



Wilfrid Laurier University Students' Union Meeting of the Board of Directors

Location: Zoom
Date: September 23rd, 2024
Time: 6:00 pm

The Strategic Ends of the Students' Union

The Organization 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.

In no specific order of priority, students will benefit from:

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

Land Acknowledgement

We acknowledge the traditional territory of the Neutral, Anishnawbe and Haudenosaunee people

Start	Duration	Agenda Item	Type	Presenter	Policy Reference
6:00pm	2 mins	Call to Order and Indigenous land acknowledgemen	adm	Chair Russo	
6:02pm	1 min	Regrets	adm	Chair Russo	GP #2c.8
6:03pm	1 min	Conflicts of Interest	adm	Chair Russo	GP #2c.2
6:04pm	2 mins	<u>Adoption of Agenda</u> MOTION that the Board of Directors adopt the agenda as presented.	D	Chair Russo	
6:06pm	3 mins	<u>Adoption of Consent Agenda</u> EL #2d - Financial Conditions & Activities MOTION that the Board of Directors adopt the consent agenda as presented.	D	Chair Russo	
6:09pm	4 mins	Comments from the Chair of the Board & CGO	fi	Chair Russo	
6:13pm	4 mins	Comments from the President & CEO	fi	President Jesseau	
6:17pm	4 mins	Comments from the Executive Director & COO	fi	ED Champagne	
6:21pm	10 mins	Spring/Summer Term Financial Report	fi	Chair Russo	
6:31pm	40 mins	Board of Governors By-Election	D	Chair Russo	
7:11pm	5 mins	Winter's a Drag Sponsorship Expense (10K)	fi	President Jesseau	
7:16pm	5 mins	Student Life Levy Committee Election Chair + 3 Directors (minimum two Brantford directors)	D	Chair Russo	
7:21pm	31 mins	In-Camera Session MOTION that the Board of Directors proceed to an in-camera session	D	Chair Russo	
7:52pm	2 mins	Announcements	fi	Chair Russo	
7:54pm	2 mins	Action Items Summary	adm	Chair Russo	
7:56pm	1 min	Adjournment MOTION that the Board adjourn the September 23rd, 2024 meeting	adm	Chair Russo	
Total: 1 hour and 57 mins					

LEGEND:

- fi, For Information
- fd, For Discussion
- D, Decision required
- adm, Administrative task

MONITORING REPORT
PRESIDENT & CHIEF EXECUTIVE OFFICER

Executive Limitation #2d – Financial Condition & Activities

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". The signature is written in a cursive, flowing style.

Ben Jesseau

President & Chief Executive Officer

Date completed:

SECTION – EL #2d, 1

With respect to the actual ongoing financial condition and activities, the President may not cause or allow the development of fiscal jeopardy and/or a material deviation of actual expenditures from Board priorities established in Ends policies.

The President will not:

1. Expend more funds than have been received in the fiscal year to date unless the Board's debt guideline (point #2 below) is met.
2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within:
 - a. 120 days or prior to the expiration of the President's term, whichever is sooner, during periods 5-12;
 - b. 160 days during periods 1-4.
3. Use any restricted reserves.
4. Settle payroll and debts in an untimely manner.
5. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
6. Make a single purchase or commitment of greater than \$10,000.
 - a. With respect to this policy, any project overage greater than 15% shall be subject to subsequent Board approval;
 - b. Splitting orders to avoid this limit is not acceptable.
7. Acquire, encumber or dispose of real estate.
8. Operate without aggressively pursuing receivables:
 - a. After a reasonable grace period; and
 - b. That are more than \$10,000;
 - c. Expending currency other than Canadian dollars to avoid this limit is not acceptable.
9. Allow the Board to be uninformed of any anticipated surplus or deficit at or near the end of the fiscal year.
10. Allow expenditures to be reported in a currency other than Canadian dollars.
11. Present a budget to the Board for the upcoming fiscal year later than April 30th of the current fiscal year. |

CEO INTERPRETATION

I interpret “**expend more funds than have been received**” as the use of financial resources exceeding the approved operating budget for 2024/2025, unless in compliance with point 2 of this policy. The expenses of the Organization include but are not limited to the outflow of assets, and costs required to effectively operate the organization, and are approved by the Board of Directors. Assets refer to any resources owned by the Students' Union that carry monetary value and include but not limited to cash, credit, property, accounts receivable and inventory. Revenues are inflows of assets that fund the Students' Union and are generated through providing services, operating businesses, or providing any activity or service that requires payment.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All financial records quantitatively confirm that expenses do not outweigh revenue at any point during the fiscal year within the debt guideline.
- The operating budget for 2024/25 approved by the Board of Directors is balanced.

EVIDENCE

1. Bank Account Balances (Appendix A)
2. Students' Union Operating Budget (can be made available at the Board's request)

I report this section as **COMPLIANT**.

SECTION – EL #2d, 2

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CEO INTERPRETATION

I interpret “**debt**” as the amount of incurred currency that the Students’ Union borrows and owes, outside the financed operating revenue of the current fiscal year.

I interpret “**repaid**” as fulfilling our debt obligations through repayment methods to parties that the Organizations owes, including accrued interests over the course of relevant agreements to said parties.

I interpret “**certain and otherwise unencumbered revenues**” as in to be free of debt and financial liability within the prescribed timeline, using revenue and funds which do not hinder the operations of the Organization.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All financial records quantitatively confirm that no debt is incurred in an amount greater than can be repaid without financial liability within:
 - 120 days or prior to the expiration of the President’s term, whichever is sooner, during periods 5-13 or,
 - 160 days during periods 1-4.

EVIDENCE

1. Cash positions of the Students’ Union (Appendix B)
 - a. This chart shows will be in a positive cash position, therefore we are not incurring more debt than we can repay.

I report this section as **COMPLIANT**.

SECTION – EL #2d, 3

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CEO INTERPRETATION

I interpret “**use**” as the intentional expenditure of Students' Union assets, depleting a reserve.

I interpret “**restricted reserves**” as specifically designated reserve funds which are collected for a specific purpose. These funds have strict guidelines on how to use them which are set either by the organization through the Board of Directors, the membership through referenda or governing bodies of the institution.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Restricted reserves are not used for other expenditures.
- There is no use of restricted reserves unless specifically directed by the Board.

EVIDENCE

1. Health and Dental Reserve Balance per the Balance Sheet
2. Health and Dental Reserve (Appendix C)
 - a. There is a balance on the balance sheet for the Health and Dental reserve. However, that money is not all set aside. The Board of Directors approved the Union's plan to reach the \$250 000 over multiple years in order to ensure student programs and services can be maintained and improved.

I report this section as **COMPLIANT**.

SECTION – EL #2d, 4

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 - b. 160 days during periods 1-4.
3. Use any restricted reserves.
4. **Settle payroll and debts in an untimely manner.**
5. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
6. Make a single purchase or commitment of greater than \$10,000.
 - a. With respect to this policy, any project overage greater than 15% shall be subject to subsequent Board approval;
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CEO INTERPRETATION

I interpret “**settle**” as paying within the established payment schedule or having payment produced when requested by those seeking payment.

I interpret “**payroll**” as the total amount of wages and salaries paid by the Students' Union to all its employees.

I interpret “**untimely manner**” as paying an invoice over 90 days of its issue, unless the invoice was not received within those 90 days, and payment that is not settled or arranged within 10 business days from the scheduled date.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- Payroll is settled within 10 days of the scheduled payment date, unless an alternative payment schedule or plan was arranged and agreed upon by all parties.
- Debts are settled within 90 days of invoicing, unless an alternative payment schedule or plan was arranged and agreed to by all parties.

EVIDENCE

1. Proof of Payroll (Appendix D)
 - a. This is a signed document outlining the dates at which the 3rd party payroll provider – ADP – has agreed to ensure the pay schedule is adhered to.

SECTION – EL #2d, 4

Financial Condition & Activities

EL #2d

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2. Schedule of Aged Payables (Appendix E)
 - a. This document shows an immaterial number of payables that have been outstanding for greater than 90 days.

I report this section as **COMPLIANT**.

SECTION – EL #2d, 5

With respect to the actual ongoing financial condition and activities, the President may not cause or allow the development of fiscal jeopardy and/or a material deviation of actual expenditures from Board priorities established in Ends policies.

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CEO INTERPRETATION

I interpret “**overdue**” as failing to pay government issued bills before the set deadline.

I interpret “**inaccurately filled out**” as submitting filings or payments with errors or discrepancies whether intentional or unintentional.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All government-ordered payments are paid accurately and before the deadline.

EVIDENCE

1. Summary of Payments to Government (Appendix F)
 - a. These documents represent payments made for the various taxes we are required to remit to the government.

I report this section as **COMPLIANT**.

SECTION – EL #2d, 6

With respect to the actual ongoing financial condition and activities, the President may not cause or allow the development of fiscal jeopardy and/or a material deviation of actual expenditures from Board priorities established in Ends policies.

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6. **Make a single purchase or commitment of greater than \$10,000.**
 - a. **With respect to this policy, any project overage greater than 15% shall be subject to subsequent Board approval;**
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CEO INTERPRETATION

I interpret “**make a single purchase or commitment of greater than \$10 000**” to mean that the President or anyone who directly or indirectly reports to the President will not expend any single item over \$10 000 without Board approval.

I interpret “**commitment**” as entering into a written or a verbal agreement with either an internal or external partner which involves a contractual agreement or transfer of funds over \$10 000 without Board approval.

I interpret “**any project overage greater than 15% shall be subject to subsequent Board approval**” as any capital projects or payments previously approved by the Board that exceeds the original presented costs by 15% or more, to seek renewed approval by the Board.

I interpret “**splitting orders**” as intentionally separating a single purchase item into smaller purchase order amounts, that would equal more than \$10 000 if accumulated, and therefore must be approved by the Board.

I interpret “**expending currency other than Canadian dollars**” as all expenditures of the Organization and those which require Board approval for purchase over \$10 000 to be presented in CAD and if applicable, the correct conversion through a mid-market rate be applied when dealing with non-CAD values.

SECTION – EL #2d, 6

With respect to the actual ongoing financial condition and activities, the President may not cause or allow the development of fiscal jeopardy and/or a material deviation of actual expenditures from Board priorities established in Ends policies.

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11. Present a budget to the Board for the upcoming fiscal year later than April 30th of the current fiscal year.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Students' Union financial statements demonstrate an absence of capital projects or initiatives exceeding \$10 000 that have not been previously approved by the Board.
- The Students' Union financial statements do not show project cost overrun in excess of 15% that has not been further approved by the Board. These statements will also illustrate orders were not split in order to circumvent this policy.

EVIDENCE

- a. G - The Students' Union Operating Budget over \$10,000 (Appendix G)
 - a. This is a pre-approved list of expenditures greater than \$10 000 that has been approved by the Board of Directors for the 2024/25 operating year.
 - b. All items are presented in CAD value.
- b. Additional projects over \$10,000 have been brought to the Board for approval.

I report this section as **COMPLIANT**.

SECTION – EL #2d, 7

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CEO INTERPRETATION

I interpret “**acquire**” as purchasing, leasing, or obtaining a new mortgage of physical property of behalf of the Students' Union

I interpret “**encumber**” as a claim for a piece of property through mortgages and liens that burdens or restricts the title of property.

I interpret “**dispose of**” as terminating a lease or selling a physical property with no intent or agreement of future usage in regard to Students' Union facilities.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The Students' Union holds a building agreement with WLU as per the Operating Procedures Agreement. This agreement outlines the terms of occupancy of the Fred Nichols Campus Centre in Waterloo.
- The Students' Union will not acquire, encumber or dispose of real estate unless defined above. Any exceptions in the future must be made at the Board's discretion.

SECTION – EL #2d, 7

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EVIDENCE

1. The Operating Procedures Agreement (Appendix H)
2. Real Estate Holdings (Appendix I)
 - a. These documents indicate that there is clearly an immaterial difference between the Union's real estate holdings from May until now.

I report this section as **COMPLIANT**.

SECTION – EL #2d, 8

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CEO INTERPRETATION

I interpret “**aggressively pursuing**” as using all appropriate means within the boundaries of the law to acquire outstanding balances from external companies and individuals when it is imperative to do so.

I interpret “**receivables**” as the outstanding balances owing to the Students' Union, pertaining to incoming assets which equate to or in excess of \$10,000.

I interpret “**a reasonable grace period**” as 90 days with the exception of receivables from Wilfrid Laurier University, which are paid based on a payment schedule established and agreed upon by both parties.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All financial records and statements are kept up to date and accurate as receivables are being collected efficiently.
- There is a known process in place in the finance department of appropriate procedures for collecting receivables.

EVIDENCE

1. Schedule of Aged Receivables (Appendix J)

I report this section as **COMPLIANT**.

SECTION – EL #2d, 9

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CEO INTERPRETATION

I interpret “**uninformed**” as not relaying information to the Board both intentionally and unintentionally.

I interpret “**anticipated**” as projecting surplus based on updated financial readings.

I interpret “**surplus**” as the monetary value of remaining revenue after all accounts payables and debts have been settled.

I interpret “**end of the fiscal year**” as assessing all periods from the previous fiscal year, and to be reported after the audit is completed into the new fiscal year between period 5 and 6.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The President will communicate to the Board between periods 5 and 6 of the exact surplus amount from the previous fiscal year.

EVIDENCE

1. This occurred last year, and will occur once the audit is complete and numbers are finalized this year.

I report this section as **COMPLIANT**.

SECTION – EL #2d, 10

With respect to the actual ongoing financial condition and activities, the President may not cause or allow the development of fiscal jeopardy and/or a material deviation of actual expenditures from Board priorities established in Ends policies.

The President will not:

1. Expend more funds than have been received in the fiscal year to date unless the Board's debt guideline (point #2 below) is met.
2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within:
 - a. 120 days or prior to the expiration of the President's term, whichever is sooner, during periods 5-12;
 - b. 160 days during periods 1-4.
3. Use any restricted reserves.
4. Settle payroll and debts in an untimely manner.
5. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
6. Make a single purchase or commitment of greater than \$10,000.
 - a. With respect to this policy, any project overage greater than 15% shall be subject to subsequent Board approval;
 - b. Splitting orders to avoid this limit is not acceptable.
7. Acquire, encumber or dispose of real estate.
8. Operate without aggressively pursuing receivables:
 - a. After a reasonable grace period; and
 - b. That are more than \$10,000;
 - c. Expending currency other than Canadian dollars to avoid this limit is not acceptable.
9. Allow the Board to be uninformed of any anticipated surplus or deficit at or near the end of the fiscal year.
10. Allow expenditures to be reported in a currency other than Canadian dollars.
11. Present a budget to the Board for the upcoming fiscal year later than April 30th of the current fiscal year.

CEO INTERPRETATION

I interpret “**expenditures**” as in money spent.

I interpret “**currency**” as a system of money in general use in a country, in this case, Canada.

I interpret “**Canadian dollars**” as the monetary unit used within Canada as stated by the *Currency Act* and following the system of pegging or floating to the US dollar as determined by the Bank of Canada and/or the free market.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- All expenditures reported to the Board including but not limited to the operational budget and items over \$10 000 will be reported in Canadian dollars.
- A conversion rate is applied and adjusted to reflect all amounts in CAD for approval, when dealing with non-Canadian vendors.

EVIDENCE

1. All items in the operational budget and items over \$10,000 for 2024/25 were reported in Canadian dollars and approved by the Board

I report this section as **COMPLIANT**.

SECTION – EL #2d, 11

Financial Condition & Activities

EL #2d

With respect to the actual ongoing financial condition and activities, the President may not cause or allow the development of fiscal jeopardy and/or a material deviation of actual expenditures from Board priorities established in Ends policies.

The President will not:

1. Expend more funds than have been received in the fiscal year to date unless the Board's debt guideline (point #2 below) is met.
2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within:
 - a. 120 days or prior to the expiration of the President's term, whichever is sooner, during periods 5-12;
 - b. 160 days during periods 1-4.
3. Use any restricted reserves.
4. Settle payroll and debts in an untimely manner.
5. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
6. Make a single purchase or commitment of greater than \$10,000.
 - a. With respect to this policy, any project overage greater than 15% shall be subject to subsequent Board approval;
 - b. Splitting orders to avoid this limit is not acceptable.
7. Acquire, encumber or dispose of real estate.
8. Operate without aggressively pursuing receivables:
 - a. After a reasonable grace period; and
 - b. That are more than \$10,000;
 - c. Expending currency other than Canadian dollars to avoid this limit is not acceptable.
9. Allow the Board to be uninformed of any anticipated surplus or deficit at or near the end of the fiscal year.
10. Allow expenditures to be reported in a currency other than Canadian dollars.
11. Present a budget to the Board for the upcoming fiscal year later than April 30th of the current fiscal year.

CEO INTERPRETATION

I interpret “**present**” as formally submitting the documents through the Chair to be included in the agenda package for the Board.

I interpret “**budget**” as the breakdown of the expenses, revenues and net of all operational departments, in conjunction with reflecting the ends breakdown and report over \$10 000.

I interpret “**current fiscal year**” as the period between May 1st, 2024 and April 30th, 2025.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- The outgoing President and Executive team will develop and present a budget for the 2025/2026 year and present it to the Board, with consultation from the incoming President once elected.

EVIDENCE

1. This will occur in period 12, but the executive team has already been creating documentation to aid in this process.

I report this section as **COMPLIANT**.

Balance Reporting - Balance Summary Report

CHRIS TURNER, WILFRID LAURIER UNIV

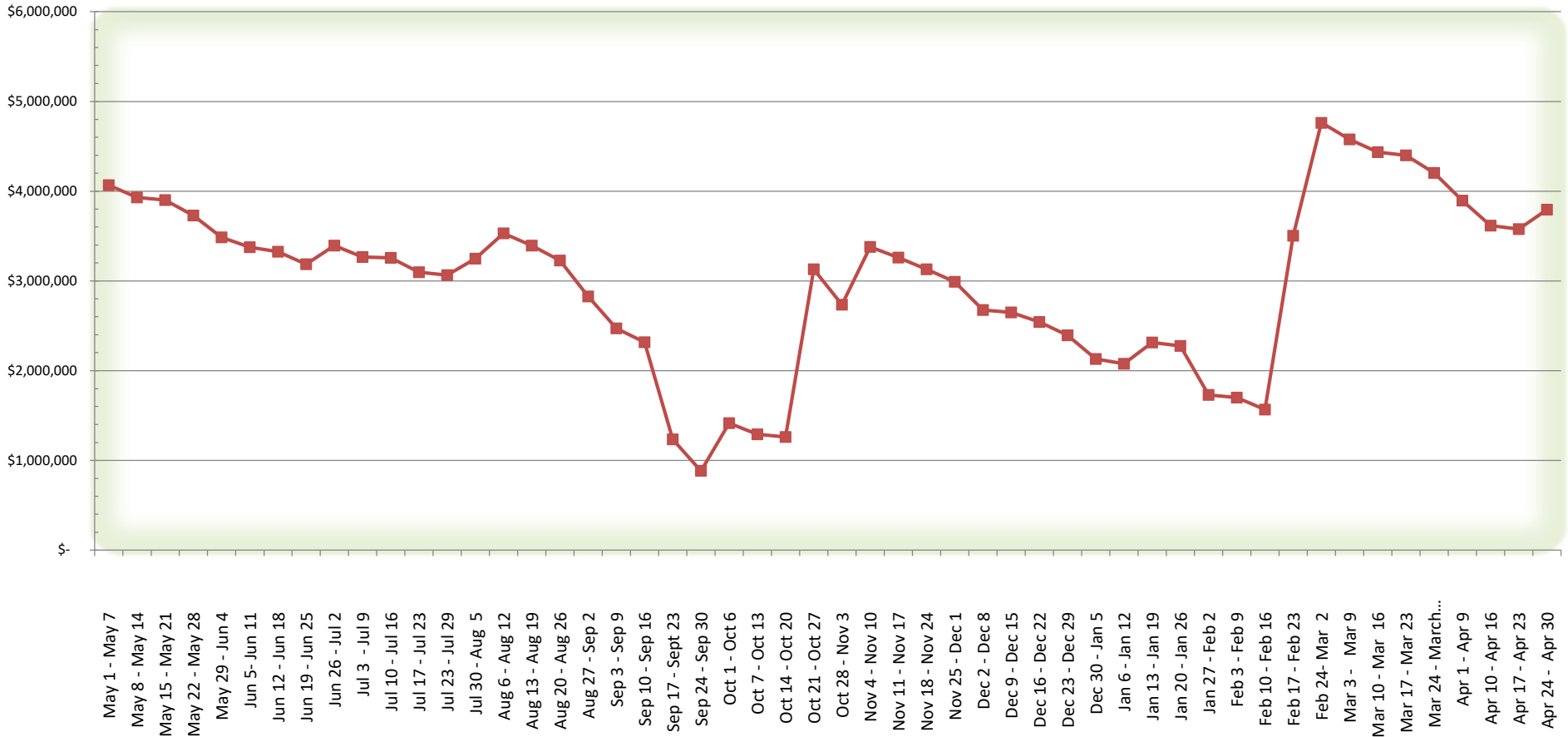
Report Creation Date: Sep 17, 2024 01:20:15PM ET

Report Date: Sep 16, 2024

Account Type	Account	Currency	Balance
BUS DEP	U-Desk-ROYAL BANK OF CANADA-02482-1002286	CAD	7,038.37
BUS DEP	H&D Reserve-ROYAL BANK OF CANADA-02482-1002849	CAD	1,013,582.13
BUS DEP	Brantford U-Desk-ROYAL BANK OF CANADA-02482-1007335	CAD	410.42
BUS DEP	Main/IVR-ROYAL BANK OF CANADA-02482-1011485	CAD	782,378.37
BUS DEP	Golden Grounds-ROYAL BANK OF CANADA-02482-1011535	CAD	4,123.88
BUS DEP	Wilfs/Turret-ROYAL BANK OF CANADA-02482-1013713	CAD	77,102.66
BUS DEP	The Belmont-ROYAL BANK OF CANADA-02482-1015064	CAD	18,480.52
BUS DEP	General Reserve-ROYAL BANK OF CANADA-02482-1024413	CAD	3,167,255.13
BUS DEP	Brantford SC-ROYAL BANK OF CANADA-02482-1026079	CAD	1,049.41
BUS DEP	Waterloo Web-ROYAL BANK OF CANADA-02482-1037126	CAD	59,839.66
BUS DEP	Campus Clubs-ROYAL BANK OF CANADA-02482-1039411	CAD	66,421.47
BUS DEP	WILFRID LAURIER UNIV-ROYAL BANK OF CANADA-02482-4001475	USD	4,000.00
BUS LOAN	Line of Credit-04117-62473996-001	CAD	0.00
BUS LOAN	BSC Loan-04117-62473996-012	CAD	194,707.79
BUS LOAN	Comprehensive Loan-04117-62473996-013	CAD	255,026.02

*** End of report ***

WLUSU Estimated Closing Cash Position to Apr 2025



Report (GLTRLR1)

Trial Balance as of 2024-09-30

In Functional Currency

Sort By [Account No.]
 Include Accounts With No Activity [No]
 For Year-Period [2025 - 05]
 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

Pay Group ID: E4974
 Pay Date: 9/19/2024
 Pay Period: 9/1/2024 - 9/14/2024
 PPN: 19 - 00
 Group By: Department

Bi-Weekly
 (Committed data only)

Run By: christopher.turner
 Commit Date: 9/16/2024 9:48:12 AM
 Run Type: Normal
 Run Number: 327

Bi-Weekly Totals								
Wilfrid Laurier University Students' Union - 105684211-E4974								
Tax Service Liabilities								
Tax	Amount	ID	Tax	Amount	ID	Tax	Amount	ID
CPP	\$6,023.79	105684211RP0002				ON EHT	\$2,573.89	105684211TE0001
CPP-ER	\$6,023.79	105684211RP0002						
EI	\$2,035.24	105684211RP0002						
EI-ER	\$2,849.31	105684211RP0002						
Fed Tax	\$13,899.99	105684211RP0002						
Total	\$30,832.12			\$0.00			\$2,573.89	
Grand Total	\$30,832.12			\$0.00			\$2,573.89	
Total Tax Liability							\$33,406.01	
Total Tax Impound							\$33,406.01	

Bi-Weekly Totals		
Wilfrid Laurier University Students' Union - 105684211-E4974		
Net Payroll and Impounds		
	Count	Amount
Direct Deposits 105684211-E4974	153	\$102,910.79
Total Net Payroll	153	\$102,910.79
Tax Liability 105684211-E4974		\$33,406.01
Total Tax Liability		\$33,406.01
Total Tax Impound		\$33,406.01
Total Impound		\$136,316.80
Total		\$136,316.80
Impound Date:		Sep 17, 2024

Bi-Weekly Totals			
Wilfrid Laurier University Students' Union - 105684211-E4974			
Remittance Payments			
Payee	Sequence No.	Tax	Amount
09990 Receiver General	AR139596	CPP	\$12,047.58
09993 Receiver General	AR139597	EI	\$4,884.55
09989 Receiver General	AR139598	Fed Tax	\$13,899.99
09991 Ontario Minister of Finance*	AR139599	ON EHT	\$2,573.89
105684211RP0002 Total			\$33,406.01
Remittance Total			\$33,406.01

Census Data			
Cur On File**	159	Employees Paid	153
New Hires**	21	Employees Not Paid**	6

A/P Aged Payables by Due Date (APAPAY11)

Doc. Date	Doc. Type/Doc. Number	Due Date		1 to 30	31 to 60	61 to 90	Over 90	Total	Total
Appl. Date	Applied No.	App. Type	Current	Days	Days	Days	Days	Overdue	Payables
Vendor No.:	SLEEMA		Vendor Name:	Sleeman Brewing & Malting					
2024-09-07	CR 11767455	2024-09-07	-71.95						-71.95
	Vendor Total:		-71.95	0.00	0.00	0.00	0.00	0.00	-71.95
Vendor No.:	SYSCO		Vendor Name:	Sysco Southwestern Ontario					
2024-06-20	IN 3383578253	2024-07-04				218.35		218.35	218.35
2024-08-20	IN 3383622808	2024-09-03		218.35				218.35	218.35
2024-08-27	IN 3383682465	2024-09-10		1,697.98				1,697.98	1,697.98
2024-08-27	IN 3383682466	2024-09-10		1,153.21				1,153.21	1,153.21
2024-08-27	IN 3383682467	2024-09-10		2,104.61				2,104.61	2,104.61
2024-08-29	IN 3383686609	2024-09-12		4,678.30				4,678.30	4,678.30
2024-09-02	IN 3383691063	2024-09-16		7,137.27				7,137.27	7,137.27
2024-09-03	IN 3383692983	2024-09-17	3,199.96						3,199.96
2024-09-03	IN 3383693284	2024-09-17	2,415.00						2,415.00
2024-09-04	IN 3383694688	2024-09-18	3,645.80						3,645.80
2024-09-04	CR 3383695530	2024-09-04	-31.80						-31.80
2024-09-05	IN 3383696700	2024-09-19	1,838.15						1,838.15
2024-09-05	IN 3383696997	2024-09-19	873.22						873.22
2024-09-05	IN 3383696998	2024-09-19	296.93						296.93
2024-09-09	IN 3383702791	2024-09-23	1,600.49						1,600.49
2024-09-11	IN 3383706879	2024-09-25	1,490.72						1,490.72
	Vendor Total:		15,328.47	16,989.72	0.00	218.35	0.00	17,208.07	32,536.54
Vendor No.:	TRINEWS		Vendor Name:	Globe and Mail					
2011-02-28	CR SD353	2011-02-28	-32.36						-32.36
	Vendor Total:		-32.36	0.00	0.00	0.00	0.00	0.00	-32.36
Vendor No.:	UNIGAS		Vendor Name:	Union Gas Limited					
2019-11-11	IN 20191111/257-3416	2019-12-11					187.33	187.33	187.33
	Vendor Total:		0.00	0.00	0.00	0.00	187.33	187.33	187.33
Report Total:			8,843.53	16,989.72	0.00	218.35	206.65	17,414.72	26,258.25
			33.68%	64.70%	0.00%	0.83%	0.79%	66.32%	100.00%



Online services

Hello, Chris Turner

WILFRID LAURIER UNIVERSITY
STUDENTS' UNION /

Account number: 8202168
Account status: Active

[Premium reporting reminder email](#)

Tools

[Report premium Reporting history \(View/Edit\)](#)
[Premium history \(View/Edit\)](#)

Account balance

Total balance ⓘ
\$235.24

Overdue balance ⓘ
\$233.10

[Pay Now](#)

Premium history

Here is a detailed view of all originally entered premiums and any subsequent online revisions that you have submitted through this site. Please note that although we have provided you a record of both originally entered premiums and revisions, WSIB's system of record has been updated with your latest revised entry.

If you wish to access details of premiums not submitted through the Premium site, as well as any changes you made to premiums that were originally submitted through this site, please see your [reporting history](#).

Confirmation number	Reporting period	Insurable earnings	Premium	View	Edit
11015655	01-Jul-2024 to 31-Jul-2024	\$157,075.66	\$1,727.83	View	Edit
10861544	01-Jun-2024 to 30-Jun-2024	\$150,436.95	\$1,654.81	View	Edit
10780594	01-May-2024 to 31-May-2024	\$240,991.58	\$2,650.91	View	Edit
10751887	01-Apr-2024 to 30-Apr-2024	\$234,571.55	\$2,580.29	View	Edit
10728656	01-Mar-2024 to 31-Mar-2024	\$214,046.87	\$2,354.52	View	Edit
10570804	01-Feb-2024 to 29-Feb-2024	\$231,875.93	\$2,550.64	View	Edit
10501488	01-Jan-2024 to 31-Jan-2024	\$194,871.07	\$2,143.58	View	Edit
10405968	01-Dec-2023 to 31-Dec-2023	\$206,283.00	\$2,310.37	View	
10248518	01-Nov-2023 to 30-Nov-2023	\$332,569.19	\$3,724.77	View	
10223133	01-Oct-2023 to 31-Oct-2023	\$221,250.84	\$2,478.01	View	
10130157	01-Sep-2023 to 30-Sep-2023	\$212,286.05	\$2,377.60	View	
10020692	01-Aug-2023 to 31-Aug-2023	\$138,835.43	\$1,554.96	View	
9959050	01-Jul-2023 to 31-Jul-2023	\$152,268.99	\$1,705.41	View	
9885952	01-Jun-2023 to 30-Jun-2023	\$212,084.87	\$2,375.35	View	
9767630	01-May-2023 to 31-May-2023	\$175,560.94	\$1,966.28	View	
9703667	01-Apr-2023 to 30-Apr-2023	\$190,438.57	\$2,132.91	View	
9644459	01-Mar-2023 to 31-Mar-2023	\$178,093.89	\$1,994.65	View	
9506885	01-Feb-2023 to 28-Feb-2023	\$204,686.30	\$2,292.49	View	
9477020	01-Jan-2023 to 31-Jan-2023	\$165,858.69	\$1,857.62	View	
9438055	01-Dec-2022 to 31-Dec-2022	\$251,000.90	\$2,735.91	View	
9244075	01-Nov-2022 to 30-Nov-2022	\$183,308.60	\$1,998.06	View	

**Canada Revenue Agency****View account transactions – result**

Payroll deduction account:

105684211RP0002

Business name:

WILFRID LAURIER UNIVERSITY STUDENTS' UNION**Disclaimer**

Electronic payments will be applied to your account in approximately 48 hours. It may take longer to process payments mailed or made at financial institutions. If you believe there is missing information, please call 1-800-959-5525.

Account transactions as of September 17, 2024

Date posted	Transaction	Date received	(\$) Amount
Sept 10, 2024	Payment Aug 2024	Recd Sept 10 2024	\$23,488.01Cr
Aug 26, 2024	Payment Aug 2024	Recd Aug 26 2024	\$27,174.84Cr
Aug 12, 2024	Payment July 2024	Recd Aug 12 2024	\$20,746.64Cr
July 25, 2024	Payment July 2024	Recd July 25 2024	\$22,973.35Cr
July 10, 2024	Payment June 2024	Recd July 10 2024	\$21,011.50Cr
June 25, 2024	Payment June 2024	Recd June 25 2024	\$20,426.96Cr
June 10, 2024	Payment May 2024	Recd June 10 2024	\$42,858.92Cr
May 27, 2024	Payment May 2024	Recd May 27 2024	\$24,273.54Cr
May 10, 2024	Payment Apr 2024	Recd May 10 2024	\$26,924.15Cr
Apr 25, 2024	Payment Apr 2024	Recd Apr 25 2024	\$26,704.56Cr
Apr 10, 2024	Payment Mar 2024	Recd Apr 10 2024	\$27,110.05Cr
Mar 25, 2024	Payment Mar 2024	Recd Mar 25 2024	\$21,872.59Cr
Mar 11, 2024	Payment Feb 2024	Recd Mar 11 2024	\$26,437.49Cr
Feb 26, 2024	Payment Feb 2024	Recd Feb 26 2024	\$26,418.94Cr
Feb 12, 2024	Payment Jan 2024	Recd Feb 12 2024	\$27,276.89Cr
Jan 25, 2024	Payment Jan 2024	Recd Jan 25 2024	\$19,280.30Cr

Screen ID: B-RP-AT-01

Date modified: 2024-05-13

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 st Installment OUSA Membership Fee	\$32,000
GSR 2 nd 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

This Operating Procedures Agreement (hereinafter referred to as the "Agreement") made this
11th day of DECEMBER 2018

Between:

Wilfrid Laurier University
 a corporation incorporated under a Special Act of the Province of Ontario
 Hereinafter called "Laurier" or "University"

and

Wilfrid Laurier University Students' Union
 a non-share capital corporation incorporated under the laws of the Province of Ontario
 Hereinafter called the "Union"

Whereas the Parties desire to enter into an Agreement to deal generally with the financial arrangements between the Parties;

In consideration of the mutual covenants contained herein and other good and valuable consideration now paid by each of the Parties to the other, the receipt and sufficiency whereof is acknowledged, the Parties acknowledge and agree as follows:

1. DEFINITIONS

- a. "Act" shall mean the Wilfrid Laurier University Act, S.O. 1973, c. 87, as amended;
- b. "Agreement" shall mean this Agreement and the Appendices and any renewals hereof;
- c. "AVP, FAM" shall mean the Assistant Vice-President, Facilities and Asset Management of the University;
- d. "Board of Directors" shall mean the Board of Directors of the Union;
- e. "Board of Governors" shall mean the Board of Governors of the University as provided for under the Act;
- f. "Brantford Campus" shall mean the real property owned or leased by the University and the buildings and other structures thereon in the City of Brantford, Ontario;
- g. "Waterloo Campus" shall mean the real property owned or leased by the University and the buildings and other structures thereon in the City(s) of Kitchener-Waterloo, Ontario;
- h. "Union Club" shall mean a Club for students enrolled at the University, which Club is recognized by and under the authorization of the Union;
- i. "Concourse" shall mean the area located between the FNCC, the Alvin Woods Building and the Arts Building commonly known as the Concourse;
- j. "Fiscal Year" shall refer to the period commencing on the 1st day of May of one year and ending on the 30th day of April in the following year;
- k. "FNCC" shall mean the Fred Nichols Campus Centre located in Waterloo, which as at the date of this Agreement houses, among other things, the Union offices, the Turret and Wilf's;
- l. "LLC" shall mean the Liquor License Coordinator of the University;

- m. "Non Tuition Fees" shall have the same meaning as under the Protocol Agreement on Compulsory Non-Tuition Fees between the Parties and the Wilfrid Laurier University Graduate Students' Association, as agreed;
- n. "One Card" shall mean the integrated WLU I.D. card and payment service;
- o. "FAM" shall mean the Facilities and Asset Management Department of the University.
- p. "Party" or "Parties" shall mean the Union and the University;
- q. "SCS" shall mean the University's Special Constable Service Department;
- r. "Special Constable" shall mean a regularly scheduled, full-time, uniformed staff member of the University's Special Constable Service Department;
- s. "Senate" shall mean the Senate of the University as provided for under the Act;
- t. "The Turret" shall mean the facility located as of the date of this Agreement on the top floor of the FNCC;
- u. "Wilf's" shall mean the facility located as of the date of this Agreement on the first floor of the FNCC operating as a restaurant;
- v. "SC" shall mean the Union Student Centre building located on the Brantford Campus at 103 Darling Street, Brantford;
- w. "Undergraduate Student" shall mean a student registered in one or more undergraduate courses for academic credit toward an undergraduate degree in a Laurier undergraduate degree program.

2. TERM AND RENEWAL

- a. This Agreement shall be in force commencing January 1, 2019 to April 30, 2020. The term of this Agreement will automatically be extended for up to two (2) additional one (1) year terms (May 1 – April 30) unless, no later than three (3) months before the end of the initial term (January 30, 2020) either Party notifies the other Party in writing that it wishes to review and renegotiate the terms of this Agreement. The initial term, plus the optional one-year extensions shall together be the Term.
- b. The Parties acknowledge and agree that all terms and conditions of the previous Operating Procedures Agreement, in effect from May 1, 2011 to April 30, 2016 remain in full force and effect until the start of this Agreement.
- c. The Parties agree that they shall commence the procedure to negotiate a renewal/revision of this Agreement at least six (6) months prior to the end of the Full Term. Failing agreement approved by the applicable governing bodies of the Union and the University, this Agreement may be automatically renewed for subsequent one-year terms (May 1 – April 30) unless terminated by a Party in writing in accordance with this Agreement.

3. RECOGNITION

- a. The Union is hereby recognized as the sole representative and negotiating body for the Undergraduate Students at the University at all University campuses.
- b. The Union's recognition does not prevent the continuation of informal relations between student clubs, associations, organizations and members of the University community relating to Undergraduate Students, including relations with a Department, School or Faculty of the University.

- c. For the purposes of this Agreement, references to the Union include a Union Club.
- d. The Parties acknowledge that they anticipate expansion of the University with the development of a new campus in the Town of Milton during the term of this Agreement and agree to engage in discussions to review and revise this Agreement, as appropriate.
- e. The Parties acknowledge that students enrolled in the Laurier English for Academic Foundations ("LEAF") Program at the Brantford Campus are not Undergraduate Students and not members of the Union. LEAF students, however, are eligible to receive some services provided by the Union and required to pay the applicable fees relating to those services. Fees for these agreed upon services shall be collected by the University and remitted to the Union in accordance with the process set out in section 8, Financial Services.

4. REPRESENTATION

- a. The Parties recognize the importance of representation by Undergraduate Students on University committees and governing bodies. Undergraduate Students will be represented on the Board of Governors, Senate, Student Affairs and other faculty or departmental committees in accordance with the Act, by-laws, University policies or procedures, or other applicable protocols or terms of representation or as may be set out in other agreements, including, but not limited to the Student Affairs Administration Agreement and the Protocol Agreement on Non-tuition Fees.
- b. Election or appointment to these committees or positions will be in accordance with protocols or practices established by the applicable faculty, department, committee, or governing body, including the MOU respecting elections to the Board of Governors and Senate.

5. CONFIDENTIALITY

- a. In order to allow for their elections and other core operations, the University may provide personal information of Undergraduate Students to the Union as noted in the Notice of Collection, Use or Disclosure of Personal Information. The University may also use personal information of students to collect fees on behalf of the Union and other student organizations. The University, has also highlighted in the Notice of Collection, Use or Disclosure of Personal Information that it, on behalf of these student organizations, discloses students' personal information to insurers selected by the students' associations.
- b. The University agrees to provide to the Union such confidential, proprietary or personal information of the University or its Undergraduate Students as may be necessary to effect the terms of this agreement. The Union acknowledges and agrees that it and its respective directors, employees, agents, contractors, assigns and volunteers shall collect, use, retain and destroy all confidential and personal information in accordance with University policies and procedures and Ontario's *Freedom of Information and Protection of Privacy Act*. The Union acknowledges that the University is relying on this representation in providing confidential and personal information under this Agreement and that any breach is a fundamental breach sufficient to trigger the dispute resolution and/or termination provisions in this Agreement.

- c. In an effort to promote a safe environment and the application of university policies and procedures, the University and Union agree to share personal information for a background screening process for Undergraduate Students who have applied for student staff or volunteer positions with the Union. This process requires the student who has applied for the staff or volunteer position with the Union to provide express written consent and will follow the process as set out Appendix A, as attached.
- d. The Union acknowledges and agrees that any mailings, including electronic correspondence, completed by it using information from the University, including mailings to Undergraduate Students, or University employees, shall comply with University policies, the requirement of Ontario's Electronic Commerce Protection Regulations, Canada's Anti-Spam Legislation and such other applicable legislation or regulations, as amended from time to time.

6. CAMPUS SAFETY

- a. The University and the Union agree to maintain and work towards improving safety conditions on all campuses. To this end, the Union commits to provide services including the following for students:
 - i. Foot Patrol Walk Home and Drive Home Programs;
 - ii. Food Bank Programs;
 - iii. Healthy Lifestyles Committee;
 - iv. Emergency Response Team on Waterloo Campus.
- b. The University agrees that the Union provides services to its members and to the community that are highly valuable. The Union agrees to continue to provide and support the services listed in 6 (a) for the duration of this Agreement.
- c. The University will provide a minimum of 350 square feet, and 150 square feet of space on the Waterloo Campus for the Emergency Response Team service of the Union, and other services of the Union, respectively.
- d. If requested by the Union, the University will endeavour to provide reasonable space on the Brantford Campus for campus safety initiatives provided by the Union.

7. OPERATIONS

a. Employees

- i. Prior to September 1, 2008 the Union participated in the WLU Pension Plan as an associated employer as defined in the Preface of the Plan Text. The University will continue to allow employees or former employees of the Union who are active or variable vested members to participate in the WLU Pension Plan. The Union will fund in full the participation cost of its employees enrolled in the pension plan of the University.
- ii. The University agrees to allow the full-time employees of the Union to purchase Athletic memberships at the same rate available for University employees at the applicable campus.
- iii. The Union shall be responsible for maintaining an independent Workplace Safety & Insurance Board identification number, Occupational Health and Safety Policy, and Joint Health and Safety Committee.

- iv. The Union agrees that all employees and/or Executive members of the Union shall comply with all approved University policies, procedures and guidelines, as may be amended from time to time.
- v. The University will display full time continuing positions posted by the Union on the appropriate area of the website of the University.
- vi. The University will permit Union employees to register for all Employee Assistance, education, and celebration programs offered by the University to its own employees. The Union will pay the University for the cost of the participation of Union employees in incentive, education, celebration, and assistance programs offered by the University to its own employees.
- vii. The University recognizes the unique nature of the role of the Union President and as such has agreed to provide for an apartment on the Waterloo Campus for up to 12 months on an annual basis. The Union agrees to compensate the University for that apartment at the annual rate to be confirmed each year during the budget planning process. The value of this apartment will be indexed for inflation as the comparable rates are increased through the budget process. This transfer will occur as an annual transfer between the Union and the Residence Office. The Union agrees that the incumbent will be responsible for adhering to residence policy where appropriate as defined in the agreement signed at the start of each new term in office. In addition, the Union agrees to allow access for regular cleaning of the apartment as well as for repair and maintenance. A minimum of one week each year will be required for the annual maintenance and cleaning of the apartment to prepare for the new occupant. Any plans to modify the décor of the apartment must be presented for approval to the designated facility coordinator within the residence office.
- viii. The University recognizes the unique nature of the role of the Union Executive members, and as such has agreed to provide apartments on the Waterloo Campus during the summer term. The Union agrees to compensate the University for these apartments. The location and rate for these rooms will be determined on an annual basis as needed.
- ix. The University recognizes that the student executive members may from time to time, not be full time students. In order to benefit from the student experience, arrangements will be made, upon request, to provide student Executive members with a University One Card with the equivalent status of a full time undergraduate student with access to student services including a UPASS. All fees for student services (e.g. UPASS) will be covered by the Executive member.

b. Space and Building Services

- i. The University recognizes that the Union requires access to space on the Waterloo and Brantford Campuses to engage in Union activities and deliver services to Undergraduate Students. The Parties agree that the current Union space located on the Waterloo Campus in the FNCC and on the Brantford Campus in the SC (collectively, the "Union Space") appropriately meets the

Union's operational needs and will continue to be available to the Union for its use and occupation.

- ii. The Parties agree to enter into discussions when additional or alternative space requirements are identified.
- iii. The Union shall be responsible for the management of the affairs of the Union Space, subject to the provisions of this Agreement and its Appendices. Repairs, maintenance and services relating to operations of the FNCC and SC shall be as set out in Appendix B.
- iv. If major renovations or capital improvements are required for the Union Space, the Union and University shall negotiate in good faith an arrangement to cover the costs of the renovations or capital improvement(s), which may include contributions by the Union, University and/or donations through the Student Life Levy or other donors.

c. Competition

- i. The Union shall not enter into direct commercial competition with the University on a University Campus, by duplicating any services already provided by the University, except for the services provided by the Union in the FNCC and SC, or as otherwise set out in this Agreement or may be agreed to in writing by the Parties. Conversely, the University will not enter into direct commercial competition with the Union by duplicating any services that the Union provides in the FNCC or SC. The Union shall notify the AVP, Student Services, of any new business venture proposed by the Union on a University Campus and the Parties will meet to discuss the proposal. Should the University, acting reasonably, consent to the proposed activity, the Parties will negotiate the terms of the arrangement, which shall be set out in writing and included as an appendix to this Agreement.

d. Trademarks and Insignia

- i. The University has officially registered trademarks, pursuant to the Trademarks Act of Canada. The Union agrees to comply with all University policies and guidelines, as may be amended from time to time that protect and regulate the use of all University names and branded property and will not do anything that could impair the University's ownership of University names and branded property.
- ii. The graphic images of the Union are identified in the attached Appendix C and may be updated from time to time by letter of understanding with the University. The Union is permitted to use those graphic images at no cost, and without seeking further permission from the University, even though elements of those images are the same as the trademarks of the University. Such permitted use does not provide the Union with any right of ownership or interest in University branded property.

e. Food Services

- i. The University and the Union agree to continue their collaboration in the operation of food services for the preparation, sale and service of food to the public on University campuses. The terms and conditions for the food service operations by the Union are as set out in Appendix D to this Agreement.
- ii. The Union will be solely responsible for any vending machines in the FNCC or SC.
- iii. Vending services at the Brantford Campus are as set out in the Vending Services Agreement and Amendment Agreement in Appendix E.

f. Liquor License

i. License

The Union shall retain the license for the sale and service of liquor on the Waterloo Campus and Brantford Campus at the specific locations and under the terms and conditions for the sale and service of liquor by the Union as set out in Appendix D to this Agreement.

ii. Operations

The control procedures as set out in the Liquor License Act must be adhered to on the strictest basis and the Union. In cooperation with the University, the Union must develop processes to ensure compliance, as provided for in Appendix D to this Agreement.

g. University Space Bookings

i. Booking Space

As a University Affiliate under the University Booking of University Space and Facilities policy, the Union has access to book University Space and Facilities. University Student Groups authorized by the Union are also eligible to book University Space and Facilities. Students are responsible to cover all required booking fees and other charges associated with the use of University Space and Facilities.

ii. Concourse

The Concourse may be booked by students through the OneCard Office in accordance with OneCard Office booking processes and University policies and procedures.

On an annual basis, the Union and OneCard office will coordinate events or activities for which the Union will have priority access to the Concourse. The Union is responsible to cover all required booking fees and other charges associated with the use of the Concourse and any other University Space and Facilities.

iii. Equipment and Media Technology

University Students Groups who book University Space and Facilities are required to use Laurier-approved audio-visual, public address or other media technology and are responsible for all applicable charges or costs for Equipment or Media Technology, including set-up/tear-down costs.

h. Information Technology

The Union and University have created a service level agreement for Union IT resources. The scope of service will include, but will not be limited to: telephones, computer hardware, network resources, and software. The agreement is attached as Appendix F.

i. Parking

- i. The Union shall have the right to acquire non-reserved staff parking spaces (Gold Permits). The Union will pay for all Gold Permit parking spaces at an annual rate per permit equal to the University's then current Gold Permit rate.
- ii. The parking space for the Union's Hospitality department on the Waterloo Campus will be a signed reserved space and the Union will be billed at the annual rate for reserved spaces.
- iii. Foot Patrol: The University will allocate one reserved space at the Waterloo Campus and one reserved space adjacent to the SC at the Brantford Campus for use by the Foot Patrol vans. The Union is responsible to pay 50% of the applicable permit rates associated with the parking spaces agreed upon by the Parties for the Foot Patrol vans. This will increase to full cost recovery once FAM has implemented that policy for all related departments.
- iv. If needed, the University will allocate up to two more spaces for the Union, subject to availability. The Union is responsible to pay the regular University permit rates associated with Union parking spaces, as adjusted from time to time.

j. Campus Information System

- i. The University will provide access to the campus information system "LBTv" for the promotion of Union activities at the Brantford Campus as long as LBTv continues to be available. The University has no obligation to maintain LBTv and has the final right of approval of any content posted on LBTv. In the event that the University implements a campus information system at the Waterloo Campus, the Union shall have access for promotion of Union activities at the Waterloo Campus.

k. Communication

- i. The University will provide the Union with Undergraduate Student contact information to facilitate efficient means of communication with the Union's members. The Union may communicate with the Union's members by email, using official University issued email addresses that are the property of the University. All communication by the Union with Undergraduate Student must follow the requirements in section 5, Confidentiality, set out above in this Agreement, as well as all applicable University policies, including, but not limited to, policy 6.1 Prevention of Harassment and Discrimination, policy 9.1 Use of Information Technology, policy 10.1 Information Availability and Privacy Protection, policy 12.3 Non-Academic Student Code of Conduct, and policy 12.4 Gendered and Sexual Violence Policy and Procedures.

- ii. On occasion, and not more than four (4) times per month, the Union may send communication to its members by providing formatted content to the University Student Affairs' office, for immediate distribution.
- iii. The University and Union agree to work together to establish a new protocol for electronic communication to replace email lists during the Term.

I. Other Agreements

In addition to this Agreement, the University and the Union have entered into other binding agreements. All such agreements, while standing on their own as to operation and enforcement, shall be interpreted in accordance with the principles set out in this Agreement including, but not limited to the list set out below, as well as any additional agreements entered into by the Parties during the Term:

- Student Life Levy (SLL) Agreements specific to each Campus
- Student Affairs Administrative Agreement (SAAA)
- Waterloo Bus Pass Agreement (UPASS)
- Sustainability Fee Agreement
- Wilgar Bursary Agreement
- Brantford Bus Pass Agreement (UPASS)
- Faculty Based Fees Agreement
- Protocol Agreement on Compulsory Non-Tuition Fees
- Laurier Brantford Athletic Facility Fee Agreement

8. FINANCIAL SERVICES

a. Loans and Line of Credit

The University and the Union have entered into a Comprehensive Loan and Debt Agreement, effective November 2017, which sets out the terms and conditions of the long-term loan(s), guarantee(s) and line of credit provided by the University to the Union. The Comprehensive Loan and Debt Agreement is attached as Appendix G to this Agreement.

b. Financial Services of the University

- i. The University agrees to provide aggregate enrollment information to the Union as requested.
- ii. The University agrees that the Union's fees provide direct and indirect financial benefit to the University. The University agrees during the term of this Agreement, to provide valuable financial services to the Union for the fee of \$1.00 paid at the time this agreement was ratified. These services include:
 1. The assessment, collection and remittance of applicable student fees including, but not limited to:
 - a. The SAC Fee - the Student Administration Council Fee which supports the operation of the Union;
 - b. The Enhancement of Student Life Levy - a campus-specific fee levied to all undergraduate students applied towards the

- general enhancement of student life under the terms of campus-specific agreements;
- c. The Student Health Plan - the Undergraduate Student Health Plan administered by the Union with the fee collected in the fall academic term only;
 - d. The Student Dental Plan - the Undergraduate Student Dental Plan administered by the Union with the fee collected in the fall academic term only;
 - e. The FNCC Fee – the fee that provides support in the cost of operating and maintaining the Fred Nichols Campus Centre at the Waterloo Campus;
 - f. The Sustainability Fee - the fee collected for the creation and operation of a Sustainability Office;
 - g. The Faculty Based Fees- the fee collected to allow for faculty based club activities and programming to provide Laurier students access to resources that support student learning and improve the student experience;
 - h. The UPASS Fee (Waterloo and Brantford) - the fee with which the Union purchases the Universal Grand River Transit or Brantford transit Pass as applicable for all full time students of the University;
 - i. The Brantford Student Union Building Fee - the fee that provides support in the cost of operating and maintaining the student centre at the Brantford Campus.
 - j. Brantford Food Services Facility Fee - the fee to be applied toward the costs of construction of a food service facility at the Brantford Campus.
 - k. Laurier Brantford Athletic Complex Fee – the fee that supports the creation of a new recreation complex in partnership between Laurier and the YMCA.
 - l. Laurier Brantford Program Association Fee – the fee supports faculty and program based student associations that provide resources for student clubs and events
 - m. Students’ Union Essential Services Fee – the fee supports the continued growth and sustainability of the Food Bank, Foot Patrol, and ERT program
 - n. Students’ Union Advocacy Fee – the fee that supports influential provincial advocacy efforts, including initiatives in collaboration with the Ontario Undergraduate Student Alliance.
 - o. Orientation & Transition Fee – the fee that supports all transition programming including Orientation Week and Headstart.

2. Any additional mailing that the Union requests from the University will be completed on a cost-recovery basis. The rate will be confirmed annually upon request by the Union.
3. The Union and the University shall finalize a formal process to follow for signed, written notice from the Union and signed, written confirmation from the University to confirm all applicable student fees in 8. b. (i) above for the following fiscal year, which written notice will be provided by the Union to the University annually no later than March 15th. The University shall not amend any student fees set out in 8. b. (ii) 1. without prior written confirmation from the Union in accordance with the agreed upon process.
4. The Union verifies that it has authority to direct the University to collect the fees listed in (b) 1 above and that valid, up-to-date authorization through a student referendum is in place for any fee subject to referendum approval. In the event that such authorization expires or is revoked, the Union will notify the University, in writing, as soon as possible, and in not less than ten (10) business days following the expiration or revocation, to confirm that the University should cease assessment, collection and remittance of the fee.

c. Settlement of Accounts

- i. The Union and the University agree that all amounts except those amounts relating to One Card owing between the Parties are to be settled within thirty (30) days of the end of the Spring and Fall terms and within sixty (60) days at the end of Winter term (Fiscal Year End).
- ii. One Card fees owed to the Union will be remitted monthly at a minimum by the One Card office directly to the Union with the appropriate documentation.
- iii. The University will provide reconciliation documents within 60 days following the end of the Fiscal Year relating to the settlement of the accounts referred to in 8. b. ii. 1. The Union may request an Internal Audit review of one fee annually and will pay for the cost to perform that review.
- iv. For the Term of this Agreement, the amounts owed in section 6. b. and 8. b. ii. will be considered as 'paid in full' since they are equivalent amounts.
- v. On an annual basis, the Union will be billed a proportionate share of the bad debt related to fees billed and not collected by the University. The percentage will be agreed to annually between the Parties.

d. Remittance of Fees

- i. The fees listed in paragraph 8. B. ii. above shall be remitted to the Union as follows:
 1. The University will pay to the Union \$300,000 on August 1st. This will be a draw against fees owing for the fall semester. The amount will be reviewed if the enrolment of the University changes significantly enough that both Parties agree to an evaluation.

2. The University will pay to the Union \$700,000 on October 1st. This is a further draw against fees owing for the fall semester. The amount will be reviewed if the enrolment of the University changes significantly enough that both Parties agree to an evaluation.
 3. The balance of any fees owing to reach ninety percent (90%) of the fees shall be paid on or before the 15th day of June (for Spring semester) and the 15th day of November (for the Fall semester) and the 15th day of February (for Winter semester). For clarity, the amount paid for the fall semester will be 90% of the fees less the amounts paid out in 1. and 2. above.
 4. The balance of the fees shall be remitted to the Union within 30 days of the end of each academic term.
- ii. The Health Plan Fee and Dental Plan Fee (if applicable) shall be remitted annually by the University on behalf of the Union in the following manner:
 1. Ninety (90%) percent of those fees collected by the University shall be paid on or before the 15th day of October (for the Fall semester) and the 15th day of February (for the Winter semester);
 2. The balance of those fees shall be paid to the Union within 30 days of the end of the Fall and Winter semesters;
 - iii. The amounts transferred from the University shall, on the request of the Union, be subject to a financial audit to determine the number of eligible undergraduate students, which shall be completed by the University's Internal Auditor, if available, or such other qualified auditor as agreed upon by the Parties. The Union shall cover the costs of any audit completed at their request by an external auditor unless the audit identifies a discrepancy between the University reported number of eligible Undergraduate Students and the audited number of eligible Undergraduate Students of more than ten percent (10%).
 - iv. The Sustainability Fee will be held in reserve by the University and will fund the operation of the University Sustainability Office. The balance (if any) in this fund remaining at the end of each Fiscal Year will be reviewed with the Union. The University will work with the Union to determine the best use of any surplus funds.

e. Utilities

The University shall supply utilities to the FNCC and the SC. The terms associated with the costs and supply of utilities to the Union in the FNCC and SC shall be in accordance with Appendix B.

f. Contracted Services

The University is responsible to complete all inspections and audits for University equipment, buildings, services and property. The terms associated with the costs and supply of Contracted Services for the inspection, repair and maintenance of University equipment, buildings and services in the FNCC and SC shall be in accordance with Appendix B.

g. Non-Tuition Fees

Non-Tuition Fees will be determined in accordance with the Protocol Agreement on Compulsory Non-Tuition Fees prescribed by the Province of Ontario and agreed to by the Parties, as may be amended from time to time.

h. Financial Accountability

The Union acknowledges that it is responsible for its financial operations and is committed to accountability and transparency. The Union will report to the University, as soon as possible, any conduct by a Union employee, volunteer, representative or Board member that could be considered financial misconduct, fraud, theft, misappropriation of Union assets or abuse of public trust. In the event that the University receives a disclosure concerning an actual or perceived financial wrongdoing involving Union funds or assets by a Union employee, volunteer or Board member, the University may take all necessary and appropriate action to investigate and respond, including completing a financial audit.

i. Fundraising

The University acknowledges there may be times when it agrees to partner with the Union on fundraising activities that are ancillary and incidental to the University's charitable educational purposes. Any activity undertaken by the Union for which the University will accept and receipt charitable donations is at the sole discretion of the University, with the terms and accountabilities addressed in advance in a separate written agreement.

9. INSURANCE

- a. The Union shall maintain public liability insurance, including host liquor liability, with liability limits of not less than Five Million (\$5,000,000.00) Dollars for any one accident or occurrence and property damage insurance of not less than Five Million (\$5,000,000.00) Dollars subject to a limit of Five Million (\$5,000,000.00) Dollars in any one accident or occurrence involving both public liability and property damage and to the extent of the foregoing shall have such policies of insurance show the University as an additional named insured. The Union shall hold harmless and indemnify the University against any and all claims, actions, or judgments, from injury to persons or damage to or loss of property, including all costs of defense fees incurred by the University or its insurer in defending such action, arising from any and all operations or actions of the Union. This includes, but is not limited to claims, actions or judgments arising from the operation of any Union licensed establishment and out of the operation of motor vehicles by patrons leaving the Union's licensed establishment and patrons on the campus entering or leaving the licensed establishment.
- b. It is expressly understood and agreed that the University shall, in no way, be responsible for any theft, disappearance or other misappropriation of any of the equipment to be installed by the Union, for the theft, disappearance or other misappropriation of moneys, food supplies or any other property of the Union wherever located. The

University shall not be liable for any damage or injury to the goods and property of the Union, or its directors, employees, agents, contractors, assigns and volunteers done or occasioned by or from electrical wiring, plumbing, water, gas, steam or other pipes, or the breaking of any electric wire, the bursting, leaking or running of water from any service, or from refrigeration failures of any nature; or for any damage occasioned by fire, explosion, electricity, smoke, or for the loss or the theft of any property of the Union however occurring. The Union shall be responsible to maintain adequate insurance to protect itself in the event of the above-noted occurrences.

- c. It is expressly understood and agreed that the Union shall, in no way, be responsible for any theft, disappearance or other misappropriation of any of the equipment installed by the University, for theft, disappearance or other misappropriation of moneys, food supplies or any other property of the University located in the University-occupied space in the SC. The Union shall not be liable for any damage or injury to the goods or property of the University done or occasioned by or from electrical wiring, plumbing, water, gas, steam or other pipes or the breaking of any electrical wire, the bursting, leaking or running of water from any service, or from refrigeration failures of any nature; or for any damage occasioned by fire, explosion, electricity, smoke, or for the loss or theft of any property of the University or its directors, employees, agents, contractors, assigns and volunteers in the SC however occurring. The University shall be responsible to maintain adequate insurance to protect itself in the event of the above-noted occurrences.

10. OTHER PROVISIONS

- a. The Union shall comply with all applicable provisions of federal, provincial and local laws, ordinances and regulations and shall procure, at its expense, all licenses or permits necessary to lawfully operate all of its facilities on the Campus.
- b. The Union acknowledges that all Union Clubs and their activities are under the Union's direction and such Union Clubs are responsible to comply with all University-approved policies and procedures and applicable provisions of federal, provincial and local laws, ordinances and regulations
- c. The Union, including Union Clubs, shall not use the name or registered marks of the University in making contracts with suppliers or in any other manner. The Union shall make all contracts in its own name and the Union, alone, shall be responsible for purchases and contracts made by it. The University shall not be responsible for any goods purchased by the Union, nor for any other obligations or liabilities assumed or created by the Union or Union Clubs.
- d. The Union, including Union Clubs, shall not set or hold itself out to be an agent for the University and nothing herein shall be construed as creating a relationship of employment, partnership, joint venture, or agency. The Union acknowledges that all employees of the Union are its sole legal responsibility and the University has no obligations at law and, in particular, under applicable labour, employment and health and safety legislation.
- e. The Union shall not assign or transfer this Agreement or any portion thereof without written approval of the University.

- f. All appendices and schedules to this Agreement shall form part of this Agreement.

11. TERMINATION

- a. Termination Due to Bankruptcy/Cease to Carry on Business: Either Party may, by written notice to the other Party, immediately terminate this Agreement, in the event the Party (i) discontinues its operations; (ii) makes an assignment for the benefit of creditors; or (iii) becomes bankrupt or insolvent.
- b. Termination for Cause: Either Party may, by written notice to the other Party, terminate this Agreement for cause as follows:
 - i. Where there is a material breach of this Agreement that is not remedied within thirty (30) days' written notice to Party in breach; or
 - ii. Immediately by Laurier in the event that the Union or an employee, agent or representative of the Union engages in any material wrongful or negligent act in connection with the performance of its obligations under this Agreement.
- c. Termination at the End of the Term: Either Party may, by written notice to the other Party, terminate this Agreement at the end of the Term. Notice of termination shall be provided in writing not less than three (3) months prior to the end of the Term.
- d. Termination Due to Force Majeure Event: Neither Party shall be liable for any loss, default, or damage caused by any failure to perform any term or condition of this Agreement where such failure is caused solely by an event or occurrence beyond its reasonable control including, without limitation, war, strikes, fires, floods, acts of God ("Force Majeure Event"). Each Party shall have the right to terminate this Agreement, without liability, pursuant to this paragraph upon the occurrence of a Force Majeure Event, and any such termination is conditional upon delivery of written notice to the other Party setting forth the basis for such termination.

In the event of termination, for any reason, the Parties shall work together and make all reasonable efforts to fulfil their obligations to Undergraduate Students. The Parties shall complete a financial reconciliation and address all payments owing under this Agreement as of the effective date of termination.

12. DISPUTE RESOLUTION

In the event of any dispute arising between the Parties relating to this agreement, the Union's Executive Director, or designate, will follow up with the AVP, Student Services, or designate, to attempt to resolve such dispute. If the dispute cannot be resolved through discussions at this level, the President of the Union and the VP, Student Affairs of the University (or applicable designates) shall attempt to resolve the dispute. If the dispute is not resolved after consideration by these individuals, either the Union or the University may refer the dispute to a mediator for assistance in reaching a mutually agreed upon resolution. The Party requesting mediation shall provide a list of three possible mediators to the other Party who will choose a mediator from the list. Costs of mediation shall be shared equally by the Parties. In the event that the dispute cannot be resolved through mediation, the Parties will consider whether the working relationship can continue and may explore termination in accordance with this Agreement.

13. GOVERNING LAW

This Agreement will be governed by the laws in force in the Province of Ontario. If any of the provisions or portions of this Agreement are invalid under any applicable statute or rule of law, they are to that extent deemed to be omitted from this Agreement.

14. REVOCATION

The Parties agree, by the execution of this Agreement, that all prior Operating Procedures Agreements between the University and the Union are revoked and canceled.

This Agreement includes several Appendices as listed below:

Appendix A	Student Staff and Volunteer Screening
Appendix B	Facility and Asset Management Operations
Appendix C	Trademarks and Insignia
Appendix D	Food and Beverage Services
Appendix E	Amendment to Vending Services Agreement
Appendix F	ICT Service Level Agreement
Appendix G	Comprehensive Loan and Debt Agreement

SIGNING PAGE FOLLOWS

In Witness whereof the Parties have, by the signatures of their duly authorized officers, executed this Agreement on the date first set out above.

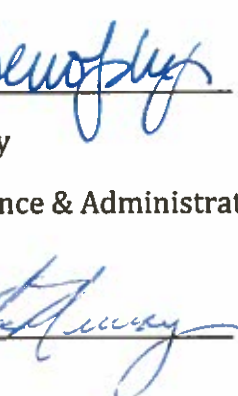
WILFRID LAURIER UNIVERSITY

Per: 

Date: Dec 17/18

Deborah Dubenofsky

Vice-President, Finance & Administration

Per: 

Date: Dec. 13, 2018

David McMurray

Vice-President, Student Affairs

We have authority to bind the University

WILFRID LAURIER UNIVERSITY STUDENTS' UNION

Per:

Date: Dec. 11/2018

Adam Kovacs

Chair, Board of Directors & CGO

Per:

Date: Dec 11/2018

Tarique Plummer

President & CEO

Per:

Date: Dec 11, 2018

Phil Champagne

Executive Director & COO

We have authority to bind the Corporation

APPENDIX A – STUDENT STAFF AND VOLUNTEER SCREENING

As part of the Student Union background screening process for Undergraduate Students who have applied for a volunteer or staff member position with the Union, the Union may request the following information from the University. This information will only be provided when the Union has express, written consent from the student to the sharing of the University information with the Union.

All information shared by the University with the Union will be confidentially retained and accessed only by those Union employees or directors who need the information to do their job. Records will be retained only for the current academic year (September 1 – August 31) and will be confidentially destroyed within 30 days of the start of the next academic year.

1. GPA

GPA screening for student staff and volunteers with the Union will be completed three times per year (start of Fall, Winter and Spring/Summer academic terms). The Union will forward, in writing, the following information about the students to be screened for minimum GPA to the Associate Registrar, Financial Aid and Services, or such individual or department as directed by the University:

- Student First Name
- Student Last Name
- Student ID Number
- GPA requirement to be met (can be different depending on role with organization)

Within two weeks of receiving this request, the University shall provide a written report to the Students' Union that includes:

- Student First Name
- Student Last Name
- Student ID Number
- Confirmation (Yes or No) on whether the student has the required minimum GPA.

2. Code of Conduct or Gendered Violence Policy

The Union may request, in writing, that the Dean of Students' Office on the applicable University Campus confirm if a student who has applied for a volunteer or staff member position has been found responsible for a violation of the Non-academic Code of Conduct or Gendered Violence Policy or used the Voluntary Accountability Process under the Gendered Violence policy to address a disclosure of gendered violence. In the event that the Dean of Students' Office confirms one of these situations, the Students' Union shall communicate with the student applicant to consider the student's suitability for the position.

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 1st for the following fiscal year.
- c) For clarity, electricity is directly metred 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 1st 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
-------------	--------------------------

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
Wilf'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 1st 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 1st 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:

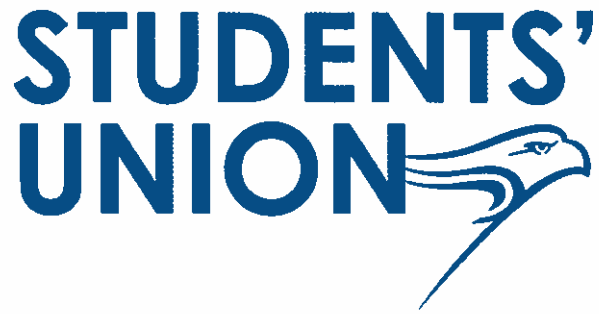
Monday to Friday daily requirements (3:00 am – 7:30 am, 1 person)

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

WILFRID LAURIER UNIVERSITY



LAURIER



LAURIER ORIENTATION

APPENDIX D – FOOD AND BEVERAGE SERVICES

1. Overview of Food Services Operations

- 1.1 Both the University and the Union engage in the operation of the sale of food and liquor to the public in University buildings (the “Food Services”).
- 1.2 On the Waterloo Campus, the Union currently operates Food Services in the Fred Nichols Campus Centre (“FNCC”), including Wilf’s, the Terrace Food Court and the Hawk’s Nest.
- 1.3 On the Brantford Campus, the Union currently operates Food Services in Market Square with the Williams franchise and in the Research and Academic Centre with the Golden Grounds kiosk.
- 1.4 The principles that form the foundation for the food service operations on a University Campus include:
 - 1.4.1 Service - superior service for the customer;
 - 1.4.2 Quality- providing top quality products, atmosphere and promotions;
 - 1.4.3 Value- fair pricing in balance with quality products;
 - 1.4.4 Selection and Variety- range of alternatives that complement each other;
 - 1.4.5 Flexibility and choice- meal plan development and food concepts;
 - 1.4.6 Superior facilities and equipment;
 - 1.4.7 Fiscal responsibility and accountability;
 - 1.4.8 Research, evaluation and planning;
 - 1.4.9 Communication, marketing and promotion;
 - 1.4.10 Stable collaborative, cooperative leadership.
- 1.5 Currently, there are three different types of food and liquor facilities operated by the Union on University campuses:
 - i. Union Operated Food and Beverage Services;
 - ii. Contractor Operated Food Services; or
 - iii. Other Food Services.

2. Union Operated Food and Beverage Services

- 2.1 The Union Operated Food Services include:
 - a) Wilf’s at the Waterloo Campus;
 - b) Hawk’s Nest, including the Turret, at the Waterloo Campus; and
 - c) Golden Grounds at the Brantford Campus(collectively referred to as the “Union Operated Facilities” or separately as a “Union Operated Facility”).
- 2.2 Union Operated Facilities are run and managed directly by the Union with the use of Union employees.
- 2.3 Food quality will be of the utmost importance and is subject to all applicable inspections, regulations and legislation. The Union will provide notification, in writing, to the University within twenty-four (24) hours in the case of an inspection by Region of Waterloo Public Health (for Union Operated Facilities on the Waterloo Campus) or the Brant County Health Unit (for Union Operated Facilities on the Brantford Campus).

- 2.4 The University permits the Union to operate the Union Operated Facilities for food and liquor operations on property owned or leased by the University subject to the Union's continued compliance with all University policies and regulations, municipal by-laws, and all laws applicable to the general operation of food services and the sale of food and liquor to the Public.
- 2.5 The Union shall not sublet any of the Union Operated Facilities or any part thereof. The University acknowledges and agrees that, subject to the terms of this Appendix D and the Agreement, the Union may enter into an agreement with a third party service provider for the operation of the Union Operated Facilities, or any single Union Operated Facility, but is under no obligation to do so.
- 2.6 In the event that the Union decides to operate the Union Operated Facilities, in whole or in part, with a third party service provider, it agrees that the service provider will have no separate or independent right to access or occupy University property or buildings, or the Union Operated Facilities and that the neither the Union nor the University are in a landlord/tenant relationship with a service provider.
- 2.7 In the event that the Union decides to operate the Union Operated Facilities, in whole or in part, with an external third party service provider it shall immediately notify the University and will not act without the prior consent of the University and not before entering into a services agreement with any proposed service provider to comprehensively address the Union's and the University's respective obligations in the sale of food and alcohol (if applicable).
- 2.8 Prior to recommending a contract with a third party service provider, the Union will complete a comprehensive review of available vendors.
- 2.9 All service providers will be third party, arm's length corporate entities to the Union appropriately reviewed and vetted by the Union. The Union acknowledges that the University relies on the Union exercising appropriate due diligence in reviewing and recommending the potential service provider for the Union Operated Facilities.
- 2.10 In no event shall any agreement between the Union and a third party service provider grant rights or privileges greater than the rights or privileges provided by Laurier to the Union in the Agreement.
- 2.11 The University has the right to review any agreement between the Union and a proposed service provider in advance of its signing and to veto any agreement or proposed service provider if the University, acting reasonably, believes that the service provider is unable to comply with all legislation, University policies, insurance requirements, or other legal obligations relating to the sale of food and liquor to the public on University property. In the event that the University exercises its veto, this decision may be addressed between the Union and the University under the terms of the Dispute Resolution provisions in the Agreement in section 9.

- 2.12 All agreements between the Union and a third party service provider as the operator of a Union Operated Facility shall include the following terms:
- i) A fixed term of not more than five (5) years, with the option to renew for not more than a total of ten (10) years. The terms shall be consistent with the term of the Agreement;
 - ii) A right of termination as operator that includes immediate termination in the event of breach of any federal, provincial or municipal legislation or regulation, including, but not limited to, obligations under the Liquor License Act and health and safety legislation;
 - iii) No right of assignment by the service provider without consent of the University, acting reasonably;
 - iv) A requirement for the service provider to be subject to the policies, rules and regulations of the University while operating the Facility, provided that such policies, rules and regulations are in compliance with applicable laws. The Union will provide the service provider copies of such policies, rules and regulations which may be accessed through reference to the University web site for policies;
 - v) In a Union Operated Facility licensed for the sale of alcohol, a requirement that the service provider adhere to all terms of conditions as set out in this Agreement and any appendices relating to the sale of liquor, including responsibility to ensure that all licensed facilities are managed and operated in accordance with the requirements of the Ontario *Liquor Licence Act, 1990*, Chap. L19 as amended, and its regulations and other relevant legislation and for the administration of policies and practises pertaining to the sale and serving of liquor on Campus;
 - vi) A requirement that the service provider strictly comply with the Union's House Alcohol Service policy for Union Operated Facilities' staff and patrons which complies with the current requirements of Smart Serve Ontario, as may be amended from time to time;
 - vii) A requirement that all employees of the service provider have fulfilled their Smart Serve (or equivalent) training requirements and are in possession of a valid Smart Serve card (or equivalent) for the duration of their employment, before and during any time they will sell or serve alcohol;
 - viii) That the service provider indemnify and hold harmless the University, its governors, employees, representatives and agents from any and all losses, claims, suits, and/or costs, including all legal costs, concerning any damages, physical injuries or death caused by or related in any manner to the service provider's operation of the Union Operated Facility, including responsibility for any actions and omissions concerning the sale and service of food and alcohol and management and operation of the Facility;
 - ix) A requirement that service provider obtain and maintain all licenses and permits it requires to operate and manage the Union Operated Facility;
 - x) A requirement that the service provider maintain comprehensive general liability insurance, including product liability, personal injury and property damage insurance, with an inclusive limit of a minimum of Five-Million-Dollars (\$5,000,000) per occurrence for personal injury and/or death and/or property damage with the University included as an additional insured on each such policy. Such insurance shall provide that the policy cannot be reduced in amount of coverage set forth above or cancelled without thirty (30) days prior written notice to the University;

- xi) Responsibility for the service provider to address all costs, including reasonable repair and maintenance costs relating to the Union Operated Facility and Facility equipment;
- xii) That the service provider has policies or guidelines in place for the protection of personal information and agrees to comply with all applicable laws in respect of the collection, use and disclosure of personal information in relation to the operation of the Union Operated Facility, including personal information relating to any University students or employees;
- xiii) A force majeure clause protecting the University for any events or conditions that lead to a failure to perform any obligations under the Union's agreement with the service provider, including any decision by the University to shut down the University due to extreme weather, emergencies, or any strike or lockout on campus ;
- xiv) A dispute resolution clause that protects any interests of the University relating to the operation of the Union Operated Facility and does not rely on University resources (i.e. Office of Dispute Resolution) unless the dispute includes or relates to any action or obligation imposed by the University;

2.13 The Union agrees to maintain comprehensive general liability insurance, including personal injury and property damage insurance, with an inclusive limit of a minimum of Five-Million-Dollars (\$5,000,000) per occurrence for personal injury and/or death and/or property damage with the University included as an additional insured on each such policy relating to its use of the operation of the Union Operated Facilities. Such insurance shall provide that the policy cannot be reduced in amount of coverage set forth above or cancelled without thirty (30) days prior written notice to the University.

2.14 The Union hereby agrees to indemnify and save harmless the University, its governors, employees, representatives and agents from any and all losses, claims, suits, and/or costs, including all legal costs, concerning any damages, physical injuries or death caused by or related in any manner to the Union's operation, management or oversight of the Union Operated Facilities, including actions and omissions concerning the sale and service of alcohol, and the management of the facilities.

2.15 The costs associated with the space and services provided by the University for Union Operated Facilities shall be in accordance with Appendix B.

2.16 The offices of the AVP FAM and LLC (for facilities serving alcohol) must review and approve any plans for structural change or major renovations to a Union Operated Facility prior to the start of any work.

Liquor Licences

2.17 In 2007, the Union and University entered into a Memorandum of Agreement in which the University granted permission to the Union to sell and serve liquor at Union Operated Facilities on real property owned or leased by the University and to hold and manage its own liquor licence(s) for Union Operated Facilities. The University agrees that the Union may continue to hold and manage its own liquor license(s) and engage in the sale and service of liquor at Union Operated Facilities on both the Waterloo and Brantford Campuses.

- 2.18 The Union shall cooperate and work with the University's Liquor Licence Coordinator to ensure that all Union Operated Food and Beverage Services comply with the Ontario *Liquor Licence Act*, 1990, Chap. L19 as amended, applicable regulations, municipal by-laws and all policies and procedures of the University pertaining to the sale and/or service of liquor on a University Campus.
- 2.19 The Union agrees that it will not assign or transfer a liquor licence held by the Union without the University's prior consent, in writing. The Union may not contract out of or delegate its obligations in under a liquor licence it holds and uses at Union Operated Facilities on a University Campus.
- 2.20 The Union shall immediately notify the University in writing of any inspection, infraction, order or loss or suspension of its liquor licence(s) by the Alcohol and Gaming Commission of Ontario (AGCO) at a Union Operated Food and Beverage Service. In the event of a suspension of a Union liquor licence, the University has the right, but not the obligation, in its absolute discretion to hold and exercise a liquor licence for the sale of liquor in a Union Operated Facility.
- 2.21 In the event that the University has reasonable grounds to believe that the Union is in violation, or may be in violation, of any obligations relating to its liquor licence(s) or in the service and sale of liquor, it shall notify the Union, in writing, and at the University's absolute discretion:
- i. Provide notice of the violation or prospective violation and up to thirty (30) days to remedy the situation;
 - ii. Require the Union to suspend the use of the liquor licence(s) and all service and sale of liquor at Union Operated Facilities until the violation is remedied to the satisfaction of the University.
- 2.22 The Union acknowledges that the University is not liable to the Union, or any third party service provider with which the Union has a contract, for any loss, including gross or net profits relating to the suspension of the sale and service of liquor and/or use of the liquor licence(s).
- 3. Contractor Operated Food Services**
- 3.1 The University, Union and Aramark Canada Ltd ("Aramark") entered into a food services agreement effective September 1, 2012 (the "Services Agreement"), which agreement was extended pursuant to Amending Agreement #1 effective September 8, 2016, which extended the terms of the Services Agreement for five years to August 30, 2022.
- 3.2 The Aramark Operated Food Services are at the University and Union sites as set out in Schedule "F" of the Services Agreement and include all University operated food services and food services in the Terrace Food Court of the FNCC.
- 3.3 The Aramark Operated Food Services are governed by the terms and conditions of the Services Agreement (as amended) among the University, the Union and Aramark.

4. Other

The Williams Café in the Market Square building at the Brantford Campus is currently operated by the Union under the terms of a franchise agreement with the Union as franchisee. The parties acknowledge that the current franchise arrangement is under review and the Union agrees to follow all terms set out in this Appendix D and in particular sections 2 and 3 above, in any agreements addressing the food services arrangements with the Williams Café and the space currently occupied by the Williams Café. The parties agree to review and revise this Appendix D, as may be required to address this food services arrangement.

5. Catering

- 5.1 The Union is recognized as a current provider of catering on the Brantford Campus and is included in any list of preferred vendors for catering services by the University. The Union has the exclusive right to offer catering to groups using the FNCC (including Wilf's, the Hawk's Next and/or the Turret) at the Waterloo Campus.
- 5.2 The Union will request permission, through the applicable University processes, in the event they would like to be able to provide catering service to events on the Waterloo Campus that are coordinated by Union affiliated groups in areas outside the FNCC. Provided the event is private in nature and not open to the general public, this permission will not be unreasonably withheld.

6. New Food Service Ventures

- 6.1 The University acknowledges the substantial financial investment made by the Union in food services at the Brantford Campus. In the event the University decides to offer food services, which may include a dining hall, cafeteria or food court at the Brantford Campus, the University will consult with the Union and the Union will have the opportunity to be considered to become an operator of any planned food service at the Brantford Campus, subject to the terms and conditions as established by the University for the food service operation. Any such food service operation would be as a Union Operated Facility under the terms and conditions of this Appendix D.
- 6.2 This section 6 relating to new food service ventures does not apply to the Williams Café, as set out in section 4 above, or any changes to the food services arrangement for the Williams Café or space currently operated by the Williams Café.

7. Security

- 7.1 The University agrees to provide security services to Union Operated Facilities consistent with services available to University operations.
- 7.2 All Union Operated Food and Beverage Services shall have sufficient security during hours of operation to ensure full compliance with all security requirements, including University policies and legal and regulatory requirements. The Union and SCS will negotiate and enter into an updated Service Level Agreement to address security (the "Security SLA"), which will include the following:
- i. The development of an operational plan relating to security for all Union Operated Facilities for each academic term;

- ii. The provision of dates and times of regular operations, as well as any additional activities and events, planned for a Union Operated Facility where there will be the sale and service of liquor;
- iii. A security plan to address security for Union Operated Facilities including details on the support and services provided by SCS and costs associated with these services.

7.3 SCS is the University department with the authority to establish security requirements for University property, including any Union Operated Facilities at a University Campus. Security services may be provided by SCS or, at its discretion, the Union or a third party contractor in accordance with the Security SLA. Only University-authorized and supervised security is permitted on University property.

8. General

- 8.1 Save as may be provided elsewhere in this Appendix "D", the terms used in this Appendix shall have the same meaning and definition as those found in the Agreement between the University and the Union and to which this Appendix "D" is appended. This Appendix "D" shall form an integral part of the Agreement.
- 8.2 In case of conflict between this Appendix D and the OPA, this Appendix shall take precedence as it relates to the sale and service of food and liquor.
- 8.3 If there is a dispute pertaining to this Appendix D which cannot be resolved by the provisions of this Schedule or by agreement between the parties, the parties shall follow the dispute resolution process set out in section 12 of the OPA.
- 8.4 This Appendix is attached to and forms part of the Operating Procedures Agreement between the University and the Union as Appendix D, as outlined in section 7(e) of the OPA and revokes and replaces all other schedules or appendices dealing with food services between the parties.
- 8.5 This Schedule and the terms herein shall not be altered or changed, except without the express written consent of both parties.

APPENDIX E - AMENDMENT TO VENDING SERVICES AGREEMENT
(hereinafter referred to as the "Amendment Agreement")

BETWEEN:

WILFRID LAURIER UNIVERSITY ("University")

A corporation incorporated under a Special Act of the Province of Ontario

AND

WILFRID LAURIER UNIVERSITY STUDENT UNION ("Union")

A non-share capital corporation incorporated under the laws of the Province of Ontario.

WHEREAS:

A. The University and Union entered into a beverage and food vending services ("Vending Services") agreement effective September 1, 2009 in which the University agreed to provide space at the Brantford Campus for the Union to provide the Vending Services (the "Vending Services Agreement").

B. The term of the Vending Services Agreement had an effective end date of April 30, 2014 with the option to renew for a further period of five (5) years, with notice, to April 30, 2019.

C. The parties acknowledge that neither party provided notice to renew within the notice period as set out in section 2(ii) of the Vending Services Agreement and the Vending Services Agreement effectively ended as of April 30, 2015.

D. Notwithstanding the end of the term of the Vending Services Agreement, the parties have continued to operate Vending Services under the terms of the Vending Services Agreement.

E. This Amendment Agreement sets out the terms and conditions that amend the Vending Services Agreement. Except as otherwise set out in this Amendment Agreement, the terms of the Vending Services Agreement shall remain in full force and effect.

The Vending Services Agreement is amended as follows:

1. The Term in Section 2(ii) is amended and replaced to read:

The Term of this Agreement shall be for a period of four (4) years and eight (8) months starting on the Commencement Date and ending on April 30, 2014. The parties have an option to renew this Agreement for a further period of five (5) years. In the event that the parties fail to provide written notice on or before December 31, 2013 on the terms for the renewal, this Agreement shall be automatically extended for a period of five (5) years ending April 30, 2019. The University shall provide notice to the Union no later than January 31, 2019 of its intention to negotiate a new agreement for the provision of Vending Services at the Brantford Campus. In the event that the parties do not negotiate a new agreement by April 30, 2019, this Vending Services Agreement shall be at an end.

2. This Amendment Agreement may be executed in any number of counterparts, each of which when executed shall be an original and all of the counterparts together shall constitute one and the same Amendment Agreement.
3. This Amendment Agreement along with the Vending Services Agreement together form Appendix E to the Operating Procedures Agreement between the Union and University effective May 1, 2018.

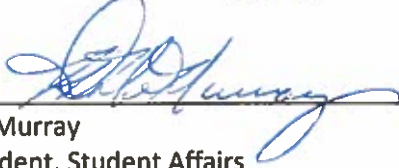
SIGNING PAGE FOLLOWS

This Amendment Agreement takes effect as of the latest date signed by the parties.

WILFRID LAURIER UNIVERSITY

Per: 
Deborah Dubenofsky
Vice-President, Finance & Administration

Date: Dec 17/18

Per: 
David McMurray
Vice-President, Student Affairs


Date: Dec. 13, 2018

We have authority to bind the University


WILFRID LAURIER UNIVERSITY STUDENTS' UNION

Per: 
Adam Kovacs
Chair, Board of Directors & Chief Governance Officer

Date: Dec. 11/2018

Per: 
Tarique Plummer
President & CEO

Date: Dec 11, 2018

Per: 
Phil Champagne
Executive Director & COO

Date: Dec 11, 2018

We have authority to bind the Corporation

**Wilfrid Laurier University
Information and Communication Technologies**

**Service Level Agreement (SLA)
for
Student Union – Waterloo and Brantford Campuses
by
Information and Communication Technologies**
Effective Date: June 2017

Document Owner: Information and Communication Technologies

Version

Version	Date	Description	Author(s)
1.0	04 15 2013	Service Level Agreement	Julie Topic
1.1	May 2014	Revised	Chris Turner
1.2	June 2014	Revised	Julie Topic
1.3	Jan 2015	Revised	Gary Wagner
1.4	Oct 2016 & April 2017	Renewal	Julie Topic

Approval

(By signing below, all approvers agree to all terms and conditions outlined in this Agreement.)

Approvers
ICT
Julie Topic
Student Union
Chris Turner

Role
Service Provider

Customer

Signed



Approval Date



Wilfrid Laurier University
Information and Communication Technologies

Service Level Agreement (SLA)
for
Student Union – Waterloo and Brantford Campuses
by
Information and Communication Technologies
Effective Date: June 2017

Document Owner:	Information and Communication Technologies
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Version

Version	Date	Description	Author(s)
1.0	04_15_2013	Service Level Agreement	Julie Topic
1.1	May 2014	Revised	Chris Turner
1.2	June 2014	Revised	Julie Topic
1.3	Jan 2015	Revised	Gary Wagner
1.4	Oct 2016 & April 2017	Renewal	Julie Topic

Approval

(By signing below, all Approvers agree to all terms and conditions outlined in this Agreement.)

Approvers	Role	Signed	Approval Date
ICT Julie Topic	Service Provider		
Student Union Chris Turner	Customer		

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1. Agreement Overview

This Agreement represents a Service Level Agreement (“SLA” or “Agreement”) between **Information and Communication Technologies** and The Student Union for the provisioning of ICT services required to support and sustain Student Union IT services.

This Agreement remains valid until superseded by a revised agreement mutually endorsed by the stakeholders.

This Agreement outlines the parameters of all ICT services covered as they are mutually understood by the primary stakeholders. This Agreement does not supersede current processes and procedures unless explicitly stated herein.

2. Goals & Objectives

The purpose of this Agreement is to ensure that the proper elements and commitments are in place to provide consistent ICT service support and delivery to the Customer(s) by the Service Provider(s).

The goal of this Agreement is to obtain mutual agreement for IT service provision between the Service Provider(s) and Customer(s).

The objectives of this Agreement are to:

- Provide clear reference to service ownership, accountability, roles and/or responsibilities.
- Present a clear, concise and measurable description of service provision to the customer.
- Match perceptions of expected service provision with actual service support & delivery.

3. Stakeholders

The following Service Provider(s) and Customer(s) will be used as the basis of the Agreement and represent the **primary stakeholders** associated with this SLA:

ICT Service Provider(s): Information and Communication Technologies (ICT)
 (“Provider”)

ICT Customer(s): Students’ Union – WLUSU (“Customer”)

4. Periodic Review

This Agreement is valid from the **Effective Date** outlined herein and is valid until further notice. This Agreement should be reviewed at a minimum once per fiscal year; however, in lieu of a review during any period specified, the current Agreement will remain in effect.

The **Director ICT Support** is responsible for facilitating regular reviews of this document. Contents of this document may be amended as required, provided mutual agreement is obtained from the primary stakeholders and communicated to all affected parties. The Director ICT Support may be contacted by the customer at any point outside of the review period to discuss potential changes and amendments. The Director ICT Support will incorporate all subsequent revisions and obtain mutual agreements / approvals as required.

Review Period: Yearly (12 months)
Previous Review Date: January 2015
Next Review Date: April 2018

5. Service Agreement

The following detailed service parameters are the responsibility of the Service Provider in the ongoing support of this Agreement.

5.1. Service Scope

The following Services are covered by this Agreement for WLUSU owned assets:

- **WLUSU Staff**
 - Desktops, laptops, peripherals (mice, keyboard, scanners, monitors); (excludes Xerox printers) including Hospitality Services
 - Basic triage support for Apple computers. Support of Apple clients with hardware issues will be provided by the University of Waterloo via the Technical Support Specialist at a cost to the Student Union
 - Telephone/email support and desk side assistance during service availability hours as outlined in Section 6.1
 - Technical and strategic consulting for proposed or future enhancements involving PCs, servers and other peripherals
 - IT support of public events after office hours on a fee-for-service basis
 - Desktops, laptops, and printers (best effort for these printers) for U Desk, Campus Clubs Resource Centre, Emergency Response Team (1st responders – 232 King Street), and Foot Patrol employees
 - Computers running the TV screens using VGA
 - Telephony support – new phones and wiring at a cost to the Customer

- Imaging of new or replaced computers
 - Smart phone support including the collection of old devices to wipe the data clean
 - The Service Provider will manage a Computer Evergreen program for the Customer however the cost of the evergreen computers resides with the Customer. In order to do this, the Customer must provide computer inventory updates to the Manager ICT Service Desk & Technical Support for both campuses so that the inventory is accurate at all times.
- Smart Phone Support
 - **GENERIC ACCOUNTS:**
 - ICT currently supports 18 generic accounts for the Student Union Executive. Please see Appendix B.
 - **CONDITIONS FOR ACCOUNTS:**
 - ICT needs the list of incumbents names matched to the generic accounts by no later than 5 business days before term starts.
 - Any changes to this list of generic accounts and/or incumbents, ICT needs to be notified immediately.
 - **BENEFIT:** The generic accounts offer the benefits in continuity of work for the elected positions from year to year so that the new incumbents have a smoother transition and hand-off and have the proper historical records for continuity of projects and issues from the previous year(s).
 - **WORKSTATIONS:**
 - Incumbents will login to their workstation using the generic accounts, which gives the following benefits:
 - Continuity - Documents and Desktop items, shared drives, Email account and bookmarks will remain the same as the previous incumbent for smooth transition
 - Any other system access will be preconfigured
 - **BYOD:**
 - ICT will allow each incumbent of a generic account attach the account to their phone through our BYOD program with a couple of conditions for security.
 - Only one device per account.
 - Microsoft Outlook app must be used only (encapsulates the data and allows us to remotely wipe corporate data more efficiently).
 - Password for each account expires at the beginning of each semester (every 4 months during the first week of January, May and September).
 - Student Union Admin will provide a list of new passwords one week prior to the change.

- When incumbents leave, all data and email must be removed from device by Student Union Administration Manager and communicated to ICT that this has been completed.
- At any time during a security threat or when an incumbent leaves, ICT has the right to wipe the corporate data from the device and/or remove access to email.
- Student Union Collaborative Workspace – Lounge (CW-24 Lounge as per Inventory list)
 - Support of the computers in the Student Union CW-24 Lounge
 - The Customer is responsible to replace these computers through attrition
- Servers
 - Server hardware support including backup of servers, UPS protection, and operating system support
 - Included servers are:
 - ACCPAC database (accppacserver) - Waterloo
 - ACCPAC application (wlsuweb01) - Waterloo
 - GPS software – Foot Patrol - Waterloo
 -

The following items are not in scope:

- Purchase of new hardware, replacement and repair costs for staff computers are the responsibility of the customer
- TRAFSUS People Counting System – server – not used
- Xerox and local printers
- Point of sale devices
- Merchant terminals – Moneris or Chase (PCI reasons)
- iPads and Playbooks – best effort
- Silverware application, server, and associated point of sale devices for Wilf's and the Turret
- Foot Patrol's GPS software (vendor – Spectrum) in Foot Patrol office
- U Desk laptop loan out program
- Active Directory (AD used by the Student Union will continue to be administered by designated Systems Administrator)
- Yourstudentsunion.ca hosted outside with 3rd party vendor
- U Desk internet POS software
- No server application support
- Patches and upgrades to applications on servers

- Desktop software renewal will be invoiced yearly (ie. Microsoft Office Suite, Ghost, etc)
- While repair costs fall outside of the scope of this agreement, ICT will respond to reasonable repair requests initiated by the Students' Union. The billing mechanism to reimburse ICT for these requests will be based on mutually agreed to fees which the Students' Union will pay through the WLU transfer protocol.

5.2. Computer Replacements for Staff or New Computers for New Staff

- The customer will purchase new computers from the Bookstore following the recommended ICT computer standards
- The customer will call the Service Desk to request configuration of a new computer
- The Service Desk will create a service request and assign to a Technical Support Specialist
- The Technical Support Specialist will complete the configuration

5.3. Customer Responsibilities

Customer responsibilities and/or requirements in support of this Agreement include:

- Provide applicable vendor contracts (e.g. master agreement, service level agreement) and pertinent vendor contact info and advise ICT when there are changes relevant to ICT ability to support the service
- Follow agreed upon methods for reporting and escalating service related incidents

5.4. Service Provider Responsibilities

Service Provider responsibilities and/or requirements in support of this Agreement include:

- Meeting response times associated with service related incidents and requests
- Appropriate notification to Customer for all scheduled maintenance
- Providing information necessary for Customer to communicate to his/her respective Customer(s)

5.5. Service Assumptions

Assumptions related to in-scope services and/or components include:

- All changes to services will be communicated and documented to all stakeholders
- The Provider has the flexibility to have any one of its Technical Support Specialists and Server Administrators provide support to the Customer based on work volume or nature of expertise required.

- Devices under warranty will be covered by the appropriate vendors
- Within this agreement, Dell warranty for computers will be handled by ICT Support

6. Service Management

Effective support of in-scope services is a result of maintaining consistent service levels. The following sections provide relevant details on service availability, monitoring of in-scope services and related components.

6.1. Service Availability

Coverage parameters specific to the service(s) covered in this Agreement are as follows:

- All IT service requests, project requests or computer support problems can be reported to the Service Desk, ext 4357 Monday to Friday 8 am – 5 pm or through the ICT Service Desk Customer Portal at <https://itserviceesk.wlu.ca/wluvsrn/?LITE>.
- Desk side support: 8:00 A.M. to 4:30 P.M Monday – Friday (excluding holidays)
- Emails received outside of office hours will be collected, however no action can be guaranteed until the next working day. Email contact is **not recommended** for emergencies or high priority requests **at any time of day**
- The Customer has indicated that no after hour's service or support is required.
- Emergency after hours support is not required by the Customer. If Call Back compensation (as per Article 23.10 of the WLUSA Collective agreement) is required to resolve an issue, the Customer will be charged back for these costs.

6.2. Service Requests

In support of services outlined in this Agreement, the Service Provider will respond to service related incidents and/or requests submitted by the Customer within the following time frames during business hours:

- Priority 1 – **Critical** – response to client in person or via phone in 15 minutes
i.e. Multimedia device not working in classroom and faculty cannot conduct teaching; personal productivity computer not working at all.
- Priority 2 – **High** – response to client in person or via phone within 7 business hours
i.e. Client cannot print at all; specific software program not working

- **Priority 3 – Medium** – response to client in person or via phone within two business days
 - i.e. Client cannot print to designated printer however they can print to another printer

Response time does not necessarily indicate resolution time. It is simply acknowledgement of the incident or request.

6.3. Escalation Process

- If service response times are not met or there are any issues with service, then follow up with the appropriate support group under 1st Level Escalation - see Appendix A.
- If service response times continue to be an issue or other IT issues continue to be persist then escalate to the Next Level Escalation – see Appendix A.

6.4. Service Costs

Customer will be invoiced monthly effective June 1, 2017.

DESKTOP SUPPORT	
Waterloo	
PC	38
Mac	23
Video Conf	1
Printers	0

Total Devices	Device cost	Total Cost
62	\$ 350.00	\$ 21,700.00

Brantford	
PC	9
Mac	2
Video Conf	1

12	\$ 350.00	\$ 4,200.00
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\$25,900.00

SERVER SUPPORT	LOCATION	COST
ACCPAC database	Waterloo	\$1,581.00
ACCPAC application	Waterloo	\$1,581.00
GPS Software - Foot Patrol	Waterloo	\$1,581.00

\$4,743.00

Extended cost	\$ 30,643.00
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Appendix A – Escalation Names & Contact Information

1st Level Escalation			
Desktop support (Brantford)	Manager AVIT and Technical Support	Andrew Haggert	X3154 226-791-2657
AVIT classroom support (Waterloo & Brantford)	Manager AVIT and Technical Support	Andrew Haggert	X3154 226-791-2657
Computer lab support, desktop Support, and adaptive software (Waterloo)	Manager ICT Service Desk & Technical Support	Melanie More-Duckworth	X3589 519-635-1819
Server and telephone support	Manager ICT Infrastructure	Carl Langford	X3482 519-240-7797
Next Level Escalation			
Continuing desktop or AVIT issues	Director ICT Support	Julie Topic	X5659 519-209-4704
Continuing server or telephone issues	Director ICT Infrastructure	Jorge Gonzalez-Outeirino	X3075 519-865-3627

Appendix B - Delegated Accounts Held By Students' Union Employees - 2017-2018

Position	SU email address
President & Chief Executive Officer	supresident@wlu.ca
Vice President: Finance & Administration	suvpfa@wlu.ca
Vice President: University Affairs	suvpua@wlu.ca
Vice President: Clubs & Associations	suvpca@wlu.ca
Vice President: Programming & Services (Brantford)	suvppsb@wlu.ca
Vice President: Programming & Services (Waterloo)	suvppsw@wlu.ca
Associate Vice President: Finance & Administration	suavpfa@wlu.ca
Associate Vice President: University Affairs (Waterloo)	suavpuaw@wlu.ca
Associate Vice President: University Affairs (Brantford)	suavpuab@wlu.ca
Associate Vice President: Clubs & Associations	suavpca@wlu.ca
Orientation Program Facilitator (Brantford)	suopfb@wlu.ca
Orientation Program Facilitator (Waterloo)	suopfw@wlu.ca
Secretary of the Board of Directors	suboardsecretary@wlu.ca
Chair of the Board	suboardchair@wlu.ca
Assistant Returning Chief Officer	suacro@wlu.ca
Deputy Returning Officer	sudro@wlu.ca
President Elect	supreselect@wlu.ca
Chair of the Board Elect	suchairelect@wlu.ca
<ul style="list-style-type: none"> • The Executive Administrator will advise ICT if accounts are added or deleted from this list. 	



Deborah Dubenofsky
Vice President Finance and Administration
Wilfrid Laurier University
Dec 10, 2018

Annual Acknowledgement of the terms and Conditions of the "Agreement Respecting Default of Line of Credit" between Wilfrid Laurier University and Wilfrid Laurier University Students' Union

Dear Ms. Dubenofsky,

In April, 2013 Wilfrid Laurier University (WLU) and the Wilfrid Laurier University Students' Union (SU) signed an agreement outlining the SU's obligations to address their default on the original Line of Credit agreement with WLU dated June 24, 2010. Since 2013 time the SU has successfully reduced its' total debt load by over \$2.3M.

One of the terms and conditions (10.8) is that there is an annual requirement for the Board Chair and President of the SU to acknowledge their understanding of and in agreement with the terms and conditions of this Agreement.

The signatures below acknowledge this requirement.

Tarique Plummer

Date

A handwritten signature in blue ink, appearing to read "Tarique Plummer", written over a horizontal line.

President

Dec 11, 2018

Adam Kovacs

Date

A handwritten signature in blue ink, appearing to read "Adam Kovacs", written over a horizontal line.

Chair of the Board of Directors

2018-12-11

CC: Mary Anne Banks
Nic Wright

Report (GLTRLR1)

Trial Balance as of 2024-05-31

In Functional Currency

Sort By [Account No.]
 Include Accounts With No Activity [No]
 For Year-Period [2025 - 01]
 From Account No. [1415-00-000] To [1451-16-800]
 From Account Group [] To [ZZZZZZZZZZ]
 Use Rolled Up Amounts [No]

Account Number	Description	Debits	Credits
1415-00-000	LEASEHOLDS	2,580,675.03	
1415-01-001	LSHLDFNCC - CENTRAL	3,017,354.43	
1420-01-001	LHLDFDCR - CENTRAL	434,010.17	
1420-04-150	LEASEHOLDS - WILF'S RENOVATIONS	122,331.26	
1420-05-210	LEASEHOLDS -GOLDEN GROUNDS BRANTF	101,736.13	
1420-06-250	LEASEHOLDS - UDESK WATERLOO	13,554.36	
1420-07-300	LHLDFDCR - FOOD COURT RENOVATIONS	358,199.34	
1420-07-302	LEASEHOLDS -WILLIAMS XPRESS CAFE	99,127.37	
1422-07-304	LEASEHOLDS - FOOD COURT - HARVEYS	157,599.01	
1450-03-100	LEASEHOLDS - TURRET RENOVATIONS	428,580.84	
1451-00-000	WILF'S RENEWAL PROJECT ACCT	579,360.06	
1451-01-001	FNCC IMPROVEMNTS PROJ - 3RD FLOOR	858,029.88	
1451-03-100	LEASEHOLDS - TURRET	122,380.37	
1451-05-200	Brantford Project -WILLIAMS FRESH CAFÉ	713,008.59	
1451-06-250	CSPOT & RETAIL SERVICES RENO PROJ ACC	408,450.75	
1451-07-300	TFC RENO PROJECT ACCT	505,273.81	
1451-07-301	PITA SHACK RENOVATION PROJECT ACCT	663.99	
1451-16-800	BRANTFORD DEVELOPMENT PROJECT	204,469.67	
	Total:	10,704,805.06	0.00
	Amount Out Of Balance:		10,704,805.06
	Net Income (Loss) for Accounts Listed:	0.00	

18 accounts printed

Report (GLTRLR1)

Trial Balance as of 2024-09-30

In Functional Currency

Sort By [Account No.]
 Include Accounts With No Activity [No]
 For Year-Period [2025 - 05]
 From Account No. [1415-00-000] To [1451-16-800]
 From Account Group [] To [ZZZZZZZZZZ]
 Use Rolled Up Amounts [No]

Account Number	Description	Debits	Credits
1415-00-000	LEASEHOLDS	2,580,675.03	
1415-01-001	LSHLDFNCC - CENTRAL	3,017,354.43	
1420-01-001	LHLDFDCR - CENTRAL	434,010.17	
1420-04-150	LEASEHOLDS - WILF'S RENOVATIONS	122,331.26	
1420-05-210	LEASEHOLDS -GOLDEN GROUNDS BRANTF	101,736.13	
1420-06-250	LEASEHOLDS - UDESK WATERLOO	13,554.36	
1420-07-300	LHLDFDCR - FOOD COURT RENOVATIONS	358,199.34	
1420-07-302	LEASEHOLDS -WILLIAMS XPRESS CAFE	99,127.37	
1422-07-304	LEASEHOLDS - FOOD COURT - HARVEYS	157,599.01	
1450-03-100	LEASEHOLDS - TURRET RENOVATIONS	428,580.84	
1451-00-000	WILF'S RENEWAL PROJECT ACCT	579,360.06	
1451-01-001	FNCC IMPROVEMNTS PROJ - 3RD FLOOR	858,029.88	
1451-03-100	LEASEHOLDS - TURRET	122,380.37	
1451-05-200	Brantford Project -WILLIAMS FRESH CAFÉ	713,008.59	
1451-06-250	CSPOT & RETAIL SERVICES RENO PROJ ACC	408,450.75	
1451-07-300	TFC RENO PROJECT ACCT	505,273.81	
1451-07-301	PITA SHACK RENOVATION PROJECT ACCT	663.99	
1451-16-800	BRANTFORD DEVELOPMENT PROJECT	204,469.67	
	Total:	10,704,805.06	0.00
	Amount Out Of Balance:		10,704,805.06
	Net Income (Loss) for Accounts Listed:	0.00	

18 accounts printed

A/R Aged Trial Balance by Due Date (ARTBAL01)

Account Type [All Customers]
 Age Transactions As Of [2024-09-17]
 Cutoff by Document Date [2024-09-17]
 Print Transactions In [Detail by Document Date]
 Transaction Types [Invoice, Debit Note, Credit Note, Interest, Unapplied Cash, Prepayment, Receipt, Refund, Adjustment]
 Include Contact/Phone/Credit Limit [No]
 Include Space For Comments [No]
 Include Only Customers Over Their Credit Limits [No]
 Include Zero-Balance Customers [No]
 Show Applied Details [No]
 Show Fully Paid Transactions [No]
 From Document Date []
 Sort Transactions by Transaction Type [No]

Customer Number/Name/				1 to 30	31 to 60	61 to 90	Over 90	
Document Type/Number	Doc. Date	Due Date or Check/Recpt. No.	Current	Days	Days	Days	Days	Total
INTNEW	International News							
IN 113096	2024-06-01	2024-07-01				4,085.81		4,085.81
IN 113106	2024-07-01	2024-07-31			4,085.81			4,085.81
IN 113113	2024-08-01	2024-08-31		4,085.81				4,085.81
IN 113117	2024-09-01	2024-10-01	4,085.81					4,085.81
Customer Total:			4,085.81	4,085.81	4,085.81	4,085.81	0.00	16,343.24
THORIT	RITA THOMAS							
UC UC0000000000000000000012	2005-08-17	28	-0.01					-0.01
AD AD0023	2022-02-07	100310						
AD AD0026	2022-02-07	100310						
Customer Total:			-0.01	0.00	0.00	0.00	0.00	-0.01
WLUSPU	WLU Student Publication							
IN 113087	2024-04-24	2024-05-24					119.84	119.84
Customer Total:			0.00	0.00	0.00	0.00	119.84	119.84
Report Total:			4,085.81	4,085.81	4,085.81	4,085.81	119.84	16,463.08
			24.82%	24.82%	24.82%	24.82%	0.73%	100.00%

CR: Credit Note DB: Debit Note IN: Invoice IT: Interest Charge PI: Prepayment UC: Unapplied Cash MC: Miscellaneous Receipt
 AD: Adjustment CF: Applied Credit (from) CT: Applied Credit (to) DF: Applied Debit (from) DT: Applied Debit (to) ED: Earned Discount Taken
 GL: Gain or Loss (multicurrency ledgers) PY: Receipt WO: Write-Off RD: Rounding RF: Refund

3 customers printed

General Updates: Executive Team

- **VP: Volunteer Operations**
 - Wrapped up Fall Volunteer Appreciation: SU Foam Fest
 - Volunteer hiring closed September 20th and HR is working on marking applications and conducting interviews; will evaluate numbers and reopen positions as needed
 - Volunteer appreciation initiatives, SU Perks, is launched; working on compiling data and getting new partners to provide volunteer discounts

- **VP: Programming & Services - Brantford**
 -

- **VP: Programming & Services - Waterloo**
 - Completed Orientation Facilitation on the Waterloo Campus
 - All Student-Run Services are running at full capacity for the fall semester
 - Wrapping up the rearrangements made to the services space
 - Continuing to assist committee coordinators in the planning and facilitation of fall programming

- **VP: Government & Stakeholder Relations**
 - Committee Coordinators are hired and beginning to plan programming and initiatives. Saw a lot of engagement from students at the Get Involved Fair.
 - First large programming for committees and department is September 23rd – 27th for Consent Awareness Week in collaboration with Consent is Golden.
 - OUSA Educated Solutions was published with a contributed article from Laurier authors. OUSA General Assembly is taking place Oct 24th – 27th. Attended OUSA Steering Committee meeting on the 20th.

- **VP: Clubs & Associations**
 - Completed fall Get Involved Fair (GIF) and currently planning for winter GIF that will be taking place fully indoors.
 - Completed fall budget allocations to allow clubs to run events earlier in the semester and receive reimbursement in a timelier manner.
 - Working on doing final renovations and rearrangements of clubs' storage room in Waterloo and Brantford.
 - Planning fall Faculty Association roundtables to facilitate collaboration discussions and provide updates on department processes.

General Updates: Directors

- **Director, Finance and Administration**
 - Audit work continues as KPMG works through their audit requirements list.

- Final 10% of funding for the Spring Semester has now been received including some unexpected funding as a result of a cleanup of previous year's accounts.
- We have hired over 100 part time staff across all our business operations this fall
- **Director, Marketing Communications**
 - Continuing to work with committees and services on their marketing initiatives for the Fall Term. Motivating them to bring their creativity to showcase their committee or service.
 - Updating marketing assets campus wide on both Waterloo and Brantford campuses
 - Health and Dental Opt Out and Family Opt In closed on Friday September 20th. Ways we notified students were through email newsletters, posters throughout campus, social media (Instagram) and digital media outlets (tvs) over the course of the last month and a half.
 - Exploring what sponsorship can look like throughout the year and providing templates and policies for clubs, committees and services.
- **Director, Member Services**
 - SU Desk Waterloo and SU Desk Brantford reopened during Orientation week. SU Desk Waterloo is 9 to 8 Monday to Thursday and 9 to 4 Friday. The Brantford SU Desk is 10 to 4 Monday to Friday.
- **Director, Policy Research & Advocacy**
 - Coordinating an operational policy review project.
 - Exploring possible Students' Union participation in a university-led housing forum.
 - Attended the President's Town Hall on Tuesday September 17th.
- **Director, Strategic Initiatives**
 - The Belmont dining room updates are effectively complete save for a few pieces of furniture. Discussion surrounding future plans are ongoing.
 - Wilf's refresh project is in a holding pattern while we await architectural drawings from the design consultants. We are scheduled to receive these by the end of the Fall term.
 - Working with the various departments to create an organization-wide sponsorship procedure.
- **Director, Student Experience**
 - Orientation week debriefs are taking place to gather feedback on the program planning and execution.
 - First year survey on their Orientation experience is currently live. Closing October 10th.
 - Met with SHERM and SCS to discuss the Get Involved Fair on the Waterloo campus.
 - Plans are in place to create an auto-cad drawing of the Athletic Complex gym and determine the appropriate number of tables and capacity.
 - Plans also being put in place for alternative rain plan locations
 - Clubs' sponsorship process has been redeveloped and is running well.
 - Updating policies and procedures for various areas within the Student Experience department.

****More information related to reports/briefs can be provided at the Board's request****

Wilfrid Laurier University Students' Union

Statement of Financial Position

August.31, 2024

Assets

2025--P04

Curent assets	
Cash	\$ 6,081,354.91
Accounts Receivable	349,613.30
Short term Investment	
Due from Wilfrid Laurier University	
Inventories	32,771.58
Prepaid expenses	31,094.78
	<hr/>
	6,494,834.57
Property and Equipment	3,285,582.95
Restricted Cash	1,009,424.13
	<hr/>
	\$ 10,789,841.65

Liabilities and Fund Balance

Current Liabilities	
Accounts Payables and Accrued Liabilities	585,396.80
Deferred Revenue	1,772,416.91
Due to Campus Clubs	1,684,580.06
Current portion of long-term debt	311,367.63
Due from Wilfrid Laurier University	- 1,213,333.60
	<hr/>
	3,140,427.80
Deferred Capital Contributions	927,422.04
Long-term debt	807,993.10
	<hr/>
	1,735,415.14
	<hr/>
	4,875,842.94
Fund balances	
Internally restricted	1,236,110.62
Unrestricted	4,677,888.09
	<hr/>
	5,913,998.71
	<hr/>
	10,789,841.65

WILFRID LAURIER UNIVERSITY STUDENTS' UNION

Statement of Operations by Department

04 Periods Ending August.31, 2024

	Revenue	Expenses	Profit/Loss
Fred Nichols' Campus Centre	-356,918	736,418	-\$379,500
Health and Dental	0	987,268	-\$987,268
Wilfs	-104,514	229,460	-\$124,946
Brantford Hospitality	0	12,871	-\$12,871
U-Desk	-15,091	6,284	\$8,807
Food Court/Leasing Operations	-14,463	77,627	-\$63,164
Governance and Stakeholder Relations		53,727	-\$53,727
Campus Clubs and Faculty Associations		33,967	-\$33,967
Services and programming	-24,760	384,636	-\$359,877
Finance & Administration		6,483	-\$6,483
Governance and Student Fees	-216,850	0	\$216,850
President		63,442	-\$63,442
Brantford BSC, Admin, Fees	-24,008	44,585	-\$20,576
Brantford Activities	0	116,637	-\$116,637
Brantford Services	0	1,401	-\$1,401
Brantford Operations	0	0	\$0
Total	-756,604	2,754,805	-\$1,998,201

WILFRID LAURIER UNIVERSITY STUDENTS' UNION

Schedule 1- Revenue

04 Periods Ending August.31, 2024

	Actual	Budget	Variance
Fred Nichols' Campus Centre	(356,918)	(239,845)	117,073
Health and Dental	-	-	-
Wilfs	(104,514)	(92,393)	12,121
Brantford Hospitality		(24,588)	(24,588)
U-Desk	(15,091)	-	15,091
Food Court/Leasing Operations	(14,463)	(13,332)	1,131
Services and programming	(24,760)	-	24,760
Governance and Student Fees	(216,850)	(223,627)	(6,777)
Brantford BSC, Admin, Fees	(24,008)	(26,946)	(2,937)
Brantford Activities			
Brantford Services			
Total	(756,604)	(620,731)	135,873

WILFRID LAURIER UNIVERSITY STUDENTS' UNION

Schedule 2- Expenses

04 Periods Ending August.31, 2024

	Actual	Budget	Variance
Fred Nichols' Campus Centre	736,418	1,175,297	438,879
Health and Dental	987,268	1,487,905	500,637
Wilfs	229,460	231,113	1,653
Brantford Hospitality	12,871	36,864	23,993
U-Desk	6,284	15,140	8,856
Food Court/Leasing Operations	77,627	74,715	(2,911)
Governance and Stakeholder Relations	53,727	38,130	(15,597)
Campus Clubs and Faculty Associations	33,967	3,000	(30,967)
Services and Programming	384,636	603,194	218,558
Finance & Administration	6,483	18,450	11,967
Governance and Student Fees	-	-	-
President	63,442	41,473	(21,968)
Brantford BSC, Admin, Fees	44,585	127,144	82,559
Brantford Activities	116,637	185,130	68,493
Brantford Services	1,401	-	(1,401)
Brantford Operations	-	-	-
Total	2,754,805	4,037,556	1,282,751

September 19th, 2024

Overview:

The operations team would like to support Laurier Brantford's annual Winter's a Drag Event in the amount of \$10,000 for the 2024/2025 year. These funds would come from the President's Budget, in addition to the Programming & Services Brantford (PSB) Budget. We would be using funds that have already been approved, with some slight reallocations of PSB funds.

The Event

The following event summary has been provided by Beth Sanders, Brantford Campus Experience Lead:

Looking to host for a fourth straight year, Winter's a Drag is an exciting evening for students, staff, faculty, alumni and community to experience a unique show that celebrates self-expression and LGBTQ2S+ pride. This event is free for all to attend and has established itself as a marquee Brantford campus, FOMO event.

What SU Gets in Return

Per conversations between the Students' Union and the institution, the Students' Union will be provided with the following opportunities at/before the event in exchange for the financial support we are providing:

- Logo inclusion in all marketing materials and communications (both the SU logo and the Hawk Team logo – Hawk Team is the Students' Union's programming committee in Brantford).
- Inclusion in the pre-show agenda (with the ability to have at least 5 team members on stage, with at least 1 speaking).
- Opportunity to have our Hawk Team volunteers aid in the execution of the event to whatever extent is possible.
- Opportunities to promote upcoming/ongoing initiatives at the time of the event (LaurierVotes).

Note: these terms have been tentatively agreed to, and will be confirmed in the finalized sponsorship agreement if the Board approves the use of the funds.

Funding Sources

We would like to provide a total of \$10,000 to contribute to the event, \$7,000 is already set aside in the Office of the President budget to support Campus/Community Events (which has been used historically to support Winter's a Drag). The remaining \$3,000 will come from:

1. \$1,000 from the Vice President: Programming & Services Brantford Budget
2. \$2,000 from the Hawk Team Budget

Next Steps

Pending board approval, a formal sponsorship agreement between SU and the Institution will be developed in conjunction with the Student Affairs Development team.



The Brantford Student Life Levy Agreement
(hereinafter referred to as the "Agreement")

BETWEEN:

WILFRID LAURIER UNIVERSITY ("University")

A corporation incorporated under a Special Act of the Province of Ontario.

AND

WILFRID LAURIER UNIVERSITY STUDENTS' UNION ("Union")

A non-share capital corporation incorporated under the laws of the Province of Ontario.

WHEREAS:

A. The parties desire to enter into an agreement to deal with the enhancement of Student Life at the University's Brantford campus;

B. The University, on behalf of the students, wishes to collect the fee for the Student Life Levy;

C. This Agreement is intended to deal generally with the operations, finances, disbursements and general execution of the Student Life Levy at the Brantford Campus;

WITNESSES that in consideration of the mutual covenant contained therein and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, the parties agree as follows:

1. DEFINITIONS

In this Agreement the following words and phrases shall have the meanings as set out below:

(a) "Agreement" shall mean this Agreement, Appendices to, and any renewals thereof;

(b) "Brantford Campus" shall mean the real property owned, co-owned or leased by the University and the buildings and other structures thereon in the City of Brantford, Ontario;

(c) "Board of Directors" shall mean the Board of Directors of the Wilfrid Laurier University Students' Union or "the Board";

(d) "the Fee" shall mean the Student Life Levy fee paid by Laurier students from the Brantford

campus;

(e) "Fiscal Year" shall mean the accounting period beginning May 1st to April 30th in each year;

(f) "student" shall mean the full-time and part-time undergraduate students at the Brantford Campus of the University;

(g) "Committee" shall mean the members from the Union and the University that are responsible to evaluate and approve applications, as more specifically described in section 6.

2. Referendum Question:

The Union confirms that the following referendum question was passed by a majority of voting students at the Brantford Campus in January 2021 in a properly constituted referendum conducted in accordance with the Union's referendum policies and procedures.

"Do you support the renewal of the Student Life Levy, a fee that enhances students life through project funding such as the Student Centre multi-purpose room and commuter lounge, the campus digital display screens, and the Podcast Accelerator Scholarships? This fee will be assessed at \$4.47 per 0.5 credit, subject to student agreement and adjusted annually by the cost of inflation (Consumer Price Index)."

3. Duration of Agreement

Subject to any revision or renewal described in Section 7.0, this Agreement will be in force on May 6th, 2021 until expiry on April 30th, 2026. Each term shall automatically renew for a subsequent period of time of the same length as the initial Term. Parties shall enter into discussion 120 days prior to the expiration of the current term to mutually agree to either extend or terminate agreement for the subsequent term.

4. Financial

4.1 Students will be charged and the University will collect the Fee on a per half-credit course basis per term.

4.2 Beginning May 1st, 2021 the per-half credit course rate will be \$4.47.

4.3 The Fee will be subject to Consumer Price Index and will be calculated by the Student Affairs Advisory Council (SAAC) on January 31st of each year. Any fee increase (or decrease) beyond inflation (calculated as the average annual rate of inflation for the previous calendar year), requires a new referendum question put to Brantford undergraduate students.

4.4 The University agrees to collect the Fee and administer the dispersal of funds for projects as approved by the Committee in accordance with the criteria in section 5.

4.5 Any unused funds at the end of the fiscal year shall be held in reserve by the Development Office and carried forward to the next fiscal year.

4.6 The University shall advance the collected Fee to the Union for each academic term (Spring/Summer, Fall, Winter). Within ten (10) business days of the final count date of each academic term, 90% of the collected Fee will be advanced to the Union. Upon receipt of the Fee, the Union has ten (10) business days to remit the Fee to the University Development Office for administration and dispersal of the funds for approved projects. The remaining 10% of the Fee will be advanced to the Union by the last day of each academic term, which shall be immediately remitted by the Union to the University Development Office.

4.7 Any approved projects with expenditures above the approved amount must come to the Committee for the approval of additional funds immediately upon confirmation of an anticipated project overage.

5. Criteria for Usage

5.1 The Fee shall be applied towards projects that generally enhance student life on the Brantford Campus.

5.2 Successful proposals must align with one of the following areas:

5.2.1 Increased opportunities for students to engage in activities leading to improved personal health and fitness;

5.2.2 Increased opportunities for students to engage each other and their environment in a culture of learning outside of physical classroom space;

5.2.3 Other projects as determined by the Committee;

5.3 Furthermore, successful proposals must meet the following criteria for approval:

5.3.1 All Student Life Levy proposals must be in accordance with both the Protocol Agreement on Non-Tuition Fees as well as the tuition fee framework and ancillary fee guidelines in effect for the relevant academic year as directed by the Province of Ontario;

5.3.2 The Student Life Levy shall not be used to fund salaries, except when it is for a limited time during the start-up phase of a project and the project budget shows financial sustainability;

5.3.3 The Student Life Levy shall not be applied to a new project or program because it is underfunded;

5.3.4 The Student Life Levy shall not be used to complete previously scheduled/over budget projects or programs;

5.3.5 Projects previously funded by the Student Life Levy are able to apply for funding related to maintenance and upkeep;

5.4 The University Development Office will prepare an annual Accountability Report setting out the status of approved and funded projects. The Accountability Report will include information from all recipients of Student Life Levy funds who are required to submit information on the funded project in accordance with the agreed upon reporting process. The Accountability Report will be prepared and provided to the Committee within 90 days of the end of term.

5.5 Working in partnership, the University Development Office and Student Executive Team will determine how to disseminate the contents of the Accountability Report and the projects funded within the Student Life Levy for the students of Wilfrid Laurier University. The University Development Office will steward Brantford students as donors in thanks for their contribution to the University.

5.6 The University Development Office will meet with the new Student Executive Team each May at the first scheduled board meeting of the new fiscal year.

6. Committee

6.1 The purpose of the Committee is to receive applications from the Laurier community for funding from the fee and evaluate and approve such applications against the criteria outlined in section 5.

6.2 The Composition of the Committee shall be as follows:

6.2.1 Chair of the Board of the Union, who shall serve as Chair of the committee

6.2.2 Three (3) additional Board Members selected by the Board of the Union, two (2) of which must be from the Brantford campus

6.2.3 President and CEO of the Union

6.2.4 Vice-President Programming and Services, Brantford

6.2.5 Manager, Student Experience, Brantford (non-voting)

6.2.6 Director of Policy Research and Advocacy of the Union (non-voting)

6.2.7 Dean of Students, Brantford

6.2.8 Senior Executive Officer, Brantford

- 6.2.9 AVP Campus Administration & Special Constable Services, Brantford
- 6.2.10 Associate Director, Development – Athletics, Recreation and Wellness
- 6.2.11 Associate Director, Development: Student Affairs (non-voting, transitional)
- 6.2.12 Executive Director & COO, Students Union

6.3 Decisions at a meeting of the Committee shall be by a simple majority vote.

6.4 In the event of a tie the motion shall fail.

6.5 The Committee shall meet by the following dates to respond to submissions to the Committee:

6.5.1 mid-November

6.5.2 mid-March

6.5.3 Spring-Summer

7. Revision and Renewal of this Agreement

The parties agree that the term of this Agreement does not have an end date. Terms of the agreement can be reviewed and amended upon mutual consent and in accordance with the approved Referendum Question. Absent any discussion for change, this agreement continues to govern and automatically renews on the same terms for an additional 5 years after the last 5 year term ends.

This agreement is made effective this 6th day of May, 2021.

For the University:

Dr. Heidi Northwood, Senior Executive Officer, Brantford Campus

Dr. Ivan Joseph, Vice President: Student Affairs

Mr. Jason Coolman, Vice President: Advancement & External Relations

For the Union:

Ms. Pegah Jamalof, President & CEO

Mr. Andrew Dang, Chair of the Board & CGO

Mr. Phil Champagne, Executive Director & COO

Brantford Student Life Levy

Understanding your role

The [Brantford Student Life Levy \(SLL\)](#) supports special projects that **enhance student life**. Undergraduate students, faculty, and staff members are all eligible to submit an application for funding.

The mandate of SLL is to fund projects that:

- Increase opportunities for Brantford students to engage in activities leading to improved personal health and fitness.
- Increase opportunities for Brantford students to engage each other and their environment in a culture of learning outside of physical classroom space.

With these goals in mind, there are several eligibility requirements, guidelines, and suggestions must be considered when reviewing proposals:

- The SLL is limited to proposals impacting Brantford students.*
- The SLL is a source of one-time funding, and generally does not fund projects on an on-going basis (e.g. annual events).
- The SLL rarely approves projects that include a staff member's salary. If salary is a component, it must be for a limited time during the start-up phase of the project with budgets indicating financial sustainability.
- The SLL does not fund projects that are academic in scope (e.g. directly related to coursework).
- The SLL does not fund 'for profit' projects.
- The SLL does not fund trips.
- The SLL committee appreciates those projects that have demonstrated collaboration with other partners/departments on campus, including the Students' Union.
- The SLL committee prefers those projects that have an impact on the entire campus or a large percentage of the Brantford undergraduate student population.

Before each meeting of the SLL committee, you will receive an email which contains the package of proposals for that term. Evaluate and make notes on each proposal, keeping in mind the eligibility requirements.

Evaluate proposals by asking these types of questions:

- Is this project eligible?
- Will the project enhance student life?
- If so, how will it enhance student life?
- Is this project feasible, can it be accomplished?
- Have relevant university partners been consulted for the project?
- Is the stated budget realistic?

The SLL committee includes student representatives and members of the University community.

At each SLL committee meeting there will be opportunities for you to ask the questions you have, and for the group to collectively come to a decision.

For context, here is a brief selection of previously approved projects:

- A Tribe Called Red for Aboriginal Education Week (\$31,000)
- CityStudio Brantford (\$8,228)
- Athletic Complex Bleacher Replacement (\$750,000)
- Empowering Students to Prevent Gendered Violence (\$63,622)
- Study Space Quality Improvements – Science Atrium, Bricker Academic Building 2nd Floor, DAWB Upper Floors, and lower concourse (\$150,100)

*In 2021 Brantford students voted via referendum to continue the assessment of the SLL fee while Waterloo students voted against a renewal. As a result, the SLL is only available to support projects on the Brantford campus.