with a monetary value exceeding \$10 000 and with usefulness that will go beyond one fiscal year.

I interpret “**operational items**” as expenses that are required to execute the daily functions and initiatives of the Students’ Union.

I interpret “**cash flow analysis**” as a review of expenses and revenues within a specified time period that reflects the cash balance of the organization through critical assessment.

## SECTION – EL #2e, 5

### Financial Planning & Budgeting

### EL #2e

**With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.**

**The President will not:**

1. Deviate materially from Board Ends priorities during financial planning;
2. Risk financial jeopardy in the budget; or
3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. Present a budget or updated report to the Board in a manner that is disparate to the previous report.
5. Allow the budgeting process to omit:
  - a. Credible projection of revenues and expenses;
  - b. Separation of capital and operational items;
  - c. Cash flow analysis;
  - d. Disclosure of planning assumptions;
  - e. A plan for project financing;
  - f. The over \$10,000 expense report from the previous fiscal year.
  - g. Contingency and mitigation strategies.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
  - a. Income statement;
  - b. Balance sheet;
  - c. Cash flow analysis;
  - d. Growth projections for upcoming academic term;
  - e. Qualitative key performance indicators. |

I interpret “**disclosure of planning assumptions**” as being transparent and providing information of any operational changes projected through the budgeting process, which impact the revenue projects and planned expenditures.

I interpret “**project financing**” as a financial plan assessing the immediate, short-term and long-term impacts including but not limited to a loan structure that may be acquired for capital items.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Finance Department confirms the accuracy of the budget.
- The yearly audit confirms the accuracy of the Finance Department and the budget.
- Items over \$10,000 receive a separate analysis and approval from the Board.
- The Finance Department supplies a cash flow forecast to demonstrate cash flow analysis.
- Projected revenues and expenditures can be verified by the Finance Department (and subsequently reinforced by the auditing process)
- Expenditures are based on an Ends based budget.
- Departments provide the financing plan for each capital related project(s).

## SECTION – EL #2e, 5

### Financial Planning & Budgeting

### EL #2e

**With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.**

**The President will not:**

1. Deviate materially from Board Ends priorities during financial planning;
2. Risk financial jeopardy in the budget; or
3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. Present a budget or updated report to the Board in a manner that is disparate to the previous report.
5. Allow the budgeting process to omit:
  - a. Credible projection of revenues and expenses;
  - b. Separation of capital and operational items;
  - c. Cash flow analysis;
  - d. Disclosure of planning assumptions;
  - e. A plan for project financing;
  - f. The over \$10,000 expense report from the previous fiscal year.
  - g. Contingency and mitigation strategies.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
  - a. Income statement;
  - b. Balance sheet;
  - c. Cash flow analysis;
  - d. Growth projections for upcoming academic term;
  - e. Qualitative key performance indicators. |

## EVIDENCE

1. The Board is informed of any and all significant capital projects.
  - a. Any capital projects that required financing outside of the annual budgeting process have been brought to the Board for approval.
2. Expenditures over \$10,000 Report (Appendix B)
  - a. This was included in the Board package in April 2024, and will be provided again in April 2025 for the next fiscal year.
3. Cash Flow Forecast (Appendix C)

I report this section as **COMPLIANT.**



## SECTION – EL #2e, 6

### Financial Planning & Budgeting

### EL #2e

**With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.**

**The President will not:**

1. Deviate materially from Board Ends priorities during financial planning;
2. Risk financial jeopardy in the budget; or
3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. Present a budget or updated report to the Board in a manner that is disparate to the previous report.
5. Allow the budgeting process to omit:
  - a. Credible projection of revenues and expenses;
  - b. Separation of capital and operational items;
  - c. Cash flow analysis;
  - d. Disclosure of planning assumptions;
  - e. A plan for project financing;
  - f. The over \$10,000 expense report from the previous fiscal year.
  - g. Contingency and mitigation strategies.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
  - a. Income statement;
  - b. Balance sheet;
  - c. Cash flow analysis;
  - d. Growth projections for upcoming academic term;
  - e. Qualitative key performance indicators.

## CEO INTERPRETATION

I interpret “**provide less for Board prerogatives**” as intentionally making decisions which would alter the approved costs associated with the Governance budget or impact the financial plans of the Board through the alteration of finances.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The President does not affect the financial plans for the Board by limiting access to financial resources beyond what is outlined in Governance budget.

## EVIDENCE

1. Governance Budget (as approved in April 2024)
  - a. This document can be found in previous Board packages from April 2024, and can be provided directly at the Board’s request.
  - b. The Chair of the Board & CGO has had full control over spending within this approved budget, and the President has signed off on all submitted expenses from the Chair.

I report this section as **COMPLIANT.**

## SECTION – EL #2e, 7

### Financial Planning & Budgeting

### EL #2e

**With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.**

**The President will not:**

1. Deviate materially from Board Ends priorities during financial planning;
2. Risk financial jeopardy in the budget; or
3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. Present a budget or updated report to the Board in a manner that is disparate to the previous report.
5. Allow the budgeting process to omit:
  - a. Credible projection of revenues and expenses;
  - b. Separation of capital and operational items;
  - c. Cash flow analysis;
  - d. Disclosure of planning assumptions;
  - e. A plan for project financing;
  - f. The over \$10,000 expense report from the previous fiscal year.
  - g. Contingency and mitigation strategies.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
  - a. Income statement;
  - b. Balance sheet;
  - c. Cash flow analysis;
  - d. Growth projections for upcoming academic term;
  - e. Qualitative key performance indicators.

## CEO INTERPRETATION

I interpret “**reports**” as three times through the President’s term in office for fiscal year 2024-25, and one final report from the auditors based on the fiscal year 2023-24 as indicated by the Chair of the Board.

I interpret “**actuals to projections**” as a comparison between the budgeted amounts which were approved, and the expended amount at the time of monitoring based on reconciliation.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The President and CEO provides an updated term report to the Board after each academic term. The remaining one should be reported once the audit has been completed each year.

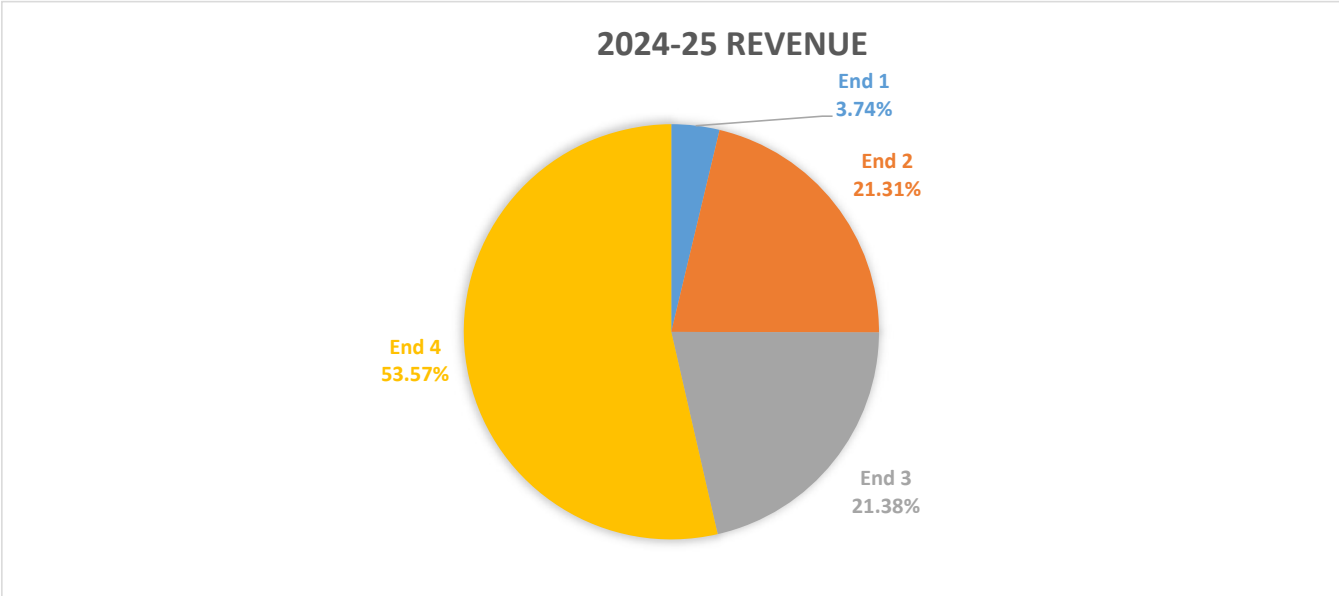
## EVIDENCE

1. The Director, Finance & Administration has provided the Board with a report following both the Spring and Fall Term.
2. The Board was presented with the 2023/2024 audited financial statements for approval.

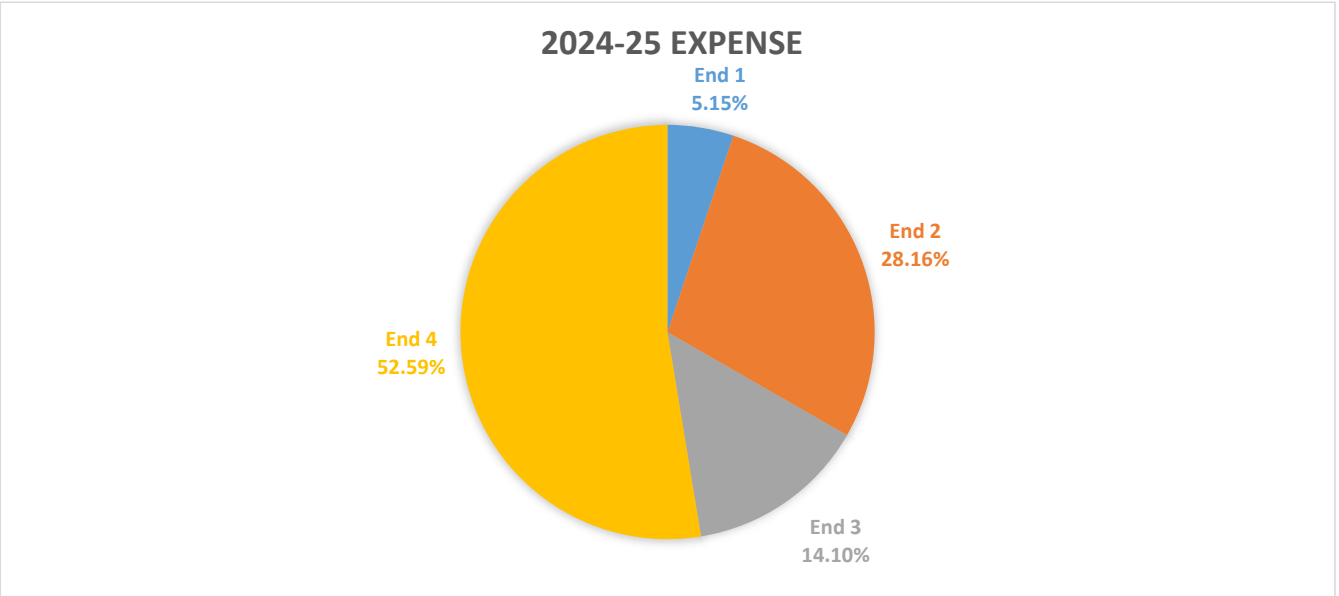
I report this section as **COMPLIANT**.



2024-25 Budget Summary Allocated by Ends



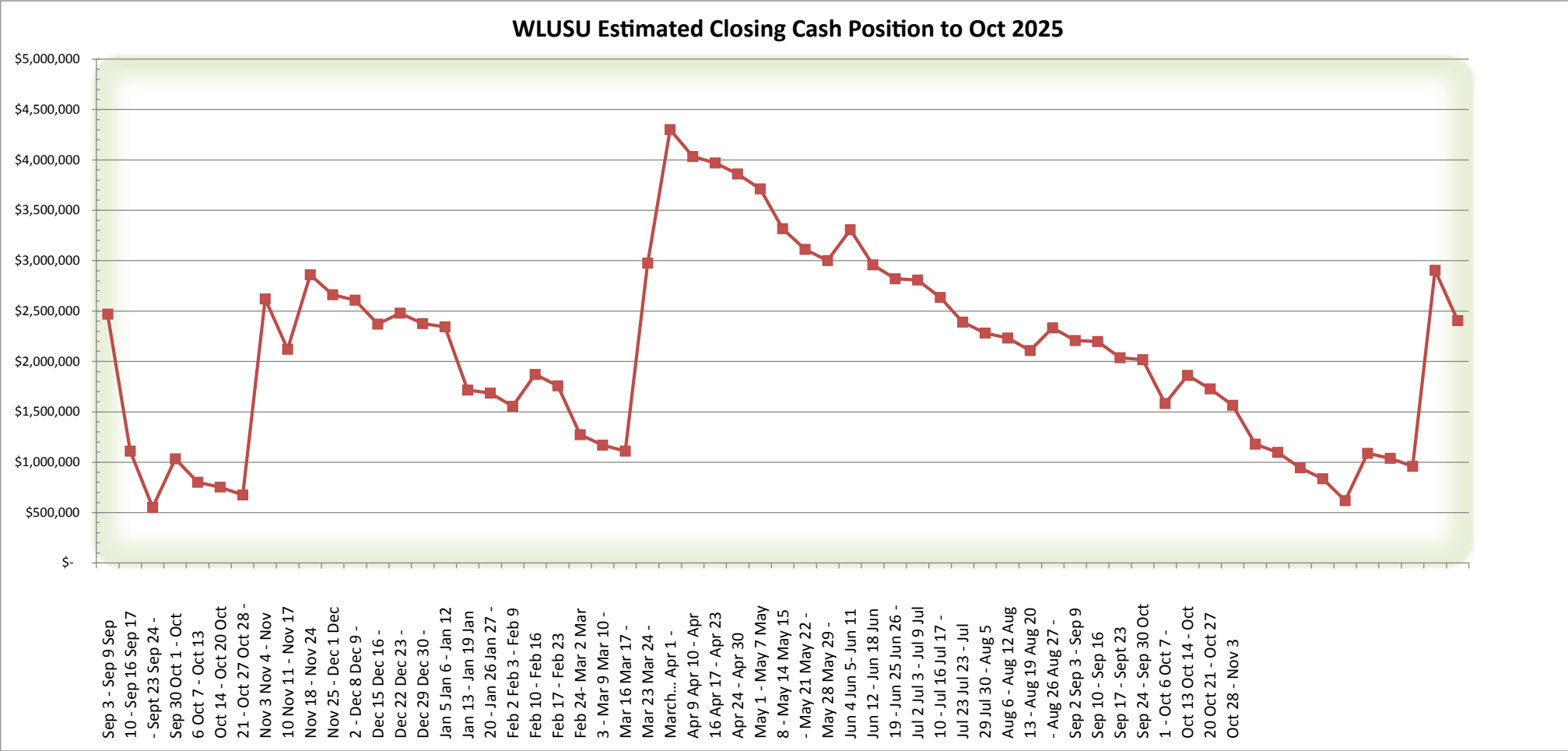
- 1. An affordable, accessible, and high quality academic experience;
- 2. A safe, sustainable, and empowering environment;
- 3. Diverse and inclusive social interaction;
- 4. Products and services that cater to the financial needs of students.



Appendix B

SU 2024-25 Over \$10K Payment Report	
C&A Campus Clubs & Associations Fund	\$150,000 (\$25,000 from Dean of Students)
C&A Clubs & Associations Website (Nest)	\$40,000
C&A Clubs & Associations Special Projects	\$10,000
GSR 1 <sup>st</sup> Installment OUSA Membership Fee	\$32,000
GSR 2 <sup>nd</sup> Installment OUSA Membership Fee	\$32,000
President & CEO Special Projects	\$20,000
President & CEO Merchandising	\$15,000
PSB Hawk Team Small Scale Programming	\$10,000
PSB Hawk Team Medium Scale Programming	\$10,000
PSB Hawk Team Large Scale Programming	\$40,000
PSB Hawk Team Rental Expense Venues	\$10,000
PSB O-Week FYS Kit Contents	\$21,000
PSB O-Week Programming	\$95,000
PSB O-Week Food Expense	\$47,000
PSB O-Week Tech	\$25,000
PSB O-Week Sanderson Centre	\$20,000
PSB Food Bank Food Expense	\$10,000
PSW A-Team Sherwood Concert Tech	\$40,000
PSW A-Team Live Concert	\$70,000
PSW A-Team Large Scale Programming	\$30,000
PSW A-Team Medium Scale Programming	\$10,000
PSW First Year Events	\$10,000
PSW Wilf's Weekly Programming Entertainment	\$30,000
PSW Special Events	\$10,000
PSW Food Bank Parcel Service Cost	\$15,000
Turret Amp replacements	\$10,000
Staff Retreat/Transition	\$15,000
Board Room Updates (Waterloo & Brantford)	\$100,000
WLU Athletics Agreement	\$10,000
Audit Expense	\$28,000
Insurance Expense	\$84,000
PSW O-Week Clothing	\$155,800
PSW O-Week Entertainment	\$233,000
PSW O-Week Riders	\$15,000
PSW O-Week Food	\$33,560
PSW O-Week Contracted Services	\$57,500
PSW O-Week Rentals	\$144,000
VO Fall/Winter/YE Volunteer Appreciation Events	\$50,000
VO Special Projects	\$15,000
VO Sterling Back Check Membership	\$15,500

Appendix C



Appendix D

Report (GLTRLR1)

Trial Balance as of 2025-02-28

In Functional Currency

Sort By

[Account No.]

Include Accounts With No Activity

[No]

For Year-Period

[2025 - 10]

From Account No.

[3000-02-050] To [3000-02-050]

From Account Group

[ ] To [ZZZZZZZZZZZZ]

Use Rolled Up Amounts

[No]

Account Number	Description	Debits	Credits
3000-02-050	EQUITY - HEALTH PLAN CONTIGENCY RE		945,000.00
	Total:	0.00	945,000.00
	Amount Out Of Balance:	945,000.00	
	Net Income (Loss) for Accounts Listed:	0.00	

1 account printed



**Commercial Insurance Summary  
Renewal**

Prepared especially for

*Wilfrid Laurier University Students'  
Union*

through the facilities of

HUB International Ontario Limited - St.  
Catharines

Main: (905) 688-1534  
Email: [jim.henry@hubinternational.com](mailto:jim.henry@hubinternational.com)

# Commercial Insurance Summary

## Renewal



Policy No. 501421725

Declarations

Effective 2024-05-01

**Novex Insurance Company** (hereinafter called the Insurer or the Company), in consideration of the premium specified, agrees to indemnify the Insured in accordance with these Declarations and the attached forms.

### Insured

**Wilfrid Laurier University Students' Union**

### Postal Address of Insured

75 University Avenue W.

Main: 519-884-0710

Fax: 519-884-7723

Fred Nichols Campus Centre 2nd Flr

Waterloo, Ontario N2L 3C5

### Locations and Loss Payees

Per attached Locations and Loss Payees schedule

### Insurance Broker

HUB International Ontario Limited - St. Catharines

Main: (905) 688-1534

Fax: (905) 688-9381

211 Martindale Road, Suite D3

St. Catharines, Ontario L2S 3V7

### Period of Coverage (12:01 a.m. standard time at the Postal Address of the Insured)

From **May 1, 2024** to **May 1, 2025**

### Form of Business

Corporation

### Description of Business Operations

University Students' Union/Bar

### Summary of Insurance Coverage and Annual Premium

Type of Coverage	Annual Premium	Minimum Retained Coverage Premium
Property	Incl	Nil
Equipment Breakdown	Incl	Nil
Crime	Incl	Nil
Liability	Incl	Nil
Umbrella Liability	Incl	Nil
Other	Incl	Nil
Total Annual Premium	<b>\$83,670</b>	
Premium Payable (excl. appl. taxes)	<b>\$83,670</b>	
Minimum Retained Policy Premium	<b>\$20,917</b>	

# Commercial Insurance Summary

## Locations and Loss Payees



Policy No. 501421725

Declarations

Effective 2024-05-01

**1. 75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario N2L 3C5**

Contents

Pitney Bowes Global Credit Services - Orangeville  
Box 278 Stn A  
Orangeville, Ontario L9W 2Z7

In the event of policy cancellation, the insurer will endeavour to provide 15 days written notice to the loss payee. Re: Postage Machine.

**2. 103 Darling Street, Brantford, Ontario N3T 2K8**

**3. 1 Market Street, Brantford, Ontario N3T 6C8**

Equipment

RCAP Leasing Inc.  
5575 North Service Road, Suite 300  
Burlington, Ontario L7L 6M1

In the event of policy cancellation, the insurer will endeavour to provide 15 days written notice to the loss payee with respect to lease #97246-315689 Re: POS System

**4. 150 Dalhousie Street, Brantford, Ontario N3T 2J4**



# **Additional Insured**

**The Policy is extended to cover the following named as an Additional Insured with respect to the liability arising out of the operations of the Named Insured:**

- Wilfrid Laurier University.
- All clubs, associations, and societies that are affiliated, ratified, and unincorporated

**Further, the Policy shall not be cancelled, reduced, materially changed or altered without prior written notice. The prior written notice will not be less than 60 days.**

# Commercial Insurance Summary

## Schedule of Insurance



Policy No. 501421725

Declarations

Effective 2024-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
<b>Property</b>				
<b>BF02N (02-18)</b>	<b>Commercial Building and/or Contents - Broad Form</b>	10,000	90%	8,910,000
	Blanket coverage applies			
	Replacement Cost Endorsement			
	Stated Amount - Waiver of Co-Insurance Endorsement			
	Commercial Building/or and Contents Form			
<b>E023N (07-17)</b>	<b>Flood Endorsement</b>			
	At Loc 1 (75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario)	25,000		
	At Loc 2 (103 Darling Street, Brantford, Ontario)	25,000		
	At Loc 3 (1 Market Street, Brantford, Ontario)	25,000		
	At Loc 4 (150 Dalhousie Street, Brantford, Ontario)	25,000		
<b>E021N (07-17)</b>	<b>Earthquake Shock Endorsement</b>			
	At Loc 1 (75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario)			
	Deductible percentage - 3%			
	Deductible minimum amount - \$100,000			
	At Loc 2 (103 Darling Street, Brantford, Ontario)			
	Deductible percentage - 3%			
	Deductible minimum amount - \$100,000			
	At Loc 3 (1 Market Street, Brantford, Ontario)			
	Deductible percentage - 3%			
	Deductible minimum amount - \$100,000			
	At Loc 4 (150 Dalhousie Street, Brantford, Ontario)			
	Deductible percentage - 3%			
	Deductible minimum amount - \$100,000			
<b>BF26N (10-11)</b>	<b>Electronic Data Processing (Broad Form)</b>			
	EDP equipment and media	10,000	90%	
	Electronic Data Processing Form			90,000
	Replacement Cost Endorsement			
	Property of Others at the Insured Premises	2,500		
<b>EP40N (03-19)</b>	<b>Edge Complete 3.0</b>			
<b>E042N (05-17)</b>	<b>Sewer Back Up Endorsement</b>			
	At Loc 1 (75 University Avenue W., Fred Nichols Campus Centre 2nd Flr, Waterloo, Ontario)	2,500		
	At Loc 2 (103 Darling Street, Brantford, Ontario)	2,500		
	At Loc 3 (1 Market Street, Brantford, Ontario)	2,500		
	At Loc 4 (150 Dalhousie Street, Brantford, Ontario)	2,500		
<b>E199N (06-20)</b>	<b>Virus and Bacteria Exclusion Endorsement</b>			
<b>E201N (04-21)</b>	<b>Cyber Incident Exclusion</b>			

# Commercial Insurance Summary

## Schedule of Insurance



Policy No. 501421725

Declarations

Effective 2024-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
GE0001	Course of Construction Endorsement			500,000
2485N (01-10)	Declaration of Emergency Endorsement			
BI14N (10-11)	Profits - Actual Loss Sustained			
	Maximum indemnity period in months - 24			
	Profits - Actual Loss Sustained Form			3,113,000
BI07N (10-11)	Extra Expense			1,000,000
E033N (03-09)	Ordinary Payroll Profits Form (180 Days)			986,301
BI05N (01-11)	Contingent Business Interruption Profits - Recipient Property			250,000
EP41N (02-18)	Business Interruption Extension 3.0			
<b>Equipment Breakdown</b>				
BM12N (07-21)	Equipment Breakdown Max	10,000		
	Limits of Insurance - Included			
	Option 3 Coverage			
<b>Crime</b>				
C112N (03-20)	Crime 2.0 Coverage	1,000		
	Employee Dishonesty			250,000
	Theft, Robbery or Burglary			30,000
	Fraud - Limit per Coverage			
	3.1 Money Orders or Counterfeit Money			25,000
	3.2 Forgery or Alteration			25,000
	3.3 Computer Fraud			50,000
	3.4 Funds Transfer Fraud			25,000
	Expenses - Blanket Limit			10,000
	4.1 Professional Fees			
	4.2 Theft, Robbery or Burglary Reward			
	4.3 Medical Expenses			
	4.4 Computer Data Restoration Expenses			
	Service Extension (aggregate)			10,000

# Commercial Insurance Summary

## Schedule of Insurance



Policy No. 501421725

Declarations

Effective 2024-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
<b>Liability</b>				
<b>LR20N (03-19)</b>	<b>Commercial General Liability Max</b>			
	Products and Completed Operations Hazard Aggregate Limit			5,000,000
	Coverage A - Bodily Injury and Property Damage Property Damage Deductible	5,000		5,000,000
	Coverage B - Personal Injury and Advertising Liability			5,000,000
	Coverage C - Medical Payments			25,000
	Coverage D - Tenants' Legal Liability	1,000		5,000,000
	Additional Insured Extension			
	Commercial General Liability Max Wording			0
	Liquor Liability			
	Participants Injury			
<b>GE0002</b>	<b>S.P.F No. 6 - Standard Non-Owned Automobile Liability Policy</b>			5,000,000
	S.P.F No. 6 - Standard Non-Owned Automobile Liability Policy Form			
L219N (10-11)	Legal Liability for Damage to Hired Automobiles (SEF 94)	500		50,000
L220N (01-15)	Contractual Liability Endorsement (SEF 96)			
L221N (03-09)	Excluding Long Term Leased Vehicle Endorsement (SEF 99)			
<b>L257N (10-11)</b>	<b>Reduction of Coverage for Lessees or Drivers of Leased Vehicles Endorsement (OEF 98B)</b>			
<b>EL40N (03-19)</b>	<b>Liability Edge 3.0</b>			
<b>L307N (03-19)</b>	<b>Abuse Limitation Endorsement (Per Occurrence Basis)</b>			
	Deductible - 10%			
	Sublimit:			
	Aggregate			500,000
	Each Claim			500,000
<b>GE0003</b>	<b>Athletics Activities</b>			
<b>GE0004</b>	<b>Student Peer Counselling Extension</b>			
	Aggregate Limit			500,000

# Commercial Insurance Summary

## Schedule of Insurance



Policy No. 501421725

Declarations

Effective 2024-05-01

Form No.	Type of Coverage	Deductible	Co-Insurance	Limit/Amount
<b>D002N (09-17)</b>	<b>Non-Profit Organization Liability (D&amp;O) (Claims Made Form)</b>			
	A- Insured Person Non-Indemnifiable Liability: Aggregate Limit of Liability			5,000,000
	B- Insured Person Indemnifiable Liability: Aggregate Limit of Liability			5,000,000
	C- Insured Organization Liability: Aggregate Limit of Liability			5,000,000
	Employment Practices Wrongful Act: Aggregate Limit of Liability			1,000,000
	Fiduciary Wrongful Act: Aggregate Limit of Liability			1,000,000
	Total Aggregate Limit of Liability per Policy Period			5,000,000

### D150N (08-17) Abuse Exclusion (D&O)

## Umbrella Liability

<b>UL01N (08-19)</b>	<b>Commercial Umbrella Coverage</b>			5,000,000
	Self insured retention - 10,000			
	Underlying insurance, as per attached schedule			
	Commercial Umbrella Wording			

### U285N (08-19) Edge Umbrella Liability Limitation Endorsement

### U295N (03-19) Commercial Umbrella Liability Abuse Exclusion Endorsement

## Other

### G011N (09-22) General Conditions

### G021N (09-22) Commercial Policy Conditions and Statutory Conditions

Minimum Retained Premium 25%

Annual Premium:

\$83,670



**Wilfrid Laurier University Students' Union  
Board of Directors**

**DATE: May 6, 2024**

**LOCATION: Online via Zoom  
Board of Directors Meeting**

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**Board of Directors Present:**

Chair of the Board & Chief Governance Officer: Gabrielle Russo;

Vice Chair of the Board: Lulia Habtemichael;

Directors: Natalie Bounket, Noah Espiritu, Aya Ijam, Nicole Lehecka, Devananda Nakshatra, Daniel Rubinoff, Anya Russolo, Bilal Tariq;

**Staff Present:**

Director, Policy, Research & Advocacy: Ian Muller;

Executive Director & Chief Operating Officer: Phil Champagne;

**Gallery Present:**

President & Chief Executive Officer: Ben Jesseau;

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**1. Call to Order, Chair Russo**

The meeting was called to order via Zoom on May 6, 2024, at 7:15 PM. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishinaabe and Haudenosaunee peoples.

**2. Regrets, Chair Russo**

- Director Griffin St. George and Director Avinash Godse-Shah sent regrets.

**3. Conflicts of Interest, Chair Russo**

- No conflicts of interest were reported.

**4. Adoption of Agenda, Chair Russo**

**MOTION** (Director Russolo/Director Rubinoff) that the Board of Directors adopt the agenda as presented. **CARRIED**.

**5. Approval of Meeting Minutes – March 18, 2024, April 1, 2024 and April 23, 2024, Chair Russo**

**MOTION** (Director Espiritu/Vice Chair Habtemichael) that the Board of Directors adopt the agenda as presented. **CARRIED**

**6. Comments from the Chair of the Board & CGO, Chair Russo**

- Chair Russo expressed gratitude to all members for responding to the poll and emails and thanked everyone for attending the meeting.
- The Chair is transitioning to using the new board chair email for board-related matters. Members are encouraged to use this email moving forward.
- Headshots are requested from all directors for the board's website. Members who have

photos ready should send them to the Chair. For those who do not, marketing will organize a session in the fall.

**7. Comments from the President & CEO, President Jesseau**

- President Jesseau provided an update, mentioning that it's only day four for the team, with onboarding and team-building activities underway. Annual planning will begin soon, and more details will be shared at the June meeting.

**8. Comments from the Executive Director and COO, ED Champagne**

- ED Champagne welcomed the new Board of Directors and thanked them for their involvement.
- A significant portion of the last two weeks was spent transitioning teams, and welcoming and onboarding the new team.
- Plans for a retreat at the end of the month were mentioned, where annual planning will begin.

**9. Hiring Updates: Governance Coordinator; Board Secretary, DPRA Muller**

- Governance Coordinator: The position will handle administrative duties, including organizing agendas and managing board communication. This person will also be responsible for overseeing the student union elections. Four candidates are currently going through the interview process, and the position should be filled by June.
- Board Secretary: This role involves reviewing meeting recordings and preparing meeting minutes. The position is honorarium-based, and the hiring process will begin soon.

**10. Brantford U-Pass Agreement, ED Champagne**

- The Brantford U-Pass Agreement is being extended for one year, maintaining the increase below 3.5%. The agreement is in line with non-tuition fee protocols, and Brantford is expanding its services due to population growth. If Brantford exceeds the 3.5% increase, a referendum will be triggered, affecting Laurier and Conestoga College students in Brantford.
- The Board's approval is needed for this extension.

**MOTION** (Director Rubinoff/Director Lehecka) that the Board of Directors approve the Brantford U-Pass Agreement. **CARRIED.**

**11. Summer Meeting Schedule, Chair Russo**

- The Board agreed to hold meetings on Mondays at 7:15 PM. The following meeting dates were proposed:
- June 3, 2024
- July 8, 2024
- August 12, 2024
- September 9, 2024

**MOTION** (Vice Chair Habtemichael/Director Bounket) that the Board of Directors adopt the



summer meeting schedule. **CARRIED.**

**12. In-Camera Session,** Chair Russo

**MOTION** (Director Russolo/Director Ijam) that the Board of Directors and DPRA Muller proceed to an in-camera session. **CARRIED**

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The preceding reflects an accurate and complete record of the proceedings at the aforementioned meeting of the Students' Union Board of Directors.

Date Signed:

**Gabrielle Russo**

Chair of the Board & Chief Governance Officer  
2024-2025 Wilfrid Laurier University Students' Union



**Wilfrid Laurier University Students' Union  
Board of Directors  
DATE: June 3, 2024  
LOCATION: Online via Zoom  
Board of Directors Meeting**

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**Board of Directors Present:**

Chair of the Board & Chief Governance Officer: Gabrielle Russo;  
Vice Chair of the Board: Lulia Habtemichael;  
Directors: Natalie Bounket, Noah Espiritu, Avinash Godse-Shah, Nicole Lehecka, Anya Russolo, Devananda Nakshatra, Griffin St. George, Bilal Tariq;

**Staff Present:**

Director, Policy, Research & Advocacy: Ian Muller;  
Executive Director & Chief Operating Officer: Phil Champagne;

**Gallery Present:**

President & Chief Executive Officer: Ben Jesseau;

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**1. Call to Order, Chair Russo**

The meeting was called to order via Zoom on June 3, 2024. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishinaabe and Haudenosaunee peoples.

**2. Regrets, Chair Russo**

- Director Aya Ijam and Director Daniel Rubinoff sent regrets.

**3. Conflicts of Interest, Chair Russo**

- No conflicts of interest were reported.

**4. Adoption of Agenda, Chair Russo**

**MOTION** (Director Russolo/Vice Chair Habtemichael) that the Board of Directors adopt the agenda as presented. **CARRIED.**

**5. Comments from the Chair of the Board & CGO, Chair Russo**

- Chair Russo encouraged the board to RSVP to Board meeting invites and email regrets in advance.

**6. Comments from the President & CEO, President Jesseau**

- The annual planning process with the Vice Presidents (VPs) is underway, with a final product expected by the July 8th meeting.
- An MOU was signed with the Greek Life Council for the year, with regular meetings to be scheduled starting in August.
- The external review of Student Affairs was completed, focusing on future leadership structures following the retirement of the VP Student Affairs in February.
- Several introductory meetings with campus partners have been held, including working

- on campus community initiatives.
- Regarding budget updates, some errors were identified in the department budgets, but no changes to the overall financial position. Contingency funds were adjusted to account for these changes.
- Director Tariq inquired about a fee associated with vehicle charging stations, particularly at the Brantford campus.

**MOTION** (Director Tariq/Vice Chair Habtemichael) that the Board of Directors look into the parking fees for charging stations, specifically at the Brantford and Waterloo campuses. **CARRIED.**

**7. Comments from the Executive Director and COO, ED Champagne**

- The Student Affairs Advisory Agreement (SAAA) is under review, pending decisions about the leadership structure for Student Affairs.
- The operating procedures agreement with the university is being delayed due to a resignation within the finance department. There are ongoing efforts to finalize these agreements, with progress expected as the new team settles in.

**8. Hiring Updates: Governance Coordinator; Board Secretary, Chair Russo**

- Governance Coordinator: The Board has hired Jana Abu-Alhaija, a student from the Waterloo campus, as the Governance Coordinator. Jana will be responsible for meeting agendas, communication, and elections starting in July.
- Board Secretary: The posting for the Board Secretary position is expected to go live shortly, with a goal of filling the position by the end of summer.

**9. Executive Succession, President Jesseau**

- President Jesseau announced that Sarah Hudson, VP of Volunteer Operations, has been appointed as the Acting Interim President in his absence in accordance with the EL2H policy.

**10. Direct Inspection Committee Elections, Chair Russo**

- GP1 (Governance Processes) and BMD 2B (Accountability of the President) direct inspection committees were discussed.

**MOTION** (Director Russolo/Director Bounket) that the Board of Directors elect Chair Russo, Director Lehecka and Director Godse-Shah to Direct Inspection Committees on the GP1 Governance Processes and BMD 2B Accountability of the President. **CARRIED.**

**11. Ownership Linkage Committee Elections, Chair Russo**

- Four directors needed, with one from Brantford.
- The committee will focus on engaging with students and organizing events like boothing, board dinners, and alumni panels.

**MOTION** (Director Bounket/Vice Chair Habtemichael) that the Board of Directors elect Chair Russo, Director Bounket, Director Russolo, Vice Chair Habtemichael, Director Lehecka, Director Tariq, and Director Rubinoff to the Ownership Linkage Committee. **CARRIED**

**12. Strategic Governance & Education Presentation Opportunities**, Chair Russo

- Ideas included inviting the AVP for Equity, Diversity, and Inclusion, Andrea Davis for a presentation on EDI initiatives.
- The Department of Student Affairs leadership will be invited once a new leader is appointed, potentially in the fall or winter.
- Department of Sustainability, under Facility Assets Management, was suggested for a presentation on accountability for student fees.
- Directors were encouraged to email additional suggestions for presenters, which will be discussed and voted on at future meetings.

**13. Professional Development Opportunities**, Chair Russo

- A budget for professional development is available to the board.
- Previous suggestions included a Board of Director Certification to help board members gain credentials for future career opportunities.
- Directors were encouraged to email their preferences for training or professional development opportunities, which will be considered for future meetings.

**14. Announcements**, Chair Russo

- No announcements.

**15. Action Item Summary**, Chair Russo

- Direct Inspection Committee Meeting will occur before the July meeting. Directors will be notified via email.
- Ownership Linkage Committee Meeting will take place before the August meeting, and a follow-up email will be sent to directors at the end of June.
- Directors to brainstorm and email ideas for guest presenters and submit suggestions for professional development opportunities they would like to participate in.

**MOTION** (Director Tariq/Director Nakshatra) that the Board of Directors adjourn the June 3, 2024 meeting. **CARRIED.**

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The preceding reflects an accurate and complete record of the proceedings at the aforementioned meeting of the Students' Union Board of Directors.

Date Signed:

**Gabrielle Russo**

Chair of the Board & Chief Governance Officer  
2024-2025 Wilfrid Laurier University Students' Union



Wilfrid Laurier University Students' Union  
Board of Directors  
DATE: July 8, 2024  
LOCATION: Online via Zoom  
Board of Directors Meeting

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**Board of Directors Present:**

Chair of the Board & Chief Governance Officer: Gabrielle Russo;  
Vice Chair of the Board: Lulia Habtemichael;  
Directors: Avinash Godse-Shah, Nicole Lehecka, Devananda Nakshatra, Anya Russolo, Bilal Tariq, Griffin St. George, Aya Ijam;

**Staff Present:**

Director, Policy, Research & Advocacy: Ian Muller;

**Gallery Present:**

President & Chief Executive Officer: Ben Jesseau  
Vice President of Volunteer Operations: Sarah Hudson;

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**1. Call to Order**, Chair Russo

The meeting was called to order via Zoom at 7:45 PM on July 8, 2024. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishinaabe and Haudenosaunee peoples.

**2. Regrets**, Chair Russo

- ED Champagne, Director Bounket and Director Espiritu sent regrets.
- Director Rubinoff was absent.
- Director St. George joined the meeting at 8:04 PM.

**3. Conflicts of Interest**, Chair Russo

- No conflicts of interest were reported.

**4. Adoption of Agenda**, Chair Russo

**MOTION** (Director Russolo/Director Tariq) that the Board of Directors approve the agenda as presented. **CARRIED**

**5. Adoption of the Consent Agenda**, Chair Russo

**MOTION** (Vice Chair Habtemichael/Director Godse-Shah) that the Board of Directors approve the consent agenda as presented. **CARRIED**

**6. Comments from the Chair of the Board & CGO**, Chair Russo

- Chair Russo thanked the board for attending and reminded members to RSVP for the August meeting.
- The Ownership Linkage Committee meeting is to be scheduled for Wednesday at 7:00 PM. A Zoom link will be sent to members.

- The \$1.50 charge for electric vehicle charging, capped at 4 hours, is due to limited charging spots on campus and serves as an incentive for users to move their cars after 4 hours; the program will begin in the 2024-2025 academic year with stable pricing, though it may be reevaluated based on regional rates.

**7. Comments from the President & CEO, President Jesseau**

- Operational Policy updates to align with board policies for compliance.
- Waterloo Icebreaker hiring is underway; still seeking more help.
- Rebranding of Safe Walk: Formerly Foot Patrol, now Hawk Walk to promote inclusivity.
- Ongoing Student Affairs recruitment and meet-and-greets.
- Meetings with new senior leadership at the university are planned.
- The health and dental plan is being updated to enhance benefits while maintaining financial viability.
- The report for the Student Affairs External Review is expected by the end of the month.
- Negotiations for the operating procedures agreement have resumed with a new contact from the university.
- The annual audit will begin in August, with the report expected in the fall.
- President Jesseau will be on vacation during the August meeting, and Sarah Hudson will act as president in his absence.

**8. President's Annual Plan, President Jesseau**

- President Jesseau presented the annual plan, focusing on three main themes: fostering a sense of belonging and creating diverse spaces for students, ensuring meaningful work for volunteers and preparing students for life beyond Laurier, and centralizing information about programs and services while ensuring equitable access for all students.

**9. Update on Board Secretary Process, Chair Russo**

- The application process for the board secretary has closed, with about 12-13 applicants. Interviews are set to begin soon, with a hire expected by the next meeting or at the latest, by fall.

**10. Direct Inspection Committee Reports, Chair Russo**

- The committee reviewed two policies:
- GP #1: Global Governance Process
- BMD #2B: Accountability of the President

**MOTION** (Director Tariq/Director Ijam) that the Board of Directors accept the DIC policies as presented. **CARRIED.**

Director St. George joined the meeting at 8:04 PM.

**11. Strategic Governance and Education Presentation Opportunities, Chair Russo**

- A discussion was held about potential presentations for upcoming board meetings. Suggestions included:
- Special constables discussing campus safety.
- Dean of Students Adam Lawrence discussing student wellness and housing.
- Director of Equity presenting on diversity surveys.
- An alumni panel to provide perspective from former students.
- A representative from the Milton campus to discuss engagement and campus development.

**MOTION** (Director Lehecka/Director Nakshatra) that the Board of Directors invite the Dean of Students Adam Lawrence to the August Board meeting. **CARRIED**

**12. In-camera Session, Chair Russo**

**MOTION** (Director St. George/Director Russolo) that the Board of Directors, VP of Volunteer Operations Hudson and DPRA Muller proceed to an in-camera session. **CARRIED**

---

The preceding reflects an accurate and complete record of the proceedings at the aforementioned meeting of the Students' Union Board of Directors.

Date Signed:

**Gabrielle Russo**

Chair of the Board & Chief Governance Officer  
2024-2025 Wilfrid Laurier University Students' Union





**Wilfrid Laurier University Students' Union  
Board of Directors**

**DATE: August 12<sup>th</sup>, 2024**

**LOCATION: 2<sup>nd</sup> Floor, Fred Nichols Campus Centre  
75 University Ave. W, Waterloo, N2L 3C5 and Online via Zoom  
Board of Directors Meeting**

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**Board of Directors Present:**

Chair of the Board & Chief Governance Officer: Gabrielle Russo;

Vice Chair of the Board: Lulia Habtemichael;

Directors: Natalie Bounket, Noah Espiritu, Avinash Godse-Shah, Nicole Lehecka, Anya Russolo, Griffin St. George, Aya Ijam, Daniel Rubinoff;

**Staff Present:**

Executive Director & Chief Operating Officer: Phil Champagne;

AVP, Student Services: Dan Dawson;

**Gallery Present:**

Vice President of Volunteer Operations: Sarah Hudson;

Special Constable Service Director: Tammy Lee;

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**1. Call to Order, Chair Russo**

The meeting was called to order via Zoom on August 12<sup>th</sup>, 2024. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishinaabe and Haudenosaunee peoples.

**2. Regrets, Chair Russo**

- Director Tariq, Director Nakshatra, and DPRA Muller sent regrets.

**3. Conflicts of Interest, Chair Russo**

- No conflicts of interest were reported.

**4. Adoption of Agenda, Chair Russo**

**MOTION** (Director St. George /Director Russolo) that the Board of Directors approve the agenda as presented. **CARRIED**

**5. Adoption of the Consent Agenda, Chair Russo**

- GP #2d Chair Job Description
- GP #2e Vice Chair Job description
- GP #2f Governance Financial Accountability
- EL #1 Global Executive Constraint
- EL #2a Treatment of Consumers
- EL #2b Treatment of Staff
- EL #2e Financial Planning & Budgeting
- EL #2f Asset Protection
- EL #2j Hiring Practices - Unpaid Staff

- EL #2n Hiring Practices - Paid Staff

**MOTION** (Director Rubinoff/Director Godse-Shah) that the Board of Directors approve the consent agenda as presented. **CARRIED**

**6. Special Constable Presentation**, AVP, Student Services, Dan Dawson & Special Constable Service Director Tammy Lee

- Special Constable Service Director Tammy Lee presented on the activities of the Service across Laurier's Waterloo and Brantford campuses.

**7. Comments from the Chair of the Board & CGO**, Chair Russo

- Chair Russo reminded the board to submit regrets in advance if they are unable to attend.

**8. Comments from the President & CEO**, Sarah Hudson

- Significant progress on orientation planning, with the event just three weeks away.
- President Jesseau has participated in hiring panels for Student Affairs, with new hires starting soon.
- Awaiting next steps from Deb McClatchy and the executive leadership team regarding the Student Affairs External Review.
- The Hawk Walk project has been launched on social media and is gaining attention.

**9. Comments from the Executive Director and COO**, ED Champagne

- Operating Procedures Agreement progressing well with Facilities & Asset Management; expected to finalize by year-end.
- FNCC will replace its analog cameras after a theft incident, moving to digital.
- Wilson and Belmont campuses will open in late August/early September, with Golden Grounds Coffee House opening September 9.

**10. Ownership Linkage Committee Update**, Chair Russo

- Directors Rubinoff and Lehecka were elected as the co-chairs of the committee.
- The next meeting for the Ownership Linkage Committee is scheduled for Thursday at 6:00 PM (with a possibility of adjusting to 7:00 PM, depending on availability). The committee will discuss the Get Involved Fair and finalize marketing strategies.

**11. Finance Committee Election**, Chair Russo

- Director Espiritu, Director Rubinoff and Director St. George were nominated to serve on the committee.

**MOTION** (Vice Chair Habtemichael/Director Russolo) that the Board of Directors elect Director Espiritu, Director Rubinoff and Director St. George for the Finance Committee. **CARRIED**.

**12. Fall Semester Meeting Schedule**, Chair Russo

- Discussion held about the challenges of scheduling meetings due to class and work

commitments. Decision made to schedule the first meeting on September 9th at 6:00 PM, and to finalize other meeting dates based on availability.

**MOTION** (Director Godse-Shah/Director Bounket) that the Board of Directors approve the first meeting on September 9<sup>th</sup>, 2024, at 6:00 PM. **CARRIED**.

**13. Student Alumni Panel**, Chair Russo

- Director Nakshatra suggested organizing an alumni panel to discuss post-graduation experiences and board involvement.
- The Board expressed interest in hosting the panel either during a Board meeting or as a separate event.

**14. Get Involved Fair**, Chair Russo

- Dates: Brantford: September 5th (11:00 AM - 2:00 PM), Waterloo: September 6th (11:00 AM - 3:00 PM).
- Request made to use the prize wheel from the Ownership Linkage Committee.
- The committee will provide a budget of up to \$2,000 for booth activities.
- Directors Godse-Shah and Vice Chair Habtemichael confirmed their participation. Directors are encouraged to drop by for at least 30 minutes to meet students and promote the Board.

**15. In-camera Session**, Chair Russo

**MOTION** (Director Espiritu/Vice Chair Habtemichael) that the Board of Directors proceed to an in-camera session. **CARRIED**

---

The preceding reflects an accurate and complete record of the proceedings at the aforementioned meeting of the Students' Union Board of Directors.

Date Signed:

**Gabrielle Russo**

Chair of the Board & Chief Governance Officer  
2024-2025 Wilfrid Laurier University Students' Union



**Wilfrid Laurier University Students' Union  
Board of Directors**

**DATE: September 9, 2024**

**LOCATION: 2<sup>nd</sup> Floor, Fred Nichols Campus Centre  
75 University Ave. W, Waterloo, N2L 3C5 and Online via Zoom  
Board of Directors Meeting**

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**Board of Directors Present:**

Chair of the Board & Chief Governance Officer: Gabrielle Russo;

Vice Chair of the Board: Lulia Habtemichael;

Directors: Natalie Bounket, Noah Espiritu, Avinash Godse-Shah, Nicole Lehecka, Devananda Nakshatra, Anya Russolo, Bilal Tariq, Griffin St. George, Aya Ijam;

**Staff Present:**

Director, Policy, Research & Advocacy: Ian Muller;

Executive Director & Chief Operating Officer: Phil Champagne;

**Gallery Present:**

President & Chief Executive Officer: Ben Jesseau;

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**1. Call to Order, Chair Russo**

The meeting was called to order via Zoom on September 9<sup>th</sup>, 2024. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishinaabe and Haudenosaunee peoples.

**2. Regrets, Chair Russo**

- Director Rubinoff sent regrets.

**3. Conflicts of Interest, Chair Russo**

- No conflicts of interest were reported.

**4. Adoption of Agenda, Chair Russo**

**MOTION** (Director St. George/Director Lehecka) that the Board of Directors approve the agenda as presented. **CARRIED**

**5. Comments from the Chair of the Board & CGO, Chair Russo**

- Chair Russo thanked everyone who helped with orientation events and reminded the board to submit regrets in advance if they are unable to attend.
- A board dinner is being planned for before or after the next meeting; details will be finalized later.

**6. Comments from the President & CEO, President Jesseau**

- Orientation events went well across all campuses. Milton campus had its first orientation event, and engagement was strong across campuses.

- Met with the new Registrar, Vice President of Advancement, and the new AVP EDI for introductory discussions.
- Continuing collaboration with the Greek Life Council, working on supporting their affiliate organizations.

**7. Comments from the Executive Director and COO, ED Champagne**

- ED Champagne welcomed students back to campuses, mentioning the Milton campus as small but enthusiastic. Noted some innovative furniture ideas at Milton that could be considered for the 24 Lounge as existing equipment degrades.

**8. Direct Inspection Committee Election, Chair Russo**

- The Chair called for nominations for the Direct Inspection Committee elections for the EL #2b - Treatment of Staff and GP #2c - Board Members Code of Conduct.

**MOTION** (Director Nakshatra/Director Russolo) that the Board of Directors elect Vice Chair Habtemichael and Director Lehecka for the Direct Inspection Committee. **CARRIED.**

**9. Fall Semester Meeting Schedule, Chair Russo**

- The Chair proposed Monday evening meeting options. It was agreed to alternate between 6:00 PM and 7:00 PM starts.
- Meetings to take place on: September 23<sup>rd</sup> at 6:00 PM, October 7<sup>th</sup> at 7:00 PM, October 21<sup>st</sup> at 6:00 PM, November 4<sup>th</sup> at 7:00 PM, November 18<sup>th</sup> at 6:00 PM, December 2<sup>nd</sup> at 7:00 PM, and December 16<sup>th</sup> at 6:00 PM.

**MOTION** (Director Bounket/Director Ijam) that the Board of Directors approve the Fall Semester Meeting Schedule. **CARRIED.**

**10. Board of Governor's By-Election, Chair Russo**

- The Chair outlined the process to fill the vacant Board of Governors position, with nomination packages due by September 20<sup>th</sup>, 2024, and the election on September 23<sup>rd</sup>, 2024.

**11. In-camera Session, Chair Russo**

**MOTION** (Director Tariq/Director Espiritu) that the Board of Directors proceed to an in-camera session. **CARRIED**

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The preceding reflects an accurate and complete record of the proceedings at the aforementioned meeting of the Students' Union Board of Directors.

Date Signed:

**Gabrielle Russo**

Chair of the Board & Chief Governance Officer  
2024-2025 Wilfrid Laurier University Students' Union



**Wilfrid Laurier University Students' Union  
Board of Directors**

**DATE: February 10, 2025**

**LOCATION: 2<sup>nd</sup> Floor, Fred Nichols Campus Centre  
75 University Ave. W, Waterloo, N2L 3C5 and Online via Zoom  
Board of Directors Meeting**

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**Board of Directors Present:**

Chair of the Board & Chief Governance Officer: Gabrielle Russo;

Vice Chair of the Board: Lulia Habtemichael;

Directors: Noah Espiritu, Avinash Godse-Shah, Aya Ijam, Nicole Lehecka, Anya Russolo,  
Griffin St. George, Bilal Tariq;

**Staff Present:**

Director, Policy, Research & Advocacy: Ian Muller;

Executive Director & Chief Operating Officer: Phil Champagne;

Director, Strategic Initiatives: Anthony Massi;

Director, Finance & Administration: Chris Turner

**Gallery Present:**

President & Chief Executive Officer: Ben Jesseau;

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**1. Call to Order, Chair Russo**

The meeting was called to order via Zoom on February 10, 2025, at 7:00 PM. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishinaabe and Haudenosaunee peoples.

**2. Regrets, Chair Russo**

- Director Devananda Nakshatra and Director Natalie Bounket sent regrets.
- Director Daniel Rubinoff was absent.

**3. Conflicts of Interest, Chair Russo**

- No conflicts of interest were reported.

**4. Adoption of Agenda, Chair Russo**

**MOTION** (Director Russolo/Director St. George) that the Board of Directors amend the agenda to change the meeting start time to 7 PM. **CARRIED**.

**MOTION** (Vice Chair Habtemichael/Director Lehecka) that the Board of Directors adopt the amended agenda. **CARRIED**.

**5. Adoption of Consent Agenda, Chair Russo**

**MOTION** (Vice Chair Habtemichael/Director Ijam) that the Board of Directors adopt the consent agenda BMD #2a, BMD #2b, BMD #2c, BMD #2d1, BMD #2d2 as presented. **CARRIED**.

**6. Approval of Meeting Minutes – January 27, 2025, Chair Russo**



**MOTION** (Director Ijam/Director St. George) that the Board of Directors approve the January 27 meeting minutes as presented. **CARRIED.**

**7. Comments from the Chair of the Board & CGO, Chair Russo**

- Chair Russo encouraged the board to sign up for a booth on Tuesday, February 25th.

**8. Comments from the President & CEO, President Jesseau**

- President Jesseau highlighted recent renegotiations for the Comprehensive Student Services Administrative Agreement.
- Positive progress on the Freedom of Expression Task Force, focusing on student engagement, is expected to extend into next year.
- The 2025-2026 university budget projects a deficit of \$21 million, up from \$16-17 million last year; efforts are underway in collaboration with the Provost's Office and Finance to reduce the deficit.
- The Non-Tuition Fee Protocol Committee has largely approved the fee report, with only a few minor follow-up items remaining.
- Students' Union housing forum next week to discuss youth engagement with politics and housing.
- Preparing next year's operational budgets, with governance budgets and performance reviews to be discussed later this week.

**9. Comments from the Executive Director and COO, ED Champagne**

- No comments.

**10. Fall Term Financial Report, DFA Turner**

- Revenue: \$6.121M (budgeted \$5.843M); surplus of \$273K, mainly from conservative fee estimates.
- Expenses: \$6.66M (budgeted \$7.61M); savings of \$947K largely due to lower health plan usage and operational savings.
- Deficit: \$500K, typical for December; expected surplus with upcoming winter semester fees.
- Balance Sheet: Strong reserves, reduced debt to \$970K from \$7M.

DFA Turner left the meeting at 7:15 PM.

**11. Student Engagement Platform, DSI Massi**

- Evaluating Rubric for next platform, moving away from Modern Campus and the Nest product.
- Transition to Rubric set for summer 2025 with minimal disruption to services.
- Transition costs are to be included in next year's budget, not impacting the current year's budget.
- Rubric has been successfully implemented at the University of Fraser Valley with positive feedback.
- The platform is priced higher than the current option but offers more customization and

predictability.

**MOTION** (Director Russolo/Director Espiritu) that the Board of Directors authorize the Operations team to enter into a contract with Rubric to start work on a new engagement platform.  
**CARRIED.**

**12. Clubs Gala Catering Budget, President Jesseau**

- The clubs' teams requested a slight increase in their catering budget due to increased costs and event changes.
- The initial budget was \$8,000, but with the increased costs, the amount is approaching \$10,000.
- Special project funds will cover the difference, with current estimates at \$9,800.
- The cost increase was not initially reported, but it does not exceed the \$10,000 threshold.

**13. Career Centre Networking Event, DSI Massi**

- A session is planned for the outgoing executive team, focusing on transferable skills and career connections.
- Devin Kelly, a former president and CEO with recruitment experience, to facilitate the discussion.
- The session will help board members connect their roles and experiences to future career aspirations.

**14. Announcements, Chair Russo**

- No announcements.

**15. Action Item Summary, Chair Russo**

- No action items.

**MOTION** (Director Lehecka /Director Tariq) that the Board of Directors, adjourn the February 10, 2025 meeting at 7:35 PM. **CARRIED.**

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The preceding reflects an accurate and complete record of the proceedings at the aforementioned meeting of the Students' Union Board of Directors.

Date Signed:

**Gabrielle Russo**

Chair of the Board & Chief Governance Officer  
2024-2025 Wilfrid Laurier University Students' Union

**Response to Feedback from January 27<sup>th</sup> Board Meeting**

February 21<sup>st</sup>, 2025

Dear Board of Directors,

Thank you for your thoughtful and encouraging feedback. I appreciate your recognition of the hard work that my team and I have put into the operations of the Students' Union this year. Keeping the Board well-informed has a priority for me, and I am grateful that this has been valuable for all of you in supporting our shared goals. I am happy to hear your positive review of the organization's progress this year. Our achievements are the result of a collective effort, and I deeply appreciate the Board's insights and ongoing support.

As we move forward, I remain committed to building on this momentum and ensuring our continued success. I look forward to working with all of you for the remainder of the year, as we look to finalize and approve multiple important agreements and our operating budget for next year.

Thank you again for your trust and confidence in the leadership of my team and I.

Sincerely,



Ben Jesseau  
President & Chief Executive Officer



## **BRIEFING NOTE FOR THE BOARD BOARD UPDATE – OWNERSHIP LINKAGE COMMITTEE**

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**Submitted:** March 3, 2025

**Prepared By:** Nicole Lehecka, Director on the Students' Union Board of Directors

**Purpose:** To provide an update on actions taken by the Ownership Linkage Committee to-date.

### **Summary:**

At the February 3rd meeting, the Ownership Linkage Committee focused on initiatives to improve student engagement and communication with the Board. The committee developed a student survey and had their February booth where the focus was on student engagement. They also set a biweekly meeting schedule for the remainder of the semester so that meeting times could be more consistent.

During the February 3rd meeting, the committee discussed the following:

- Creating a student survey for undergraduate students regarding the board and student satisfaction including communication between the Board and students
- Setting a topic, date, and timesheet for booth
- Organizing a February booth for the purpose of Student Engagement
- Setting a biweekly meeting time for the rest of the semester

### **Action Items:**

- Plan next concourse booth
- Release student survey

### **Recommendation:**

Therefore, I recommend the Board review and provide feedback on the proposed student survey for the purpose of student engagement.

Respectfully Submitted,

Nicole Lehecka

On Behalf of The Board Ownership Linkage Committee