



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

Location: Students' Union Boardroom, Waterloo  
Date: January 27th, 2017, 4:00 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 and inclusive social interaction
- Products and services that cater to the financial needs of students

Start	Duration	Agenda Item	Type	Presenter
4:00 PM	4:00 PM	Call to Order	adm	Chair DeSumma
4:00 PM	4:01 PM	Adoption of Agenda	D	Chair DeSumma
4:01 PM	4:02 PM	Adoption of Minutes: <a href="#">January 13, 2017</a>	D	Chair DeSumma
4:02 PM	4:03 PM	Regrets	adm	Chair DeSumma
4:03 PM	4:04 PM	Conflicts of Interest	adm	Chair DeSumma
4:04 PM	5:00 PM	Presentation: Deborah Dubenofsky - Re: Milton Project	fi	Deborah Dubenofsky
5:05 PM	5:10 PM	Comments from the Chair of the Board & CGO	fi	Chair DeSumma
5:10 PM	5:20 PM	<a href="#">Comments from the President &amp; CEO</a>	fi	President VanHerzele
5:20 PM	5:30 PM	<a href="#">Comments from the Executive Director &amp; COO</a>	fi	ED Champagne
5:30 PM	5:40 PM	Administration Change: <a href="#">Land Acknowledgement</a>	D	DPRA Muller
5:40 PM	5:50 PM	Discussion: Police Check Policy	fd	President VanHerzele
5:50 PM	6:00 PM	Ratification of #LaurierVotes Results	D	Chair DeSumma
6:00 PM	6:30 PM	Discussion: <a href="#">Chair/CGO Contract</a>	D	Chair DeSumma
6:30 PM	6:30 PM	New Business & Announcements	fd	Chair DeSumma
6:30 PM	6:45 PM	Incamera	fd	Chair DeSumma
6:45 PM	6:45 PM	Adjournment	D	Chair DeSumma
Total	2hr45min			

#### REMINDERS:

- 1) Make sure to keep an eye out for the meeting evaluation form and fill it out!
- 2) The next Board Meeting is February 10th at 4:00pm on the Waterloo Campus
- 3) Congratulations and thank you to everyone who was involved with the #LaurierVotes Campaign!
- 4) The Board Mentorship program will begin soon - I will keep you posted!

#### LEGEND:

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

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**Present:** Nick DeSumma, Nick Molkoski, Stephanie Bellotto, Matt DeSumma, Faraz Iftekharruddin, Kevin Jang, Shannon Kelly, Hubert Lee, Genelle Martin, Tarique Plummer, Jonathan Ricci, Tyler VanHerzele, Colin Aitchison, Marley Wildish, Phil Champagne, Kaitlin Brown

**Regrets:** Ryan Price

**Guests:** Kanwar Brar, Ian Muller, Megan Lacoursiere, Bethany Bowles, Michael Del Bono, Klaudia Wojtanowski, Ricky Liu, Anthony Zambito, Will Thompson, Moumita Paul, Zemar Hakim, Mo Talha Naeem, Idris Omar Hassan

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**1. Call to Order**

The meeting is called to order at 4:08pm on Friday, January 13<sup>th</sup>, 2017 on the second floor of the Fred Nichol Campus Centre, Waterloo.

**2. Adoption of Agenda**

**Motion 1** (Ricci/ Bellotto): **Motion to adopt the agenda as presented.**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

**3. Adoption of Consent Agenda**

**Motion 2** (Kelly/ M. DeSumma): **Motion to adopt the Consent Agenda as presented.**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

**4. Adoption of Minutes: December 9<sup>th</sup>, 2016**

**Motion 3** (Jang/ Martin): **Motion to adopt the December 9<sup>th</sup> 2016 Meeting Minutes as presented.**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

**5. Regrets and Absences**

Director Price is at co-op.

**6. Conflict of Interest**

**Director Plummer**

Due to the fact that I am a candidate in the upcoming election, I wish to declare conflict of interest

**7. Comments from the Chair of the Board and CGO**

**Chair DeSumma**

1. Elections have been crazy busy, but very exciting!
2. We had the open forum in Brantford yesterday from 10-4 in RCW Lobby. There was a great turnout. Even some candidates are here today.

3. We have Waterloo open forum live streamed Wednesday the 18<sup>th</sup> in the Concourse
4. Candidate night at Wilf's is Monday night at 10pm. It will be a lot of fun, please come out and get to know the candidates
5. All candidate's meeting was last Monday January 9<sup>th</sup> at 10:00pm. At the meeting we had 1 presidential candidate, 15 board candidates (3 Brantford, 12 Waterloo). There will be a "yes or no" ballot for the President. There were 2 acclaimed Board of Governor Representatives and 3 acclaimed Waterloo Senators. We reopened the Senate position since there are 4 positions available. We have enough nomination packages that are due Monday at noon so there will be an election for the remaining senator seat.
6. Voting day is January 24, 25, 26, #LaurierVotes tell your friends.

**Director Ricci**

If the President does not pass a yes/no vote, what happens?

**Chair DeSumma**

Reopen

**Director Ricci**

Would Waterloo open forum be same set up as Brantford?

**Chair DeSumma**

Yes, and hopefully harder questions. Keep the Twitter feed going, Ricci. Same set up and it is going to be partnered with WLUSP so they will be doing their Presidential and Board candidates as well. Meghan Roach will be moderating.

**Director Kelly**

With more senators is there more to do in the next week or anything different?

**Chair DeSumma**

Open Forum will still include the acclaimed candidates anyways, there is nothing too different for the ballot. It is the same set up as board candidates two years ago and same with the Senators last year.

**Director Martin**

Have we posted the details for the order and such of the Waterloo Open Forum?

**Chair DeSumma**

The schedule has not been posted yet. It should be posted soon, Liz was sick today and we wanted to see how Brantford went and make changes from there.

**Director Iftekharruddin**

Since there is only one Presidential candidate, if a new candidate wants to run is it still open?

**Chair DeSumma**

It is closed, if it reopens because the 'no' vote passes then it will re-open. This keeps it fair

**Director Jang**

In the case that the no vote goes through can Kanwar run again when it reopens?

**Chair DeSumma**

Yes

**Director Ricci**

Was there a post in regards to all the candidates who are running?

**Chair DeSumma**

Should be on Student's Union website

**8. Comments from the President and CEO**

**President VanHerzele**

Welcome to 2017! Thank you to everyone who is here today. My updates are a little different than before, helps me do my report better. I have sent extensive updates and I have bolded updates that will be explained. I will only be speaking about bolded items and then questions.

1. Turret Renovations: We did have a meeting plan with the architects, one was sick so the information is not ready for us. Meeting at the end of January.
2. Transition: Has been a focus. We are in full force getting ready if the election is successful on 27<sup>th</sup> of January. The management team and I have been working on our reports and going through the checklists. We have been updating our own personal version over the last 8 months. When the new team is hired we will be able to hit the game running.
3. International China Trip: This is an exciting opportunity; I was approached by Peter Donahue to discuss the opportunity to go to an affiliate school. We have a school board partner which we work with when it comes to international recruitment. They are celebrating their 20<sup>th</sup> year with us. This is also an opportunity to learn more about our international students and leadership in the western world. We will get a better understanding of how we can make our programming more accessible. We are taking a look to improve and make sure all students feel welcomed.
4. Health and Dental: Yesterday was the year end review meeting with our program provider. We went over some statistics, and will be discussing changes plus partnerships that are continuing. Nothing out of the ordinary and not in the review.

5. Congratulations to Dr. Deborah MacLatchy as she has been selected to be next president of Laurier who will follow Max Blouw's term which ends as of July 1<sup>st</sup>. I look forward to see what she can do during her term.
6. Exciting debt news, we know about the substantial debt, as of this past week the \$5,000,000 overage will not be exceeded. We are under for the first time. Still a long way to go but making progress.
7. University Affairs: Local Advocacy Week is next week. I look forward to be apart of a couple meetings and to see all of our volunteers getting involved. Lease reading campaigns are taking place in residence this week to help first year students.
8. Finance and Administration: volunteer hiring is open until January 18<sup>th</sup>, take a look at positions open. There is a new volunteer category. This is a larger change implementing a position level called Team Lead to best represent what can be perceived depending on the committee. It will bridge gap between a general and executive volunteer. For volunteers who go the extra mile to be more involved and will be able to be recognized for this. This is a pilot year.
9. Winter Carnival Waterloo has been underway. There were a number of changes with the mystery event night at Chicopee. It was a change of pace and overall more inclusive including a number of open events.
10. Programming and Services Brantford: Snow Week is going to be a welcome back programming for the Brantford students. This year we have a group of students doing the programming and not just the VP. We are starting to get the autonomy back to what would be a coordinator level.

**Director Kelly**

VP Wildish, the new volunteer category for Team Lead, will this be the same process as executive?

**VP Wildish**

Not the exact same as an executive because they do not have as much responsibility. There will be the same online application, letter of intent, and an interview with STARR questions but they will not have to bring in a resume. Their presentation will only be 3-5 minutes instead of 8. Same process as an executive.

**Director Jang**

New volunteer program, is that going to be apart of all committees and clubs?

**VP Wildish**

With that what will happen is that it will be a trial year and an option. If the committee sees it fit and they have that lead, they will have the opportunity. It is not mandatory. This year there are fewer committees using this role, it will hopefully grow in the future.

**Director Ricci**

Turret renovation meeting on the 26<sup>th</sup> is that open for all students?

**President VanHerzele**

Still in the process getting the designs to have digital renderings and models. I want student feedback however since we are still in the process there could be minor changes before it is shown to students. The meeting is not open but we can expect to see that soon.

**Director Kelly**

Last meeting, we reviewed health and dental and there was a severe underestimation. How will this be taken into account?

**President VanHerzele**

Interesting scenario, the claims have gone up and seeing where these services are being utilized is helpful. We asked for a campus breakdown to see if these numbers are representative and if there is over consumption. This will allow us to best adjust and consider the allocation of the program. It will make sure that it is a viable program for us to be sustainable as an organization. We are taking a look and making changes that are viable.

**Director Belloffo**

Laurier International China trip, who would be going and have you looked into cost?

**President VanHerzele**

This was not a discussion so it is not in the budget. Laurier will be fronting most if not all of the bill. It is still a conversation but we are not at that point. We have been looking at content and benefit not cost. They want me to go for the 20<sup>th</sup> anniversary to present with Max Blouw. Laurier International would be looking to fund the trip for whoever goes on our end, I will let you know.

**Director Ricci**

University Affairs, for those who weren't at the meeting, could you speak about the strategic invest fund?

**VP Aitchison**

I don't remember the exact amount of funding that the federal and provincial government provided for Laurier to renovate Peters and HVAC systems on both campuses. This will make them more environmentally sustainable.

**Director Jang**

For Winter Carnival, seeing that more events were open do you have any hard numbers?

**President VanHerzele**

We are going to wait until the end, I am interested as well. It has been well received but it will be interesting to see who has taken up that opportunity. Will update you later in the month.

**Director Martin**

Health and Dental, since the cost has gone up how will that affect students and the numbers who opt out?

### **President VanHerzele**

The services are coverage; you can use the plan or if you opt out you can still use the resources. The availability of what we offer will not change, if it does we will look at the matrix and see where it is being used the most. Different services like massage therapy, going to see a counselor, the drug plan to get reimbursements from your prescriptions we have to look at what weight those hold.

### **ED Champagne**

Our goal is always to not go back and ask students for more money. It changes by CPI, look at usages and we have to make tweaks. There should be no sign of cost change.

### **Anthony Zambito**

Local Advocacy Week, what process did the Student's Union take to formulate the talking points?

### **VP Aitchison**

We have our annual plan ratified by the board. Myself and the team along with Ian and Tyler came as well to one of the meetings to talk about what we have discussed this year, what the major issues are, and what seems like a feasible win. There are rumors in the sector that the University health insurance plan for our international students may be reasonable at this time to get them on OHIP. Housing issues, also what have we been talking about all year, what was ratified by the board and we are sure to not repeat all the same things. New issues that they haven't heard yet will also be discussed.

### **Director Kelly**

Updates athletic external response team, talking about budget seasons. Could you expand please?

### **President VanHerzele**

The external review for Athletics and Recreation took pace in May. It was to take a look at the opportunity for students who are not members of athletics. There were members from Western and Guelph who oversee, these are experience people. We are currently working through the process. I have remained a member of the group that underwent the review in the first place along with David McMurray who is VP of Student Affairs and Peter Baxter from Athletics. Many different external areas so that we can look at the results and find a feasibility plan to play into the budget approval. We are starting to see some of those recommendations reflect in the budget, there is no tangible movements. There have been 4 meetings, we are taking our time and ensuring that students are looking for this and that it is cost effective.

## **9. Comments from the Executive Director & COO**

### **ED Champagne**

No official statements at this time

## **10. Senate Updates**

### **Director DeSumma**

At the senate meeting we talked about the strategic academic plan report back and a revision to grade submission policy. We voted in favour of 7 calendar days instead of 4 after 7 days. This means that final grades must be submitted within 7 days of the exam. That also means if you have no exam it will be 7 days after the last date. There was a report on the cloud computing policy update. The most important part was the Senate voted unanimously in favour of the appointment of Dr. Deborah MacLatchy as the president to replace Max Blouw.

### **Director Ricci**

What was the reasoning of 7 days and not 4?

### **Director DeSumma**

I imagine it was because professors have hectic schedules and wanted more time to submit. Also they felt that after the fall reading week there was not enough time.

### **Director Jang**

For courses that don't have finals it is 7 days?

### **Director DeSumma**

It is 7 days after the final day of the exam period.

## **11. #LaurierVotes Expectations**

### **Chair DeSumma**

It is elections season so there are expectations as a board. We do have one returning candidate the expectation is that you only campaign for yourself and you don't endorse others. You are not to be volunteering at the elections booth that will be run throughout the voting days because then it looks as if you are using your position to get another.

For those of you not returning, which is majority – you don't endorse another candidate but promote voting. Promote the vote. Participate, come to election events, attend open forums, and grill the candidates as I had a great time doing so yesterday! Get engaged with the process and see others through because they will be sitting here next year. Elections are great, lets hit the 30%.

### **President VanHerzele**

This is because we are live streaming and the Cord is here. After my election I made it clear that although we are elected based on our system, 26% does not represent so push voting as it is important. I am invested as only 55.25% of those who voted last year,



voted for me. 17% of the school wanted me to be the president it is difficult and important this year.

**Director Martin**

During last voting period it was 2 days and now it is 3 – was this budgeted for?

**Chair DeSumma**

It is the reasoning to push more voting. Hopefully the extra day gets more engagement. We budgeted the same amount and there should be places to take money outside if needed. It is a testing period and we do have an hourly update on voting matrix.

**Director Bellotto**

Who will be handling the iPads and such?

**Chair DeSumma**

We will get to that

**Director Ricci**

I agree on what Chair DeSumma is doing. Since a lot of us are leaving show your support at these events. There were 4 that were at the all Candidates meeting. Just show face and help as much as possible.

**12. Committee Updates:**

**Ownership Linkage Committee/ Elections Involvement**

**Director DeSumma**

We met today and talked about what was just covered. Before we continue, I originally said the survey infographic would be presented today. It is complete there was just a change of plans what we want to do with the results. It is pretty and you will see it soon.

**Chair DeSumma**

We wanted to look into the plan and see if it will be posted online. I haven't emailed Ian yet so once we figure it out it will be brought to the board.

**Director DeSumma**

In regards to elections as Chair DeSumma mentioned you are expected to be present and help out. It counts towards compliance since there is only one running for re-election we can knock off compliance during the 1<sup>st</sup> part of the term. There is a floats for votes event. A list of the location of booths and the hours will be provided with sign up sheets. As mentioned in a previous update, I was looking to promote during trivia night on both campuses. On the 23<sup>rd</sup> there will be a voting booth during Brantford's trivia night at Williams. We are working on doing the same in Waterloo. During our talks

we also said we would love to see Directors attend open forums, ask questions, and make sure you vote. As long as you help there will be support for the candidates running.

**Chair DeSumma**

Booths will be set up 24-26 tell your friends. There will be a booth in RCW Lobby from 8am-6pm as well as Floats for Votes. There will be general booths in Grand River Hall and Odeon. On Waterloo campus there will be booths in the Concourse 8am-4pm (central booth) and Science Building Wednesday the 25<sup>th</sup> 8am-4pm.

**Director Ricci**

Will there be volunteers on the Waterloo campus?

**Chair DeSumma**

Liz reached out through the VPS to get volunteers. We have Outreach, thanks Shannon and Angel and then there are some from Programming and Services.

**Director Bellotto**

Did we manage to get a voting booth in the business building?

**Chair DeSumma**

No we didn't get an email back and there is still construction.

**President VanHerzele**

Will there be lactose free options?

**Chair DeSumma**

I haven't purchased the supplies; we can get frozen yogurt. I will send out sign up sheets with the list of dates and times.

**Chair DeSumma**

When you are at the booths be sure to go up to students, don't peer pressure them to vote, and it is not forced democracy. Don't just sit there, perhaps people are uninformed. If we can get 300 to fill out a survey they can take 10 seconds to vote.

**Director Ricci**

Is the rule a candidate can't be within 10-15m of the booth?

**Chair DeSumma**

I don't know the specific metrics; candidates cannot be at the booth.

### **13. Strategic Discussion: Board-Elect Training/ Mentorship Program**

#### **Chair DeSumma**

Training and mentorship program, you submitted feedback forms. This is to see what everyone thinks about last April's training. What should be done differently, things that you didn't expect? There will be a mentorship program again, hopefully everyone is okay with that. Once we have a board elect everyone will be paired up so that you have a structure of things to be discussed and things that should be left to the training sessions.

#### **Director Bellotto**

It was effective to come to the board meetings to see what goes on, often people don't go until they are elected. It helps being present in the gallery.

#### **Chair DeSumma**

Thanks to all those who are running and here today.

#### **Vice Chair Molkoski**

Have a mock board meeting during training to go through an agenda so that there are no surprises.

#### **Director Kelly**

Have more examples in training because we would have a strategic discussion and moving past it. Nice to have examples of certain elements of a board meeting to build on.

#### **Director Martin**

It would be interesting in knowing what the board elects want to know, the mentorship program last year wasn't structured. It would be cool to ask them questions.

#### **Director Bellotto**

Feel free to reach out to any of us to see what the board entails. We are all here to help you.

#### **Director Jang**

Expand on mentorship program, getting the idea to have a list and a number of things they could start discussing. It was tough for me to find the right questions to ask it would have been more helpful to have examples.

#### **Chair DeSumma**

What would you like to see specifically in sessions and the mentorship program?

#### **Director Ricci**

For the sessions, Robert's rules

#### **DeSumma**

What the different committees offer in order to peek interest

**Director Martin**

Going over what the Chair and Vice Chair's role is so that board elects know what they are electing the person to do. What is the Vice Chair and Chair role with one returner?

**President VanHerzele**

Checklists are helpful, I didn't know what to ask, what to look for, and what to ask/ how to ask.

**Director DeSumma**

With training try and find a way to make sessions interactive, when it is a PowerPoint it is boring and dry, more engagement!

**Director Bellotto**

How often would the mentorship sessions happen?

**Chair DeSumma**

Hopefully 3 different sessions made up, have preparation. What does an agenda package look like?

**Director Ricci**

Would you like Directors to come?

**Chair DeSumma**

It is encouraged and recommended.

**Director Iffekharuddin**

For the mentorship program, will you be making the structure or will it be up to us.

**Chair DeSumma**

I will so that everyone is prepared

**Director Kelly**

It is important to talk about certain things and reach out as much as possible. Before the mock meeting my mentor, AVP Fletcher, and I skyped to figure out what to say.

**Chair DeSumma**

I have the meeting feedback to try and make everything more interactive. I have gone through this three times. It will be consulted with the board and chair elect to see what they want to bring to the training. When the new board is elected, we will pair up everyone and start training.

**14. New Business and Announcements****Chair DeSumma**

Vote in the elections, but no peer pressure. January 24-26 we open at 8am and close 8pm on the Thursday. Results night is at Wilf's. There will be a bus from Brantford that leaves Brantford at 8pm and Waterloo at 1am.

### **ED Champagne**

When elections open on the 24<sup>th</sup>, marketing will be making a post. If you could share that post it would be helpful.

### **Megan Lacoursiere**

Also an email will be sent to every student

### **Director Martin**

It would be cool to have a #LaurierVotes snap filter.

### **Chair DeSumma**

It's in the process!

### **Director Bellotto**

Happy Birthday Kanwar!

### **Chair DeSumma**

Happy Birthday to VP Gerlings and Board Candidate Idris as well!

## **15. Adjournment**

**Motion 4** (Martin/ Bellotto): **Motion to adjourn the meeting.**

**Vote: 9-0-1**

**Result: Motion Passes**

### **Chair DeSumma**

#LaurierVotes

*Meeting adjourned at 4:58pm*

*Next Meeting Friday, January 27<sup>th</sup> at 4:00pm Waterloo*

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*fi, For Information*

*fd, For Discussion*

*D, Decision required*

*adm, Administrative task*

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

Date Signed: January 13, 2017

Date Signed: January 13, 2017



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Nick De Summa  
Chair of the Board & Chief Governance Officer  
2016-17 Students' Union BoD



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Nick Molkoski  
Vice Chair of the Board  
2016-17 Students' Union BoD

Hello all,

I will be in Brantford for this meeting as I have an event to attend following the meeting.

I will be expanding on Bolded topics during the meeting Friday per usual.

#### President and CEO

- Police Vulnerable Check Policy Presentation to come this meeting
- Non-Tuition Fee Protocol Meeting about additional fees being added to exam prep.
- Bell Lets Talk – filming with Bridging the Gap- Honoured to speak to mental health awareness for their video and to bring light to the seriousness mental illness can have on students.
- **President's Group Meeting**- discussed transition expectations I have of the team moving forward through the next 3 months.
- Footloose- Amazing show, congrats to all who were a part of the production!
- Fashion for Freedom- The 2<sup>nd</sup> annual Fashion for Freedom event was held in Brantford. Funds raised went to the Make a Wish Foundation.
- Financial Literacy-
- Student Study Space- A conversation has been set up with Student Affairs to discuss the access to classroom space.
- Turret Renovations- Meeting occurred Thursday morning
- **President's Gold Scholar Awards**- Students with outstanding academic merit were recognized this past week on both campuses.
- Student Affairs Advisory Committee Meeting- The second budget meeting occurred with one more to come. Following that meeting priorities will be set for student services on campus moving through budget reallocation season.
- **Premier Wynne's visit**- Premier Wynne visited Campus this past Tuesday and took questions in the concourse.

#### VP Finance and Administration- VP Wildish

- Hiring Prep continues
- Updating job descriptions for volunteer positions
- VP Applications close Friday at noon.
- Transition schedule will be underway shortly.

VP Programming and Services Brantford- VP Gerlings

- VP:
  - o Continuing to work on Orientation Week budgeting
  - o Evaluating the Orientation Week positions and have decided to add a **“Communications” Executive** to help bridge the gap with marketing and the Orientation Week team
  - o Working on transition report to make the process seamless
  - o Worked with AVP Clubs and Associations on the new Shinerama Club Constitution to make sure that the club and the executive position within O-Week stay separate
  - o Working with the coordinators to update their budgets to make sure they are fully up to date.
- Committees:
  - o Working on cross collaboration event for February with all Programming
  - o Committees doing partnership with Snow Week and are in the process of planning events
  - o Transition reports for Fall Semester are complete and being sorted
- Snow Week:
  - o Continuing on the planning with the Snow Week team
  - o Confirmed events with community partners
  - o Working with Clubs and Associations for a carnival day
  - o Partnered with programming & service committees
  - o Working on the budget to prepare for next year
  - o Working with VP and AVP Finance and Admin to make Snow Week a committee.

VP University Affairs- VP Aitchison

- Local Advocacy Week was last week. Ian, Colin, Petek, Phil, Tyler and student volunteers met with university administration and politicians from all levels of government in both cities.
- Ian and Colin presented to the Standing Committee on Finance & Economic Affairs for pre-budget consultations. They recommended that the government reallocate the discontinued Mental Health Innovation Fund into upfront funding for mental health support services, that the government allow international students to enroll in OHIP, and that the government provide additional resources to the landlord & tenant board, creating an expedited process for groups such as students.



- Colin & his counterparts at OUSA met with Premier Wynne last Thursday to discuss OUSA's budget priorities. Overall, the Premier was receptive.
- Outreach helped out with promoting voting for elections

#### VP Programming and Services Waterloo- VP Hutchings

- Debriefing Winter Carnival and preparing transition notes on each of the events for next year.
- Finishing my own transition report and preparing to pass that package off to the incoming VP in the coming weeks
- Working with the committees on new ways they can collaborate with one another before the semester wraps up.
- Meeting with Residence Life to discuss new programming opportunities and collaboration for next year. Still too early to delve further into this.
- Sent a survey out to ERT volunteers to continue the discussion of what that service is going to look like in the coming year.

#### VP Clubs and Associations- VP Jenkins

- 14 new clubs (Most we have ever had during Winter Term)
- Marketing continuing their successful social media presence with their Club of the Week promotions.
- Looking to implement a monthly newsletter for presidents with the communications team to better convey information.

**Executive Director & COO: Updates  
Friday, January 27, 2017**

## **1. Student Experience**

- a. Programming & Promotions
  - i. Deborah Lam gave notice – last day January 27, 2017
  - ii. Will ride year out with current resources while developing a comprehensive new job description to post and hire by April, in time for retreat
- b. Police Check Policy Briefs (D,BO + D,PRA)
- c. Grade Point Average Policy Brief (D,BO + D,PRA)
- d. Starting work on transition & retreat training
- e. Working with Dean of Students, Access and Transition Office and Residence Life to align our transition messaging and activities for incoming and first year students.
- f. Meeting to round up all programming done relating to transition. From there will be diving deeper into the transition process including Orientation week.
- g. Developing a report based off of feedback collected in December pertaining to our programming efforts on the Waterloo Campus.
- h. Working to identify student wants, needs and their criticisms of our programming
- i. Completing Surveys with SCS and ERT volunteers around the program, volunteer experience and relationship with SCS & ERT. Will be using survey results to make recommendations to both SCS and ERT on how to best deliver the service to our membership.

## **2. Policy, Research & Advocacy**

- a. Local Advocacy Meetings:
  - i. University – President, VP: Student Affairs, DoS (2), Senior Executive Officer, AVP, Teaching and Learning
  - ii. Municipal
    1. Waterloo City Counselors (6) + Mayor Jaworsky
    2. Brantford City Counselors (5)
  - iii. Regional – Chair Seiling + Counselors (2)
  - iv. Provincial – MPP Fife, Minister McGarry, MPP Harris
  - v. Federal – Minister Chagger
- b. Police Check Policy Briefs (D,BO + D,SE)
- c. Grade Point Average Policy Brief (D,BO + D,SE)
- d. Pre-Budget consultation with the Province's standing committee on Finance and Economic Affairs

### **3. Hospitality Services**

- a. Really good winter carnival week with sales and no incidents in both Wilf's and turret
- b. One Card sales have reached highs for both daily sales and weekly
- c. Continuing to work with Waterloo Campus partners to improve Turret attendance
- d. Turret Project advances slowly – at the time of writing the meeting has not yet happened so no real updates
- e. Continuing to evaluate program strength
- f. Williams released a new menu as of January 3 – a more streamlined and efficient menu

### **4. Finance & Administration**

- a. We have converted our credit card program to RBC commercial cards. This will significantly streamline the process of executive transition
- b. We are also exploring with an eTransfer payment tool for reimbursing students. If this moves ahead it will significantly streamline this process.
- c. With the recent change over in custodial staff we have been carefully monitoring their duties and performance. This is to ensure that the cleaning standards we have been used to in this building will be maintained moving forward.
- d. The budgeting process has begun for the 17/18 fiscal year. Currently, we are building the budget templates to share with all the budget managers and this should be done within the next couples of weeks. Our goal is to have a first cut of budget numbers consolidated by the end of February.

### **5. Marketing**

- a. Collaborating with CPAM to have a Snapchat Takeover on their accounts on January 24th and 26th to reach different demographics
- b. Digital Screen Takeover during Voting Days as well as social media accounts (at the time of writing the updates, one of the main posts had received over 145 shares, which is promising) screens in other buildings across both campuses focusing on 3 themes: How easy it is to vote, Brantford and the Importance of voting
- c. Newsletter promotion – going out to all students in Waterloo & Brantford
- d. Physical Calendars in Waterloo/Brantford with Students' Union Election Dates
- e. Members of Marketing Department physically present at Live Results Night at Wilf's to ensure timely promotion
- f. Student Elections calendar has been online
- g. Working with the elections team after elections to discuss which strategies have worked well and what other approaches can be taken in 2017-18
- h. Marketing Exec meetings have been going well this month, we are seeing lots of engagement from Brantford committees – physical calendar seems to be encouraging more information coming to our team sooner
- i. February 1-3 will be the next Newsletter going out to all Students in Waterloo & Brantford from the Students' Union; if departments have not already submitted information they would like included, please do so before Monday January 29th

## **6. Brantford Operations**

- a. Police Check Policy Briefs (D,PRA + D,SE)
- b. Grade Point Average Policy Brief (D,PRA + D,SE)
- c. Prep work for Local Advocacy Week
- d. Fashion for Freedom Fashion/Variety Show took place Friday, Jan. 20th
- e. The Faculty of Liberal Arts and Human and Social Sciences are hosting a co-programmed formal for the second straight year with funding coming solely from the Student Life Levy this coming Friday, Jan. 27th. SOLD OUT
- f. Leadership Student Association and the Society Culture and Environment Association have partnered to bring the Kielburger's from the WE Movement to campus to discuss Leadership in a Global capacity and a some workshops.
- g. The Laurier Brantford Singers are competing in the International Championship of Collegiate a Cappella.

## **7. Executive Director**

- a. OPA – March 9 Deadline
- b. SAAC – Budget Meetings
- c. HR Project with Hospitality Department
  - i. New job description for Director, Hospitality Services
  - ii. New job description for Business Manager
  - iii. New job description for Kitchen Manager
  - iv. Pending new job description for Assistant Kitchen Manager
- d. Working with Finance to complete payroll grid project
- e. Working on performance appraisal packages – April Execution



Know The Land  
Territories Campaign

I ACKNOWLEDGE THE TRADITIONAL TERRITORY  
OF THE NEUTRAL, ANISHNAWBE  
AND HAUDENOSAUNEE PEOPLE.



#KNOWTHELAND | #THELANDGROUNDSME | #WLU

What is a Land Acknowledgment?

A Land Acknowledgement is a formal statement that recognizes the unique and enduring relationship that exists between Indigenous Peoples and their traditional territories.

Why do we recognize the land?

To recognize the land is an expression of gratitude and appreciation to those whose territory you reside on, and a way of honouring the Aboriginal people who have been living and working on the land from time immemorial. It is important to understand the long standing history that has brought you to reside on the land, and to seek to understand your place within that history. Land acknowledgements do not exist in a past tense, or historical context: colonialism is a current ongoing process, and we need to build our mindfulness of our present participation. It is also work noting that acknowledging the land is Indigenous protocol.

Whose land are we on?

In Kitchener, Waterloo, Cambridge and Brantford we are on the traditional territory of the Neutral, Anishnawbe and Haudenosaunee peoples.

- Anishnawbe peoples: Also known as Ojibway/Chippewa/Mississauga/Algonquin, original ancestral home was located on the north shore of Lake Huron, at the mouth of the Mississauga River. During the 17th century, the Anishinabe split, with groups migrating east to the Bay of Quinte and South into what is now known as south-western Ontario (from Toronto to Lake Erie). During the 18th century, the Anishinabe began losing land due to European settlement and the northern movement of the Haudenosaunee into south-western Ontario. Today, Anishinabe in south-western Ontario include the Mississaugas of the New Credit First Nation, Aamjiwnaang, Chippewas of the Thames First Nation, and the Chippewas of Kettle and Stony Point.
- Haudenosaunee peoples: Also known as Six Nations and Iroquois, are various nations that formed what is known as the Haudenosaunee Confederacy. It originally consisted of five Nations: Cayuga, Oneida, Onondaga, Mohawk, and Seneca, but in 1722, the Tuscarora joined to form the Six Nations. The Haudenosaunee reside in parts of Ontario and Upstate New York. The largest reserve in North America is the Six Nations of the Grand River, located near Brantford, Ontario. Other communities where Haudenosaunee reside include Tyendinaga, Awkwesasne, and Oneida Nation of the Thames, to name a few.
- Neutral peoples: Called the Neutrals due to their tendency to avoid conflict, and "Attawandaron" by the Hurons. They are made up of many distinct nations. They were decimated by colonial diseases during early colonization and any remaining members were mostly adopted into the Haudenosaunee Confederacy.

Kitchener-Waterloo and Brantford are both located on the Haldimand Tract, which, on October 25, 1784, after the American Revolutionary War of Independence, was given to the Six Nations of the Grand River by the British as compensation for their role in the war and for the loss of their traditional lands in Upstate New York ([www.sixnations.ca](http://www.sixnations.ca)). Of the 950,000 acres given to the Haudenosaunee (six miles on either side of the Grand River, all the way along its length), only 46,000 acres (less than 5 per cent) remains Six Nations land ([www.sixnations.ca](http://www.sixnations.ca)).

It is important to note that Wilfrid Laurier University's Waterloo and Brantford campuses are both located on the Haldimand Tract.

How do we acknowledge the land?

*"We acknowledge that we are on the traditional territory of the Neutral, Anishnawbe and Haudenosaunee peoples"*

- Haudenosaunee (Ho-deh-no-show-nee)
- Anishnawbe (Ah-nish-nah-bay)
- Attawandaron (At-ta-won-da-ron)

Important things to know about Acknowledgment

- The person giving the acknowledgement should be the host of the event or meeting themselves
- Include a formal thank you to the host nation whenever making a presentation or holding a meeting, whether or not Aboriginal individuals are part of the meeting or gathering
- If you do not know the name of the Nation on whose territory or treaty land the building sits, ask around; Friendship Centers, Aboriginal Student Centers, local Band Offices are always a good source of information
- Ask the Friendship Center or Aboriginal Student Center for help with the pronunciation.
- If that is not possible, call the band office of the Nation after hours and listen to the recording
- Practice saying the name of the host nation out loud
- A land acknowledgment is not something you "just do" before an event. Rather it is a reflection process in which you build mindfulness and intention walking into whatever gathering you are having. It should be rooted in the whose land you are honoured to stand on.

Moving beyond Acknowledgment

Although it is important to acknowledge the land, it is only a first step. We are all treaty signers, and are thus responsible and accountable for the violence that Indigenous people face in Canada. Allyship is a continuous process; it is not a designation that one can earn and hold forevermore. Allies must continually engage in self-reflection, and

must consistently work at being an ally (through learning, acting in a de-colonial manner, and sustaining relationships with Indigenous Peoples, etc.)

Here are some simple ways you can begin the ongoing and continual process of acting in solidarity with Indigenous folks in Canada:

- Learn: About oppression and privilege. About the history of colonization. About Aboriginal peoples and cultures. About the land you live on. To listen. There are many books, blogs, documentaries, Independent media sites, plays, and songs that Aboriginal people have written and performed that are great places to start learning.
- Build relationships: Building relationships is essential to many Aboriginal people because relationship is a fundamental and central value of many Aboriginal cultures. A great place to start on campus is going to the Aboriginal Student Center, located at 187 Albert Street. Every Tuesday they host a soup lunch where anyone can attend, in addition to many events throughout the year.
- Act: By being accountable towards Aboriginal people and communities by supporting what they are saying is important, aligning oneself with the struggle, and speaking up when something problematic is said.



## **Wilfrid Laurier University Students' Union Criminal Reference Check Policy**

Approving Authority: President and Chief Executive Officer

Original Approval Date: January 23, 2017

Date of Most Recent Review/Revision: N/A

Related Document: Wilfrid Laurier Students' Union Criminal Reference Check Procedures

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### **Introduction**

The Wilfrid Laurier University Students' Union exercises due diligence when placing individuals into positions of trust over vulnerable persons.

### **Application and Scope**

This policy applies to all students volunteering with the Students' Union in any role or capacity with the Emergency Response Team, Foot Patrol, the Student Rights Advisory Committee, or Orientation Week Icebreakers.

### **Definitions**

- **Criminal Reference Check:** Means a Police Vulnerable Sector Check (PVSC) as categorized by Waterloo Regional Police.
- **Criminal Record:** Means the information returned by a Police Vulnerable Sector Check as outlined by Waterloo Regional Police, including criminal convictions from the Canadian Police Information Centre and/or local databases; summary convictions, for five years, when identified; Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period; outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders; absolute and conditional discharges for 1 and 3 years respectively; in very exceptional cases, where it meets the Exceptional Disclosure Assessment, non-conviction dispositions including, but not limited to, Withdrawn and Dismissed; Not Criminally Responsible by Reasons of Mental Disorder; All record suspensions as authorized for the Minister of Public Safety.
- **Liability:** Means an organization's legal responsibilities in a given situation.
- **Position of Trust (Authority):** Is created when an individual's relationship with someone else involves any of the following characteristics: decision-making power, unsupervised access, closeness inherent in the relationship, or personal nature of the activity itself.
- **Volunteer:** A person who works for, or voluntarily offers themselves for a service or

undertaking without being paid.

- **Vulnerable Person:** Means a person who, because of their age, a disability or other circumstances, whether temporary or permanent, is in a position of dependence on others; or is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

## **1.0 Policy**

- 1.1** A current Police Vulnerable Sector Check (PVSC) is required for all Students' Union volunteer positions with the Emergency Response Team, Foot Patrol, the Student Rights Advisory Committee, and Orientation Week Icebreakers.
- 1.2** Individuals are responsible for personally meeting this criminal reference check obligation prior to commencing their volunteer role.
- 1.3** Any individual who refuses to comply with the requirement to complete a criminal reference check is deemed to have withdrawn from the volunteer competition or opportunity.
- 1.4** In the event a criminal reference check discloses any prior criminal record or summary information, the President and Chief Executive Officer, or their designate(s), will determine which, if any, volunteer opportunities remain available to the applicant.

## **2.0 Purpose**

Accountable to a broad membership, the officers and Board of Directors of the Students' Union hold certain responsibilities and liabilities under the Canada Not-for-profit Corporations Act, and other federal, and provincial statutes. Directors and officers are required to exercise at least the level of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

The Students' Union Board of Directors requires under its Executive Limitations as laid out in the Students' Union Policy Manual, that the President not cause or allow any organizational practice, activity, decision, or circumstance which is imprudent or in violation of commonly accepted business practices and/or professional ethics (Global Executive Constraint – EL#1). The President is also instructed to not cause or allow conditions, procedures, or decisions which are unsafe, untimely, undignified, or unnecessarily intrusive (Treatment of Consumers – EL#2a).

## **3.0 Jurisdiction:**

This policy falls under the jurisdiction of the Vice President: Finance and Administration.

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THIS AGREEMENT made May 1<sup>st</sup> 2016

BETWEEN:

WILFRID LAURIER UNIVERSITY  
**STUDENTS' UNION**

A corporation without share capital  
Incorporated under the laws of  
Province of Ontario,  
(Hereinafter called "The Students'  
Union" or Employer"),  
OF THE FIRST PART,

-And-

NICHOLAS DE SUMMA  
Of the Province of Ontario  
In the City of Waterloo,  
(Hereinafter called "Chair of the  
Board"),  
OF THE SECOND PART.

WHEREAS the parties here to have concluded negotiations with respect to the Honorarium by The Students Union and are desirous of setting forth the terms and conditions of such agreement;

AND WHEREAS the Chair of the Board represents to The Students' Union that they are under no restriction or disability, which would prevent the Chair of the Board from carrying out the terms, conditions, and obligations of this agreement.

NOW THEREFORE the parties hereto mutually covenant and agree as follows:

- 1) The Students' Union agrees to provide an honorarium as the *Chair of the Board & Chief Governance Officer* commencing on Sunday May 1<sup>st</sup> 2016, and concluding on Sunday April 30<sup>th</sup> 2017. The Transition Chair of the Board's direct supervisor is the Board of Directors.
- 2) The Chair of the Board shall receive an honorarium in the amount of \$23,625.80 for the duration of the agreement period.
- 3) The Chair of the Board hereunder shall continue for the term of this agreement or until termination in accordance with the provisions hereof. It is understood that the terms and conditions of this agreement shall continue in force notwithstanding that the position and/or the duties performed by the Chair of the Board may change from time to time.
- 4) In the event that the Chair of the Board hereto wishes to terminate this agreement, such party may do so upon giving The Board **hereto 2 weeks' notice in writing**. Whereupon such notice, service will terminate at the expiration of such notice but in the meantime the parties hereto shall continue to perform their obligations pursuant to this agreement.

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- 5) The Chair of the Board shall not, either during the term of their employment or at any time thereafter, disclose to any person, firm or corporation any *confidential or privileged* information concerning the business or affairs of The Students' Union. This includes any information that the Chair of the Board may have acquired in the course of or incidental to their employment hereunder or otherwise, whether for their own benefit, or to the detriment, or intended or probable detriment, of The Students' Union.

IN WITNESS WHEREOF, the parties hereunto have set their hands,  
Signed and Delivered

**Wilfrid Laurier University Students' Union**  
in the presence of

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Nicholas De Summa  
Chair of the Board & CGO

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Nick Molkoski  
Vice-Chair of the Board

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Date:

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Date:

-And-

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Shawna Wey  
Human Resources Generalist

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Date: