



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

Location: Brantford & Waterloo Campus Boardrooms & Zoom
Date: 14-Dec-23
Time: 7pm

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
7:00 PM	2 mins	Call to Order and Indigenous land acknowledgement	adm	Chair Abu-Rshaid	
7:02 PM	1 mins	Regrets	adm	Chair Abu-Rshaid	GP #2c.8
7:03 PM	2 mins	Conflicts of Interest	adm	Chair Abu-Rshaid	GP #2c.2
7:05 PM	2 mins	Adoption of Agenda MOTION that the Board of Directors adopt the agenda as presented	D	Chair Abu-Rshaid	
7:07 PM	2 mins	Adoption of the Consent Agenda <u>Monitoring Reports:</u> Compensation and Benefits (re-submission) Treatment of Consumers Treatment of Staff Hiring Practices - Unpaid Staff Hiring Practices - Paid Staff MOTION that the Board of Directors adopt the consent agenda as presented	D	Chair Abu-Rshaid	EL #2c EL #2a EL #2b EL #2j EL #2n
7:09 PM	2 mins	Approval of the November 27, 2023 Board Meeting Minutes MOTION that the Board of Directors approve the November 27, 2023 meeting minutes			
7:11 PM	2 mins	Comments from the Chair of the Board & CGO	fi	Chair Abu-Rshaid	
7:13 PM	4 mins	Comments from the President & CEO	fi	President Spenler	
7:17 PM	20 mins	Referendum Questions	D	Chair Abu-Rshaid	GP #2j2
7:37 PM	15 mins	Wilf's Renovation Consultation	fi	DSI Tony Massi	
7:52 PM	4 mins	Belmont Update	fi	DPRA Muller	
7:56 PM	10 mins	LaurierVotes Results Night Transportation	fd	President Spenler	
8:06 PM	15 mins	Winter 2024 BOD Meeting Schedule Ombus Meeting Time	D	Chair Abu-Rshaid	
8:21 PM	20 mins	In Camera Session	D	Chair Abu-Rshaid	
8:41 PM	2 mins	Announcements	fi	Chair Abu-Rshaid	
8:43 PM	4 mins	Action Items Summary	adm	Chair Abu-Rshaid	
8:47 PM	2 mins	Adjournment MOTION that the Board adjourn the December 14th, 2023 meeting	adm	Chair Abu-Rshaid	
Total	1hr & 49 mins				

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

waPolicy Wording EL#2c

With respect to employment, compensation and benefits to employees, consultants, contract workers and unpaid staff, the President may not cause or allow jeopardy to fiscal integrity or public image.

The President will not:

1. Change the President's own compensation and benefits, except as those benefits are consistent with a package for all other employees.
2. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
3. Create obligations over a longer term than revenue can be safely projected.
4. Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:
 - a. incur unfunded liabilities;
 - b. provides less than some basic level of benefits to all full-time employees, though differential benefits to encourage longevity are not prohibited; or
 - c. allow any employee to lose benefits already accrued from any foregoing plan.

Executive Limitations #2c “Compensation and Benefits”

This monitoring report for Executive Limitation Policy #2b “Treatment of Staff” is presented in accordance with the monitoring schedule set forth by the Board of Directors for the 2022-2023 fiscal year. I certify that the information contained in this report is true and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**



Megan Spenler
President & CEO
Wilfrid Laurier University Students' Union

February 23, 2023

Global Policy Statement Wording EL #2c: With respect to employment, compensation and benefits to employees, consultants, contract workers and unpaid staff, the President may not cause or allow jeopardy to fiscal integrity or public image.

CEO INTERPRETATION

I interpret “**jeopardy to fiscal integrity**” as the Students’ Union expending resources beyond its ability to pay.

I interpret “**public image**” as the reputation of the Students’ Union amongst students, University administrators, external stakeholders and partners, other student organizations and regions associated with Laurier’s undergraduate campuses in Brantford and Waterloo.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All sections of EL#2c are in compliance.

EVIDENCE

- A. All sections of EL#2c are in compliance.

I report this section as **COMPLIANT**.

Policy Wording EL#2c1: The President will not:

1. Change the President’s own compensation and benefits, except as those benefits are consistent with a package for all other employees.

CEO INTERPRETATION

I interpret “**change the President’s own compensation and benefits**” as the President altering their annual salaried pay, entitlements and other perks offered through the contract without approval of the Board. This excludes yearly increases concerning the Consumer Price Index (CPI), or benefit amendments that are made for all employees of the Students’ Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The President’s salary and benefits package complies in full with the Students’ Union Full Time Staff Manual and its policies.
2. The President signs an employment contacts authorized by the Chair of the Board.
3. The President’s salary does not exceed the salary of the preceding President by an amount greater than an increase equivalent to the Ontario All-Item Consumer Price Index (unless otherwise approved by the board).

EVIDENCE

1. Appendix A: President's Contract
2. The President's Salary increase was approved by the 2022-2023 board last Winter

I report this section as **COMPLIANT**

Policy Wording EL#2c2: The President will not:

2. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.

CEO INTERPRETATION

I interpret “**deviate materially**” as compensation that is drastically different, either with an increase or a decrease from the standard fair market rate.

I interpret “**geographic market**” as the post-secondary environment comparable to other Students' Union/Associations in Ontario that do similar work to our Organization.

I interpret “**professional market**” as the environment in which current and prospective employees compete for an employment opportunity at various organizations based on their skillset and experience.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Students' Union posts the estimated salary on job postings and hires applicants that have requisites for the job posted. The final salary for newly hired staff is determined using:
 - a. geographic market
 - b. external comparisons
 - c. internal comparisons
2. Current employees have the ability to review their job descriptions and present a case for enhanced compensation and benefits to their direct supervisor.
3. The Students' Union bases new hire wages on the supervisory aspects of the role and compares them to other similar roles in the organization. We also compare to the market.

EVIDENCE

1. All VP salaries were increased to stay competitive with the geographic and professional market
2. The Students' Union is currently undergoing a compensation review to ensure all staff salaries are competitive and do not deviate materially from the geographic/professional market

I report this section as **COMPLIANT**

Policy Wording #2c3: The President Will Not:

3. Create obligations over a longer term than revenue can be safely projected.

CEO INTERPRETATION

I interpret “**obligations**” as committed contractual compensation based in legal standards pertaining to compensation and/or benefits to employees.

I interpret “**safely projected**” as conducting a financial analysis while taking into consideration current and future fluctuations of cash flow and assets.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Student executive contracts only include one year.
- 2) The budget is set annually and approved by the Board and includes all salaries and benefits anticipated for the year.
- 3) All employment agreements and contracts have a termination clause which is consistent with statute obligations.

EVIDENCE

- 1) Student executive contracts only include one year.
- 2) The budget is set annually and approved by the Board and includes all salaries and benefits anticipated for the year.
- 3) All employment agreements and contracts have a termination clause which is consistent with statute obligations.

I report this section as **COMPLIANT**.

Policy Wording #2c4: The President Will Not:

4. Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:
 - a) incur unfunded liabilities;
 - b) provides less than some basic level of benefits to all full-time employees, through differential benefits to encourage longevity are not prohibited; or
 - c) allow any employee to lose benefits already accrued from any foregoing plan

CEO INTERPRETATION

I interpret “**unpredictable**” as deviating from established standards and creating circumstances based in uncertainty, which pose a risk to the Organization.

I interpret “**inequitable**” as unfair and unjust circumstances pertaining to compensation and benefits for staff.

I interpret “**unfunded liabilities**” as financial risks caused by a lack of cash flow and assets, deviating from contributions and earnings.

I interpret “**basic level of benefits**” as the pension and other perks offered to all full-time employees who have been with the Students’ Union since 2008, which are required to sustain a healthy financial lifestyle without strains.

I interpret “**benefits**” as a service and perks provided through employment that have cash value upon termination or resignation including lieu time, unused vacation days.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Students’ Union uses the defined contribution model for its employees.
- 2) All full-time employees have at least the basic level of benefits as defined above.
- 3) Employees do not lose out on any benefits that have been previously accrued.

EVIDENCE

- 1) All full-time employees have at least the basic level of benefits as defined above.
- 2) Employees do not lose out on any benefits that have been previously accrued.

I report this section as **COMPLIANT**.

Appendix A

THIS AGREEMENT made April 20th 2023
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-

MEGAN SPENLER

Of the Province of Ontario
In the City of Waterloo,
(Hereinafter called "Employee"),
OF THE SECOND PART.

WHEREAS the parties hereto have concluded negotiations with respect to the Employment of Employee by The Students Union and are desirous of setting forth the terms and conditions of such employment;

AND WHEREAS Employee represents to The Students' Union that they are under no restriction or disability, which would prevent Employee 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 employ the Employee as the *President & Chief Executive Officer* commencing on Monday May 1st 2023, and concluding Tuesday April 30th 2024. The Employee's supervisor is the Chair of the Board.
- 2) The Students' Union agrees to pay Employee for services rendered with a salary in the amount of \$53,803.75 for the duration of the contract period. Employee will be paid at regular intervals on a bi-weekly basis as consideration for services rendered pursuant to this Agreement. The salary stated in this contract is calculated as remuneration for 2080 hours per year.
- 3) Please see attached Appendix A for additional benefits.
- 4) Employee shall devote their entire time, skill, and attention to the employment during the term hereof. Any additional employment opportunities, or academic commitments in excess of 2 courses per term, must be approved by the Employee's supervisor.
- 5) Employee's employment 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 Employee may change from time to time.
- 6) The Students' Union may terminate this agreement without cause by giving the Ontario Employment Standards Act minimum notice period in writing, or equivalent Termination Pay. Whereupon such notice period, employment will terminate at the expiration of

such notice but in the meantime the Employee and the Students' Union shall continue to perform their obligations pursuant to this agreement. Upon an Employer initiated without cause termination, the Employee will be compensated with the minimum Ontario Employment Standards Act requirements.

- 7) The Students' Union may terminate this agreement for cause at any time by reason of Employee's dissipation, violation of instructions or rules of the Employer, or failure to comply with any of the agreements on the part of Employee. Upon an Employer initiated with cause termination, the Employee is not owed compensation, nor notice.
- 8) In the event that the Employee wishes to terminate this agreement, they may do so by providing the Students' Union with a minimum of two weeks' notice. Whereupon such notice, employment will terminate at the expiration of such notice but in the meantime the Employee and the Students' Union shall continue to perform their obligations pursuant to this agreement.
- 9) Employees 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 Employee 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

Megan Spenler

Megan Spenler
President & CEO 2023-24

April 27th, 2023

Date:

Francesco Del Giudice

Francesco Del Giudice
Chair of the Board & CGO 2022-23

April 20th 2023

Date:

-And-

Mohammad Abu-Rshaid

Mohammad Abu-Rshaid
Chair of the Board & CGO 2023-24

April 20th 2023

Date:

Appendix A – Additional Benefits

All aspects of the Employee's benefits are contained within:

- 1) Health & Dental Benefits – The Employee will be placed on the Wilfrid Laurier University Undergraduate Student Health & Dental Plan from September 1st 2023 to August 31st 2024.
 - a. If the employee is not currently covered by the Undergraduate Student Health & Dental Plan and wishes to purchase coverage for the May 1st 2023 to August 31st 2023 period, they may do so for a prorated fee, and must notify Human Resources by May 1st 2023.
- 2) Vacation Entitlement – The Students' Union shall provide the Employee with 40 hours (10 days) of vacation entitlement available to that Employee at the start of their contract. All hours allotted must be taken by the end of the contract term, while at such time as may be acceptable to their supervisor, having regard to its operation.
- 3) Education Benefit – The Employer has developed an Educational Assistance Program that supports 100% reimbursement for eligible tuition or course fees up to 2 courses for the duration of the contract period or for 2 professional development opportunities at a maximum of \$600 per opportunity. The Employee will have the opportunity to take advantage of this program for mutually agreed upon education initiatives that will benefit both the Employee and The Students' Union. Further details regarding the program can be obtained through the Human Resources department.
- 4) Phone Stipend – The Employee shall maintain a personal mobile phone plan and is entitled to a \$55 reimbursement per month for the duration of their employment term. Phone reimbursements can be submitted to the Finance department monthly, but no later than every term (4 month period).
- 5) Parking Pass – The Students' Union shall provide an Orange Level parking permit (residence parking) if required, and if the Employee lives on campus grounds for the duration of the contract period, at a value of approximately \$1,200.00 per year. If the employee does not reside on campus during their contract term and lives further than 2km from campus, they will be provided with a Gold Level parking permit (staff parking) for the duration of their contract term, if required, at a value of approximately \$545.00 per year. Human Resources can provide the employee with a pass upon request.
- 6) Housing – The Students' Union shall provide the Employee with on-campus housing for the duration of their contract period.

Executive Limitation #2a “Treatment of Consumers”

This monitoring report for Executive Limitation Policy #2a “Treatment of Consumers” is presented in accordance with the monitoring schedule set forth by the Board of Directors for the 2022-2023 fiscal year. I certify that the information contained in this report is true and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**



Megan Spenler
President and CEO
Wilfrid Laurier University Students' Union

December 11th, 2023

Policy Wording EL#2a1: The President will not: Operate member focused facilities and member focused services that do not:

CEO INTERPRETATION

I interpret “**Operate**” as having stable control of the mechanisms, functions, employees and resources within the Students' Union, its businesses, and its buildings. (Wilf's, Turret, Golden Grounds, Food Court, SU desk, etc.)

I interpret “**member focused facilities**” as all the physical spaces in which our businesses and offices exist, operate, and are available to our members for access.

I interpret “**member focused services**” as all services provided to our members including our businesses, benefits and experiential learning opportunities offered through volunteering or working with the Students' Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

A. Sections 2a1a, 2a1b, 2a2, 2a3, 2a4, 2a5, 2a6 are in compliance.

EVIDENCE

1. Sections 2a1a, 2a1b, 2a2, 2a3, 2a4, 2a5, 2a6 are in compliance

I report this section as **COMPLIANT**.

Policy Wording EL#2a1a: The President will not: Operate member focused facilities and member focused services that do not: measure member satisfaction;

CEO INTERPRETATION

I interpret “**measure**” as the collection and interpretation of data and feedback through intentional and structured mechanisms, from avenues where we interact with members from a facilities and services perspective.

I interpret “**member satisfaction**” as the undergraduate student body being content with our programming, services and businesses and striving to exceed member expectations.

I interpret “**usage**” as members engaging with Students' Union businesses, services, and/or spaces

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. The Students' Union has a strategy to measure customer feedback about our business offerings and services: The Customer Service & Satisfaction Policy, and actively seeks the procurement of feedback.
- B. This strategy is realized and executed at the discretion of the manager or coordinator in charge of the service, program offering and/or the business most applicable. This may include but not limited to: written surveys, customer feedback forms, anonymous feedback through sufeedback@wlu.ca, feedback from our website, social media accounts etc.

EVIDENCE

- A. The feedback form is open on the new website. In the absence of our Director of Marketing, the feedback form responses go directly to the Brand Identity manager, and she responds to inquiries daily.
- B. The @campuslife pages on Instagram are indicative of effective communication strategies intended to focus on the needs of particular

campuses, where direct messaging capabilities are open and encouraged for feedback.

- C. This year, the Students' Union Executive Leadership team intends on booting in the concourse (once a week for Waterloo and biweekly for Brantford) throughout the fall and winter term to directly interact with students to measure member satisfaction and get real time feedback on our programming, services and everything we offer.

I report this section as **COMPLIANT**.

Policy Wording EL#2a1b: The President will not: Operate member focused facilities and member focused services that do not: provide opportunity for member feedback.

CEO INTERPRETATION

I interpret “**provide opportunity**” as communicating the programming and services offered by the Students' Union through different mediums, to the members and omitting hindrances in their ability to access such channels.

I interpret “**member feedback**” as the process for the student body to provide both positive and constructive reviews to our operational performances and other data, which allows us to enhance our facilities and services. Further, at the Students' Union we need to act on this feedback and constantly innovate.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. The programming and services provided by the Students' Union is accessible to members to provide their feedback both in a formal and in an informal manner.
- B. The Students' Union business operations provides the opportunity for customers to provide feedback, either positive or constructive in an easy accessible way.

EVIDENCE

- A. All committees/services have active Instagram pages and emails that students could reach out to. However, we do find that when students have feedback on certain committees, they are more likely to email the Vice President of the respective department. This contact information is easily accessible on our website.

- A-Team (Waterloo)
- EcoHawks (Brantford)
- EcoHawks (Waterloo)
- Emergency Response Team
- Food Bank (Brantford)
- Food Bank (Waterloo)
- Foot Patrol (Brantford)
- Foot Patrol (Waterloo)
- Healthy Lifestyles (Brantford)
- Healthy Lifestyles (Waterloo)
- Hiring & Recruitment (Brantford)
- Hiring & Recruitment (Waterloo)
- Shinerama (Brantford)
- Shinerama (Waterloo)
- O-Week
- Wilfrid Laurier University Students' Union

- B. Information for Staff email and phone contact is located on the Students' Union website for public access.
- C. Open Door policies to all of our members, volunteers and employees allows for feedback to be given in person during office hours on both campuses with no fear of retaliation.

I report this section as **COMPLIANT**.

Policy Wording EL#2a2: The President will not: Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material.

CEO INTERPRETATION

I interpret “**collecting, reviewing, transmitting or storing client information**” as the data gathered, assessed, shared and housed by the Students' Union through feedback mechanisms from our members.

I interpret “**fail to protect against improper access**” as instances where unauthorized personnel view or use such information, are provided access and/or can easily obtain access to customer feedback, confidential and/or personal information.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. Only authorized personnel have access to client/customer information.
- B. Personal/individualized information is stored in a confidential manner either online or in a physically secure place.
- C. Authorized personnel are trained on their responsibility, limits on their confidentiality and are aware of consequences of such violations.

EVIDENCE

- A. All credit card, debit card, and one card information collected through payment for Hospitality Services is shredded by a secure, external shredding company.
- B. Only Directors of the organization have access to user profiles and their subsequent information, within our online ticketing portal. The Directors (Member Services, Student Experience, Marketing, Executive Director) are bound by contract for their position to keep student records confidential. The Student Experience Administrator (reporting to the Director of Student Experience) also has access to user profiles and their subsequent information.
- C. ERT keeps incident reports with client information in a locked cabinet that only the ERT Internal Administration Executive has access to.
- D. Foot Patrol keeps student information stored on a secure drive on their computer, which only those working dispatch, as well as Vice President: Programming & Services (Waterloo and Brantford) have access to.
- E. Director of Student Experience has access to input information through the University ADVOCATE student conduct system to store member information from incident reports in a centralized, confidential manner.

I report this section as **COMPLIANT**

Policy Wording EL#2a3: The President will not: Operate facilities with insufficient accessibility.

CEO INTERPRETATION

I interpret “**Operate facilities**” as any Students’ Union function, business and/or space within the Fred Nichols Campus Centre, Brantford Student Centre or Golden Grounds.

I interpret “**insufficient accessibility**” as any of the operating facilities being non-compliant with government legislation such as but not limited to *Accessibility for*

Ontarians with Disabilities Act (AODA), which includes the Integrated Accessibility Standards Regulation (IASR), Ontario Human Rights Code and the Occupational Health and Safety Act (Ontario) [OHSA].

OPERATIONAL DEFINITION

- A. The Students' Union has not been issued any unmet criteria under the *Accessibility for Ontarians with Disabilities Act*, as assessed by a recognized inspection officer as described in Part IV inspections (1) (2) (3) of the Act.
- B. The Students' Union has not been proven to infringe the rights of any person based on disability, as defined by Part 2, Section 17 of the Ontario Human Rights Code.
- C. The Students' Union has not been issued any unmet criteria under the *Occupational Health and Safety Act (Ontario)*, as assessed by a recognized inspection officer as described in Part IV inspections (1) (2) (3) of the Act.
- D. Food options for intolerances, allergies or religious needs are available in the Students' Union food operations.

Compliance will be demonstrated when:

EVIDENCE

- A. The Students' Union abides by the WLU Accessible Service Policy.
- B. The Wilf's Menu provides Vegetarian, Vegan, Halal, and Gluten Free Options as well as other dietary needs.
- C. The Students' Union has not been issued any unmet criteria under the accessibility for Ontarians with Disabilities Act or the Occupational Health and Safety Act.

I report this section as **COMPLIANT**.

Policy Wording EL#2a4: The President will not: Operate member focused facilities and member focused services without a clear and well communicated customer service policy.

CEO INTERPRETATION

I interpret "**clear**" as being straightforward, and easily understood when read or explained by a reasonable person standard.

I interpret "**well communicated**" as in using our channels of communication and marketing to let members know how to provide customer service feedback, and providing a comprehensive understanding of customer service policies which is executed by staff and the student executive of the Students'

Union.

OPERATIONAL DEFINITION

- A. All member focused facilities and services of the Students' Union have a Customer Service Policy.
- B. All departments within the Students' Union have a unique Customer Service Policy for their respective departments.
- C. All member focused facilities and services have a readily accessible and easy to read Customer Service Policy on our website or in accessible print should a member inquire.
- D. All member focused facilities and services have staff who are well trained on the Customer Service Policies.

Compliance will be demonstrated when:

- A. Our customer service policies are easily accessible to anyone via our website

I report this section as **NOT COMPLIANT**

- We are working to figure out where these policies best fit on our new website.

Policy Wording EL#2a5/6: The President will not: Allow consumers to be unaware of this policy or operate without a way for persons to be heard who believe that they have not been accorded a reasonable interpretation of their rights under this policy.

CEO INTERPRETATION

I interpret "**allow consumers to be unaware of this policy**" as to be content with the undergraduate students at Wilfrid Laurier University having a gap in communication or knowledge of and accessibility towards the Customer Service Policy for the operations and services of the Students' Union. This policy is to be communicated through various mediums including but not limited to: physical and digital versions, web-based platforms and promoted through our marketing channels. The Students' Union strives to omit any hindrances towards accessing this policy for its members.

I interpret "**operate without a way for persons to be heard**" as providing mechanisms and opportunities for both formal and informal feedback from our members and consumers. All persons should be able to submit feedback without repression, fear of attribution or retaliation and have the option of remaining anonymous.

I interpret “**a reasonable interpretation of their rights under this policy**” as any person interpreting their rights towards this policy using the reasonable person standard.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. The respective Customer Service Policies of the Students' Union operation and services are available and accessible online or readily available in print form.
- B. The process to obtain information concerning a Customer Service Policy becomes clear and advertised through its marketing.
- C. There are pluralities of identified channels through which members, customers and employees can provide feedback both formally and informally.

EVIDENCE

- A. Customer service policies can be easily requested through the Feedback form on the Students' Union Website.
- B. Customers can provide feedback during open office hours, Instagram, and through the website. They are also welcome to pop in to our office at any point to give feedback.

I report this section as **COMPLIANT**.

Global Policy Statement Wording EL#2a: With respect to interactions with beneficiaries, the President shall not cause or allow conditions, procedures, or decisions which are unsafe, untimely, undignified or unnecessarily intrusive.

CEO INTERPRETATION

I interpret “**interactions with beneficiaries**” as any communication or form of contact through any channel between stakeholders and individuals who benefit from the operations and services of the Students' Union, including but not limited to: members, customers, employees and/or the Students' Union full-time staff and student executive team.

I interpret “**cause or allow**” as intentionally or unintentionally initiating or permitting.

I interpret “**conditions**” as the state of any and all services, operations, programs, which are part of the experience of the beneficiaries.

I interpret “**procedures**” as the steps and processes in which we operate programs, services, and businesses through our documented policies.

I interpret “**decisions**” as any operational choices rendered by employees, full-time staff and/or the student executive.

I interpret “**unsafe**” as putting an individual, employee, staff, member or groups at risk of their personal safety.

I interpret “**untimely**” as an intentional disregard for deadlines and circumstances and/or causing delays which impact beneficiaries negatively.

I interpret “**undignified**” as unnecessarily putting an individual or the corporation’s reputation at risk and causing public harm.

I interpret “**unnecessarily intrusive**” as violating an individual’s privacy without a reasonable purpose and without their consent infringing upon their personal privacy.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A. Sections 2a1a, 2a1b, 2a2, 2a3, 2a4, 2a5, and 2a6 are compliant.

EVIDENCE

- A. Sections 2a1a, 2a1b, 2a2, 2a3, 2a4, 2a5, and 2a6 are in compliance

I report this section as **COMPLIANT**.

This monitoring report for Executive Limitation Policy #2b “**Treatment of Staff**” is presented in accordance with the monitoring schedule set forth by the Board of Directors. I certify that the information contained in this report is true and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**



Megan Spenler
President and CEO
Wilfrid Laurier University Students' Union

December 11th, 2023

(Board Policy is indicated in bold typeface throughout.)

The President will not:

1. Operate without up-to-date written personnel procedures that:
 - a. **clarify rules, expectations, roles and responsibilities for staff;**
 - b. **provide for effective handling of grievances;**
 - c. **clarify disciplinary actions and procedures that are appropriate to the nature of the act; and**
 - d. **Protect against nepotism and other wrongful conditions.**

CEO INTERPRETATION

I interpret “**up to date**” as having been reviewed in the past calendar year (12 months)

I interpret “**personnel procedures**” as written documents that clearly identify the purpose and common practices of each employee within the Students' Union.

I interpret “**rules, expectations, roles and responsibilities**” as the general guidelines, which help formulate procedures for all staff and volunteers within the Students' Union.

I interpret “**effective handling of grievances**” as the process in which all employees or volunteers can follow to submit grievances related to their

position, hiring, or fellow employees/volunteers. This is to be done through the desk of the Human Resource Manager for formal discussion and records.

I interpret “**disciplinary actions**” as actions taken to address violations of contract or inappropriate behavior demonstrated by paid staff or volunteers in a respectful and professional manner.

I interpret “**procedures**” as the guidelines to adhere to when responding to the identified inappropriate behavior.

I interpret “**appropriate to the nature of the task**” as disciplinary actions that act as solutions to the problem and reflect the situation at hand when it comes to severity.

I interpret “**protect against**” as mechanisms in place to inhibit wrongful conditions.

I interpret “**nepotism**” as the conscious or subconscious influence or persuasion regarding a specific hiring or promotion opportunity.

I interpret “**wrongful conditions**” as any process, action or policy that does not provide fair and equitable opportunities and conditions to all involved.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Unpaid employees are given an Unpaid Staff Code of Conduct in addition to position-specific Volunteer Contracts that clearly outline rules, expectations and responsibilities.
- 2) Paid employees are provided with job descriptions and employee manuals that outline rules, expectations and responsibilities.
- 3) Paid and Unpaid staff are familiar and comfortable with the grievance process.
- 4) Policy outlines appropriate disciplinary actions, and the procedures that need to be taken to execute these actions.
- 5) Employees have the ability to file a grievance as per their employee manuals, and are aware of the process to be followed when doing so.

EVIDENCE

1. Volunteer Code of Conduct (Appendix A) outlining expectations and rules that volunteers are held accountable to.
2. Volunteer Contract (Appendix B)
3. Student Executive Staff Employee Manual (Appendix C) outlining expectations and rules that the Student Executive are held accountable to.

4. Grievance Policy (Appendix D) available to paid and unpaid staff.

I report this section as **COMPLIANT**.

2. Promise or imply guaranteed employment.

CEO INTERPRETATION

I interpret “**promise**” as guaranteeing a position within the Students’ Union explicitly.

I interpret “**imply**” as strongly suggesting that an individual apply for a position within the Students’ Union with the impression that if they did, they would be rewarded said position.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All employees, paid or unpaid, are hired through an open, fair and equitable process.
- 2) Employees are able to request accessibility requirements during their hiring process.

EVIDENCE

1. Paid Hiring Policies and Procedures (Appendix E) outlines process utilized for paid staff to ensure a fair and equitable hiring process
2. Unpaid Staff Hiring Policies and Procedures (Appendix F) outlines processes utilized for unpaid staff to ensure a fair and equitable hiring process
3. Accessibility Statement on the Students’ Union Website (Appendix G) applicants are welcome to submit any accessibility requests and/or requirement during the hiring process.

I report this section as **COMPLIANT**.

3. Retaliate against an employee for non-disruptive expression of dissent, or for reporting to management or to the Board of Directors acts or omissions by staff, management or the Board of Directors that the employee believes, in good faith and based on credible information, constitutes a violation of provincial or federal law or a governing policy of the Board.

CEO INTERPRETATION

I interpret “**retaliate**” as reacting in a way that dismisses the ideas or claims of the individual.

I interpret “**non-disruptive expression of dissent**” as professionally communicating disagreement with a supervisor or other employee.

I interpret “**good faith**” as an act with no malicious intent or ulterior motive underlying the employees’ actions.

I interpret “**credible information**” as data that can be reasonably relied upon, including, but not limited to, first-hand accounts.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) There is a clear grievance policy outlined in the Employee Manual and is clearly communicated to employees.

EVIDENCE

1. Grievance Policy (Appendix D)

I report this section as **COMPLIANT**.

- 4. Allow staff to be unacquainted with the President’s interpretations of their protections under this policy.**

CEO INTERPRETATION

I interpret “**unacquainted**” as unaware or not publicly available.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All sections of EL#2b are in compliance
- 2) President & CEO interpretations are available through Board Meeting Minutes.

EVIDENCE

- A) This report will be posted at <http://www.yourstudentsunion.ca/board-resources/> (Students’ Union Website)

I report this section as **COMPLIANT**.

- 5. Allow staff to be unprepared to deal with emergency situations.**

CEO INTERPRETATION

I interpret “**unprepared**” as being without the skills and training necessary to deal with an emergency.

I interpret “**emergency situations**” as including but not limited to, natural disasters, fire escape plans, and harassment situations that put the employee’s immediate wellness at harm.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All full-time employees and student executives are aware of fire safety procedures.
- 2) The Students’ Union follows university administration plans for emergency procedures and situations.

EVIDENCE

1. Fire Safety Wardens
(Appendix H)
2. Emergency Escape Route
(Appendix I)
3. Fire Alarm Procedures
(Appendix J)

I report this section as **COMPLIANT**.

Global Policy Statement:

With respect to treatment of paid and unpaid staff, the President shall not cause or allow conditions, which are unfair, undignified, disorganized or unclear.

CEO INTERPRETATION

I interpret “**unfair conditions**” as a working environment that is not up to reasonable working standards and/ or is potentially unsafe.

I interpret “**disorganized conditions**” as fostering an environment that can be confusing, cluttered and difficult for staff to function effectively within.

I interpret “**unclear conditions**” as ambiguous expectations of staff that set them up for failure.

I interpret “**undignified conditions**” as an unseemly environment that does not follow best practices and does not uphold the values of the institution.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All sections of EL#2b are in compliance

EVIDENCE

1. All sections of the policy are in compliance

I report this section as **COMPLIANT**.

APPENDIX A – VOLUNTEER CODE OF CONDUCT



VOLUNTEER CONDUCT POLICY

Approving Authority: President & CEO

Administrative Responsibility: Director, Policy Research and Advocacy

Original Approval Date: August 23, 2019

Date of Most Recent Review/Revision:

Related Policies, Procedures, and Documents: *Volunteer Conduct Procedures Manual; Students' Union Volunteer Incident Report; Grievances & Whistleblower Policy*

1. Purpose

- 1.1. This policy establishes guidelines to address performance and behavioural issues for any volunteers of the Wilfrid Laurier University Students' Union.

2. Definitions

- 2.1. **Coaching:** Corrective and ongoing dialogue between a volunteer and their Coordinator or Executive and relevant Associate Vice President or Vice President, that is intended to advise the volunteer on how to constructively improve their behavior.
- 2.2. **Demerit:** A formal indication of misconduct, fault, deficiency, or punishment.
- 2.3. **Misconduct:** An action that is contrary to the efficiency and safety of the workplace.
- 2.4. **Negligence:** Knowingly neglecting a duty that results in unacceptable job performance or workplace misconduct, or unwittingly performing a role at an unacceptable level.
- 2.5. **Unsatisfactory Performance:** Failing to perform volunteer duties in a satisfactory manner as determined by the portfolio supervisor.
- 2.6. **Volunteer:** An undergraduate student hired for a specific role who has also accepted and signed the *Students' Union Volunteer Conduct Agreement*.

3. Jurisdiction/Scope

- 3.1. This policy applies to all Wilfrid Laurier University Students' Union volunteers and is concerned with the enforcement of conduct procedures.

4. Policy

- 4.1. The Students' Union acknowledges the mitigating or aggravating factors that necessitate conduct procedures, including but not limited to:

- 4.1.1. Whether or not the problem has arisen as an intentional action/inaction on the part of the volunteer;
- 4.1.2. Whether or not the volunteer accepts responsibility for their actions;
- 4.1.3. Whether or not the problem is recurring;
- 4.1.4. The prior job performance of the volunteer.
- 4.2. Any Students' Union volunteer or employee who witnesses a Students' Union volunteer exhibit or partake in an unprofessional or disreputable behaviour are required to fill out a Students' Union Volunteer Incident Report and deliver it to the (Associate) Vice President [(A)VP]: Finance & Administration.
- 4.3. The Students' Union shall endeavour to determine an accurate account of the actions and circumstances leading up to an identified problem before proceeding with conduct procedures under the direction of VP: Finance & Administration and Director Student Experience or Brantford Operations.
- 4.4. The Students' Union shall keep a confidential record of any and all conduct procedures on behalf of the portfolio supervisor for future reference.
- 4.5. Conduct procedures shall be commenced under the following circumstances:
 - 4.5.1. **Unsatisfactory Performance:** Failing to perform volunteer duties in a satisfactory manner as determined by the portfolio supervisor.
 - 4.5.2. **Misconduct:** An action that is contrary to the efficiency and safety of the workplace.
 - 4.5.3. **Negligence:** Knowingly neglecting a duty that results in unacceptable job performance or workplace misconduct, or unwittingly performing a role at an unacceptable level.
- 4.6. Any unsatisfactory performance, misconduct, or negligence observed by a supervisor may result in the following outcomes:
 - 4.6.1. Coaching conversation;
 - 4.6.2. Demerit allocation;
 - 4.6.3. Probation period;
 - 4.6.4. Dismissal.

I shall respect:

- a) The right of ALL students to choose when, and if, they wish to participate in activities and services.
- b) Differences of gender, ethnic origin, religious affiliation, sexual orientation and as a result of visible and non-visible disability.
- c) The entitlement of ALL students AND volunteers to their own space and time.
- d) That my volunteer role is a privilege and not a right

I shall abide by:

- a) All rules, regulations and policies set by the Wilfrid Laurier University Students' Union
 - i. Including but not limited to
 - 1. Academic Code of Conduct
 - 2. Non Academic Student Code of Conduct
 - 3. Students' Union Police Check Policy
 - 4. Students' Union GPA Sub-Section
 - 5. Students' Union Unpaid staff Code of Conduct
 - 6. Gendered Sexual Violence Policy & Procedures

I agree to/that:

- a) Not consume illegal drugs and/or ANY alcoholic beverages during designated dry events, while performing my duties as a volunteer, during training dates, and while wearing Students' Union branded clothing
- b) I will not abuse my position of trust by engaging in activities that may be seen as sexual/intimate/exploitative with any student, while acting in the official capacity of my role, nor will I use my position for personal gain or advantage.
- c) To immediately report any actions taken by volunteers who have contravened the above. In the case of a sexual assault, we recommend that the person disclosing the information be directed to the Sexual Assault Support Advocate for Laurier 519-884-1970 x 4847
- d) Not engage in any act, language or behaviour that portrays academic endeavours or the learning environment at Wilfrid Laurier University in a negative light.
- e) Not engage in any language, act or behaviour that is defined as sexist, racist, homophobic or offensive
- f) Not negatively represent the Students' Union through social media content I post with regards to my role as a Students' Union Volunteer
- g) Not pressure or compel any student or volunteer to make a monetary donation or contribution to Shinerama or any other charitable cause
- h) Not miss any shift, meeting, or event without communicating a valid excuse to the Coordinator or Volunteer Liaison at minimum 72 hours in advance
- i) Complete and abide by all roles, tasks, and responsibilities as outlined in my job description and during training
 - i. Including but not limited to
 - 1. Complete all required Performance Appraisals
 - 2. Respond to all emails within 72 hours
 - 3. Being a positive role model for all committee volunteers
 - 4. Report all coaching conversations to the (A)VP: Finance and Administration
 - j) I will encourage and maintain an open flow of communication between myself and the executive team in order to remain connected and updated on what is happening
 - k) Within the scope of my role, I will be privy to sensitive and confidential information. I will respect the confidentiality of the students and follow the protocol for reporting information that will be provide during training.

A violation of any item identified above will result in immediate removal of participation in Volunteer activities. In addition, a violation may require further follow-up with the VP Finance and Administration

I understand that:

- a) I am required to attend and be an active participant in the mandatory training programs (Coordinator Conference). I must attend all training sessions and complete all Government Regulated training in order to participate as a Volunteer. If I cannot attend I must communicate a valid excuse to the Coordinator or Volunteer Liaison at minimum 72 hours in advance of the training start. In addition, I am aware that volunteers

who are seen as disruptive and/or non-compliant during training will be asked to leave and may be removed from their volunteer role.

- b) I am subject to the disciplinary authority of the Students' Union, unless some non-Students' Union interests are deemed involved with the University, in which case the Vice-President of Student Affairs, or designate, may specifically authorize proceedings under the Non-Academic Student Code of Conduct. I understand, shall I be placed under investigation by the Student Affairs Office, I will also be placed on probation from any volunteer positions I hold. Pending the outcome with the Student Affairs Office, my position as Orientation Volunteer with the Students' Union may be placed under review.
- c) I consent to being photographed/videoed for the purposes of Students' Union and University related promotional materials.

Failure to abide by this Coordinator Volunteer Agreement, or breach of any of its sections or sub-sections will be considered a serious violation and may result in immediate removal from all Volunteer activities and could impact future hiring decisions with the Students' union.

If I chose to be released from this Volunteer Agreement, I will notify the Coordinator and VP: Finance and Administration and explain why. It is also my responsibility to complete the remainder of my scheduled shifts. In addition, I recognize my experience will not be submitted in the Co-Curricular Record.

Signature: _____

APPENDIX C – STUDENT EXEC STAFF EMPLOYEE MANUAL

[Training EmployeeManualOrientation StudentExec 202223 2.pdf](#)

APPENDIX D – GRIEVANCE POLICY

GRIEVANCES & WHISTLE-BLOWER POLICY

The Students' Union is committed to high standards of ethical, moral, and legal business conduct. In line with this commitment, and the Students' Union commitment to open communication, this policy aims to provide an avenue for all employees (paid and unpaid) to raise concerns and reassurance that they will be protected from reprisals or victimization for voicing their issues. Furthermore, the Students' Union recognizes that employer/employee (or supervisor/subordinate) relationship problems will arise from time to time.

As such, this policy – as mandated in EL #2b of the Students' Union Policy Governance Manual – is intended to protect the individual if concerns are raised regarding the following:

- I. Incorrect financial reporting;
- II. Unlawful activity or violation of a law/legislation;
- III. Activities that are not in line with the Students' Union policy, including the Staff and Volunteer Code of Conducts;
- IV. Activities which otherwise amounts to serious improper conduct or gross mismanagement;
- V. An abuse of authority including alleged improper behavior, disciplinary action, or unfair treatment;
- VI. A substantial and specific danger to public health or safety.

Safeguards

- I. Harassment or Victimization – harassment or victimization for reporting concerns under this policy will not be tolerated.
- II. Confidentiality – every effort will be made to treat the complainant's identity with appropriate regard for confidentiality, providing anonymity for the individual when required.
- III. Anonymous Allegations – we encourage individuals to provide their names to allegations, to allow appropriate follow-up questions and investigations, which may not be possible unless the source of the information is identified. However, concerns expressed anonymously will still be explored appropriately.
- IV. Bad Faith Allegations – any allegations, upon investigation, that are deemed malicious or in bad faith may result in disciplinary action.

Process for Whistle-blowing

- I. Reporting – this procedure is intended to be used for serious and sensitive issues. Such concerns, including those related to financial reporting, unethical or illegal conduct, may be reported directly to either the direct supervisor or Human Resources.
- II. Timing – adequate timeliness is required, the earlier a concern is expressed, the easier it is to take action.
- III. Evidence – although the individual is not expected to provide actual evidence on an allegation, the individual should be able to demonstrate to the person contacted that the report is being made in good faith.

Process for Grievances

In order that employees may be assured fair and impartial consideration of their problems, the following method of presenting, reviewing, and adjusting grievance has been established:

- I. The employee should first attempt to resolve the grievance informally by discussing it with their direct supervisor or department director. The supervisor may request the assistance of Human Resources. If the problem is related to the interpretation of policy, the employee may first choose to discuss the problem with Human Resources.
- II. If the matter is not resolved to the employee's satisfaction at the informal stage, the employee may proceed to the formal grievance stage by presenting the complaint in writing to his/her immediate supervisor, with a copy to Human Resources.
- III. Upon receipt of the written grievance, the supervisor will review and discuss the grievance with their direct supervisor, and Human Resources. At that time, it will be determined whether a formal discussion is necessary in order to resolve the situation. During this discussion the following people will be present; the employee, his/her direct supervisor, and Human Resources.
- IV. Following the formal discussion, Human Resources (or Executive Director and/or President where necessary) will provide the employee with a written decision on the grievance within ten (10) working days of the formal discussion.

The various discussion stages of this procedure have been established to give those involved the opportunity to present facts, views, and information, which is pertinent to the situation and which, it is hoped, will contribute to the satisfactory settlement of the grievance. During this process, the Students' Union may review with legal counsel. The written decision of the President is final and binding on the employee.

SOCIAL MEDIA POLICY

Overview

As part of its mandate to manage the brand and reputation of the Wilfrid Laurier University Students' Union ("Students' Union"), the Marketing Department plays an oversight role in social media.

The following social media policy is designed to provide parameters to enhance the Students' Union reputation through social media. The Marketing Department staff members are to be used as a resource for social media questions, discussions, suggestions and ideas.

This policy is designed to guide communication through:

- Official Students' Union social media channels, blogs and website properties;
- Social media profiles for committees or Students' Union groups;
- And, individual use of social media for all staff and volunteers, as representatives of the Students' Union and brand ambassadors.

APPENDIX E – PAID HIRING STAFF POLICIES & PROCEDURES



Revised: January 15 2018

PAID STAFF HIRING PROCESS

The Wilfrid Laurier University Students' Union is committed to recruiting, compensating, developing and retaining a highly motivated, competent and qualified team of employees who share, with the Board of Directors, the goal of contributing towards achieving the objectives of the Students' Union.

The Students' Union confirms that all human resource policies will be implemented consistently. Furthermore, it commits to equality among its employees for employment without discrimination, in addition to equitable treatment to its employees and applicants.

The process in which the Students' Union follows when hiring paid staff members is outlined below:

- Post each position for a minimum of five (5) business days;
- Must interview a minimum of three (3) people whenever possible;
- Hiring panel must consist of a minimum of three (3) people whenever possible:
 - One (1) hired student: includes any Hiring and Recruitment volunteer, part - time, or full -time staff member who paid Wilfrid Laurier University student fees in the school year of which the interview is taking place, or Student Executive ;
 - One (1) supervisor from the department that the position reports under; and
 - Either one (1) other person from the department that the position reports under, or the Human Resources Generalist .
- Any conflicts of interest for the hiring panel must be declared prior to the interview process , as well as be brought to the attention of the Human Resources Generalist, in addition to the Executive Director and/or President;
 - In the case of any perceived and/or actual conflicts of interest, the Executive Director and/or President can adjust the composition of the hiring panel.
- Positions requiring written proposals are to be marked by all members of the hiring panel and used as a determinant of which/how many applicants are granted interviews.
 - The average of the hiring panel's proposal scores must lie above 70% in order to be granted interviews, unless the hiring panel unanimously decides otherwise.
 - In the event of a high number of applications scoring over 70%, the interview threshold may be adjusted to 20 points below the highest mark at the discretion of the hiring panel
 - The hiring panel has the right to decline a candidate based on documented behavioural concerns from the Students' Union or Student Affairs Department.
- All interviewed applicants must be given the Human Resources Generalist contact information for feedback purposes ;
- All interviewed applicants must be given a timeline as to when they will be notified of successful candidacy, in addition to if, and when, they will be notified of unsuccessful candidacy;

- Human Resources Generalist must be notified of successful candidate immediately following the completion of the interview process to draft an offer to the preferred candidate;
- No announcement will be made to staff (or otherwise) until the signed contract is received, and no information will be released about any of the applicants , interviewees or the successful candidate without consent of that individual.

APPENDIX F–UNPAID STAFF HIRING POLICIES & PROCEDURES

MANUAL TITLE:
LAST UPDATED:
ADMINISTRATIVE DUTY:

Volunteer Hiring Procedural Manual
January 2018
Vice President: Finance and Administration



3.5 Volunteer Hiring Procedures

The purpose of this policy shall be to outline the process which must be followed when hiring any person for a volunteer position, whether that volunteer position is Coordinator, Executive, or General.

3.5.1 Categories

- 3.5.1.1 All volunteer positions within the Students' Union shall fall into one of the following categories:
- 3.5.1.1.1 Coordinator (c);
 - 3.5.1.1.2 Executive (e);
 - 3.5.1.1.3 General (g); and
 - 3.5.1.1.4 Special Skills (ss)

3.5.2 Positions

3.5.2.1 All level of volunteer positions within the Students' Union shall be listed in the following section

3.5.2.2 Positions may be created by the Vice President and/or Associate Vice President of the department, in consultation with the Management Team, on a one-year trial basis. Should the position become permanent after one year, the said position and its classification shall be included in this policy.

3.5.2.3 Beside each volunteer position shall be a letter indicating the category into which the position falls:

- 3.5.2.3.1 Coordinator - (c);
- 3.5.2.3.2 Executive - (e);
- 3.5.2.3.3 General - (g);
- 3.5.2.3.4 Special Skills - (ss): Those positions are those of a nature that requires certain skills in order to hold the position (Emergency Response Team).
 - 3.5.2.3.4.1 These positions shall be subject to the hiring practices; however, the Hiring panel does have the right not to recommend a candidate for hiring if they do not possess the skills required.

3.5.2.4 The appropriate Vice President, Associate Vice President, or Coordinator, in consultation with the Vice President: Finance and Administration, shall determine the number of positions that shall be open to all students for each position.

3.5.2.5 The Vice President and/or Associate Vice President of the department may not remove any committees from their department, as listed within their departmental policy, without the majority approval of the Management Team.

APPENDIX G – STUDENTS’ UNION AODA STATEMENT OF COMMITMENT (IE: ACCESSIBILITY STATEMENT)

Students’ Union AODA Statement of Commitment

The Wilfrid Laurier University Students’ Union is committed to providing a barrier-free environment for our clients/customers, patients, students, employees, job applicants, suppliers, visitors, and other stakeholders who enter our premises, access our information, or use our transportation services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), Customer Service Standard, and the Integrated Accessibility Standards Regulation for Information and Communications, Employment, and Transportation, and eventually, for the Built Environment.

Our commitment to making our organization accessible to everyone includes the integration of accessibility legislation with our policies, procedures, programs, and training. We are committed to reviewing and incorporating the following information with our employees:

- Legislation regarding the Human Rights Code and the AODA, 2005.
- Integrated Accessibility Standards for Information and Communications, Employment.
- Accessible employment practices such as recruitment, assessment, and selection.
- Developing emergency response plans and individual workplace accommodation plans for employees with disabilities.
- Customer service standards.
- Accessible communication supports and information formats (digital and non-digital).
- Communicating with people with various forms of disabilities.
- Accessible websites and web content.
- Assistive devices, mobility aids, service animals and support persons.
- Transportation vehicles and equipment requirements.
- Notices of service disruptions (temporary or long-term).
- The Students’ Union’s relevant policies and procedures regarding accessibility.
- Reporting procedures.
- Training procedures.

The Wilfrid Laurier University Students’ Union realizes that providing accessible and barrier-free environments for everyone is a shared effort. For more detailed information on our accessibility policies, plans, and training programs, please contact Chris Hyde, Director of Policy, Research and Advocacy.

APPENDIX H – HEALTH & SAFETY COMMITTEE (INCLUDING FIRE SAFETY WARDENS)



JOINT HEALTH & SAFETY COMMITTEES 2023-2024

WATERLOO COMMITTEE

© = Certified in Occupational Health & Safety

Secretary:	Kelly Lee ©	klee@wlu.ca
Worker Co-chair:	Lindsay Amorim	lamorim@wlu.ca
Management Co-chair:	Shawna Wey	swey@wlu.ca
Worker Members:	Rachel Wegener	rwegener@wlu.ca
	(More to be elected by end of September 2023)	
Management Members:	Mary Jimson	mjimson@wlu.ca
	Michelle Finch ©	mfinch@wlu.ca
	Megan Lacoursiere ©	mlacoursiere@wlu.ca
	Sarah Brophy	suvpfvo@wlu.ca

MEETINGS

Meetings Are Held: Quarterly – once per academic term (Fall, Winter, Spring/Summer)

Location: In the Wilfrid Laurier University Student's Union Boardroom

FIRST AID CERTIFIED EMPLOYEES

<u>Name:</u>	<u>Department:</u>	<u>Certification Level:</u>	<u>Expiry (dd-mm-yy):</u>
Ashley Atcheson	Hospitality	Standard & CPR/AED C	14-10-2024
Grace VanHooydonk	SU Desk	Standard & CPR/AED C	18-02-2025
Jason Verhoeve	Programming	Standard & CPR/AED C	14-10-2024
Phil Champagne	Leadership	Standard & CPR/AED C	14-10-2024
Rachel Wegener	SU Desk	Standard & CPR/AED C	30-08-2025
Sam Anhorn	Hospitality	Standard & CPR/AED C	14-10-2024
Sarah Brophy	Volunteer Ops	Standard & CPR/AED C	24-06-2024

EMERGENCY WARDENS

Fred Nichols Campus Centre

Ground Floor: Dennis Robus (WLU Food Services) & Stephanie Smith (WLU Food Services)

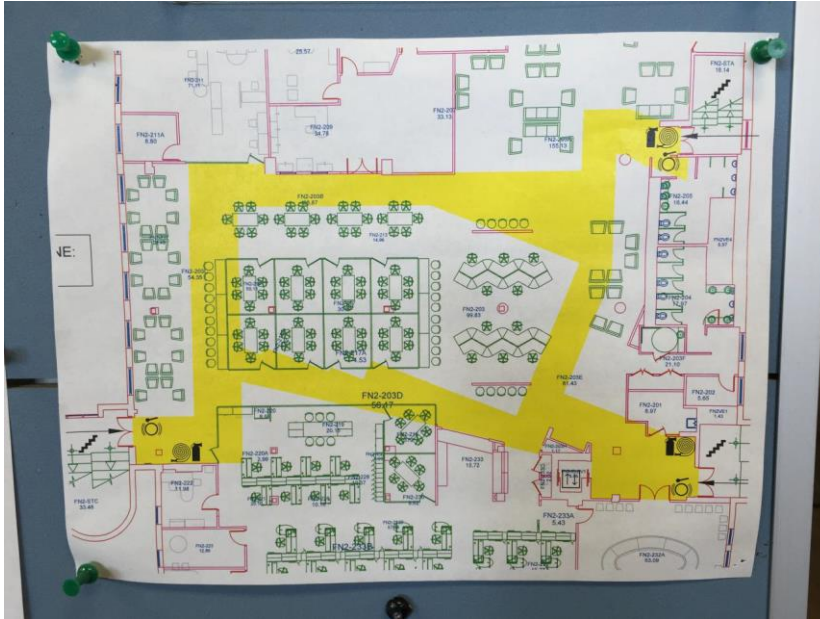
1st Floor: Mary Jimson (Hospitality) & Kelly Lee (SU Desk)

2nd Floor: Shawna Wey (HR) & Meg Bagley (Programming)

3rd Floor: Sam Anhorn (Hospitality) & Andy Neilson (Hospitality)

Building Evacuation Coordinator: Phil Champagne (Leadership)

APPENDIX I – EMERGENCY ESCAPE ROUTE



APPENDIX J – FIRE ALARM PROCEDURES

FIRE
Alarm Procedures

IF YOU SMELL SMOKE, SEE FLAMES OR ARE ALERTED TO A FIRE

1. Vacate fire area and close doors.
2. Activate nearest emergency pull station. Attempt to extinguish fire only if you are trained and can do it safely.
3. Evacuate the building. (DO NOT use elevators). Use an alternate exit if you encounter smoke or fire.
4. Call 9-911 and Special Constable Service (ext. 3333) from a safe location. Meet Emergency Wardens (red bump caps) and Fire Department outside. Give them as much information as possible. Report all fires (even those that appear to be out).
5. Report the location of anyone still inside the building to the Fire Department.

**WHEN YOU HEAR THE ALARM
GET OUT AND STAY OUT!**

1. Evacuate the building quickly even if you suspect a false alarm. *If it is safe to do so, shut down experiments and hazardous operations, close windows and doors, turn off lights.*
2. Proceed quickly to the nearest safest exit.
3. DO NOT use elevators during an alarm.
4. Move to the designated safe area (30 m away from building) as indicated by Emergency Wardens (red bump caps). **Do not re-enter the building, even if the alarm stops ringing. Wait for permission to re-enter from the Fire Department, Special Constable Service or Building Evacuation Coordinator.**

POLICE/FIRE/AMBULANCE/SPILLS 9-911

Safety, Health, Environment & Risk Management

Executive Limitation #2j “Hiring Practices – Unpaid Staff”

This monitoring report for Executive Limitation Policy #2j “Hiring Practices – Unpaid Staff” is presented in accordance with the monitoring schedule set forth by the Board of Directors for the 2022/23 fiscal year. I certify that the information contained in this report is true and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Megan Spenler
President and CEO
Wilfrid Laurier University Students' Union



December 11th, 2023

(Board Policy is indicated in bold typeface throughout.)

Policy Wording EL#2j1a: The President will not: Operate without up-to-date written hiring procedures that: accurately describe special circumstances under which deviation from policy would be acceptable;

CEO INTERPRETATION

I interpret “**up-to-date**” as regularly reviewed.

I interpret “**special circumstances**” as specifically unique situations, which vary on a case-to-case basis as per circumstances and allow making exceptions from policy.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Hiring policies and procedures are reviewed at least once every 6 months, and are updated as necessary.

- 2) There is a clearly outlined “special circumstances” section in the Students’ Union’s hiring procedures that describes when it is viable to deviate from policy and make an exception.

EVIDENCE

- A) The hiring process is continually reviewed and is therefore sufficiently up to date.

I report this section as **COMPLIANT**

Policy Wording EL#2j1b: The President will not: Operate without up-to-date written hiring procedures that: are readily available and easily understood by hiring staff and applicants;

CEO INTERPRETATION

I interpret “**readily available**” as accessible by all interested parties inquiring for information and being provided in an accessible format compliant with AODA, as requested by a person(s).

I interpret “**easily understood**” as not making it complex or difficult to understand for staff and applicants and that it can be explained in a concise manner while articulating the content of the message.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Potential applicants can access the hiring procedures without barriers and should any questions arise, Students’ Union staff within the hiring procedure will be able to answer them.

EVIDENCE

A) SU DESK

- a. Potential applicants can reach out to the SU-Desk staff, via email or in person
 - i. Between the hours of 9:00am-8:00pm on weekdays on the Waterloo campus
 - ii. Between the hours of 11:00am-3:00pm on Mondays, Wednesdays, Thursdays, and Fridays on the Brantford campus
 - iii. NOTE: these hours are subject to change for next semester in Brantford. The SU Desk hours will be communicated with

students through various channels.

I report this section as **COMPLIANT**

Policy Wording EL#2j1c: The President will not: Operate without up-to-date written hiring procedures that: accurately describe situations in which an applicant would not be considered for a position; and

CEO INTERPRETATION

I interpret “**accurately describe**” as specifically outlining unique circumstances.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) There are clearly outlined expectations of situations where potential applicants will not be considered for a position in the hiring procedures.

EVIDENCE

- A) Volunteer Hiring Procedure
 - a. Section 3.5.10 (selecting candidates for interviews)
 - i. This section outlines how applicants are chosen for interviews, and the criteria for when an applicant would be declined an interview.
 - b. Section 3.5.15.1.8 (Delineation of Hiring Policy)
 - i. This outlines the circumstances under which an applicant may be declined a position in favour of another applicant.

I report this section as **COMPLIANT**

Policy Wording EL#2j1d: The President will not: Operate without up-to-date written hiring procedures that: follow a well-defined and widely recognized practice.

CEO INTERPRETATION

I interpret “**well-defined and widely recognized practice**” as a policies and procedures comparable to organizations within the sector.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The hiring policies that are used are fair and equitable and allow opportunities for all undergraduate students;
- 2) The unpaid staff hiring policies are similar to other student organizations in Ontario.

EVIDENCE

- A) Queens AMS: Hiring and Appointment Policy and Program
 - a. <https://www.myams.org/wp-content/uploads/2022/01/HiringAndAppointment-20180327.pdf>

I report this section as **COMPLIANT**

Policy Wording EL#2j2: The President will not: Operate without protection against improper access to public candidate information.

CEO INTERPRETATION

I interpret “**protection**” as preventative measures taken proactively to avoid negative outcomes and/or damage.

I interpret “**improper access to public candidate information**” as data relating back to specific individuals and applicants which is confidential and private in nature and acquired through the hiring process. This means limiting who can acquire such knowledge and limit it to only those who are relevant to access it for hiring.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) There are specific procedures for accepting, storing and recording any personal information from applicants that prevent access from the public.
- 2) Hiring information is available only to those who require access within the organization including Hiring and Recruitment staff, employees in the Finance and Administration department, the Executive Director and the President and CEO.

EVIDENCE

1. Hiring and Recruitment Confidentiality Agreement

- a. Signed by all members of the Hiring and Recruitment committee which is in charge of unpaid staff interviews and application marking.
- 2. Unpaid Staff Interview Script
 - a. Script that is read by Hiring and Recruitment representation before each interview.
- 3. Volunteer Hiring Procedures:
 - a. Section 3.5.8 (Training)
 - i. Outlines the repercussions and process used for breaches of confidentiality.
- 4. Online Personnel Info
 - a. All online information is password protected with access monitored and granted by the VP: Finance & Volunteer Operations.

I report this section as **COMPLIANT**

Policy Wording EL#2j3: The President will not: Allow a procedure that is unnecessarily complex or restrictive given the responsibilities of the position.

CEO INTERPRETATION

I interpret “**unnecessarily complex or restrictive**” as overtly confusing, difficult to understand and not within the scope of the position being applied to.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Hiring procedures are consistent and determined by the level of position being applied for (General Volunteer, Executive, Coordinator)

EVIDENCE

- A) Volunteer Hiring Procedures:
 - a. Section 3.5.12 (Weighted Assessments)
 - i. This section outlines the components of applications based on level of position.

I report this section as **COMPLIANT**

Policy Wording EL#2j4: The President will not: Operate without taking into account previous formal performance appraisals or documented disciplinary action; including ongoing complaints generated by the Organization and relevant University partners.

CEO INTERPRETATION

I interpret the above statement as articulated.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The hiring procedures dictate that previous performance appraisals and documented disciplinary action must be taken into account and considered.

EVIDENCE

A) Volunteer Hiring Procedures:

- a. In the event the Students' Union is dissatisfied with the volunteer to the point of a poor performance appraisal/necessary dispensary measures, they receive a "DNR" (Do not rehire) in our database, so that the previous conduct can be considered.

I report this section as **COMPLIANT**

Policy Wording EL#2j5: The President will not: Operate without providing access to personalized feedback to applicants that will assist them in future applications when operationally feasible.

CEO INTERPRETATION

I interpret "**providing access**" as ensuring personalized feedback is available to applications with further details including positive and constructive feedback at the request of the applicant.

I interpret "**operationally feasible**" as feedback within reason given the volume for certain positions

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Applicants are explained the feedback process (and how to request such feedback) during their interview or applicable procedure.
- 2) Applicants are given feedback relative to their hiring experience, and the VP, Finance and Administration and/or the AVP of Finance and Administration make themselves available should the applicant want more information.

EVIDENCE

A) Unpaid staff interview preamble

- a. This script is read at the start of all unpaid staff interviews. It outlines how and where concerns can be addressed.

Interview Preamble-

- Introduce the hiring panel members, including names and positions
- The interview will be approximately 1 hour in length, and will cover a variety of topics
- You will be given a couple of minutes to set up for your interview
- We will ask you mainly behavioral based questions, meaning that the questions will draw on experiences, which you can then relate back to the position.
- Everything said in the interview will remain confidential and we ask that you keep the questions and scenarios confidential.
- We will be writing your answers down and may not be making eye contact but we are listening.
- There is a feedback process should the candidate feel that they were treated unjustly, or if they would like advice on how their interview went, through Shawna Wey, Human Resources Consultant.
- Do you have any questions for us before we begin?
- Ask the candidate if they have any questions before you begin, if not start the interview

I report this section as **COMPLIANT**

Policy Wording EL#2j6: The President will not: Allow applicants to be unaware of this policy.

CEO INTERPRETATION

I interpret "**unaware**" as an applicant's lack of owed knowledge regarding the aforementioned policy.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Applicants are aware of the existence of policies during the process and they are made available for viewing by the Students' Union.
- 2) Applicants are informed of the process available to them should they feel they have not been accorded their rights as outlined in the policy.

EVIDENCE

- 1) Volunteer Hiring Procedures:
 - a. Section 3.5.15 (Appeals Process)
 - i. This section outlines the process that an applicant can go through should they feel they have not been accorded a reasonable interpretation of their rights as outlined elsewhere in the policy.
 - ii. The section also outlines the criteria which can warrant an appeal.

I report this section as **COMPLIANT**

Policy Wording EL#2j7: The President will not fail to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.

CEO INTERPRETATION

I interpret "**be heard**" as an avenue/communication medium for candidates to utilize in the event they believe they have not been accorded a reasonable interpretation of their rights under this policy

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Applicants have an avenue/communication medium for candidates to utilize in the event they believe they have not been accorded a reasonable interpretation of their rights under this policy
- 2) These avenue(s)/communication medium(s) are accessible

EVIDENCE:

- A) Students' Union Website
 - a. The VP: Financial & Volunteer Operations email address is easily located under the *About >>> Executive Leadership Team and Departments >>> Financial & Volunteer Operations* tabs on the

YourStudentsUnion website

B) Volunteer Hiring Procedures:

a. Section 3.5.15 (Appeals Process)

- i. This section outlines the process that an applicant can go through should they feel they have not been accorded a reasonable interpretation of their rights as outlined elsewhere in the policy.

I report this section as **COMPLIANT**

Global Policy Statement Wording EL#2j: With respect to the hiring of unpaid staff, the President shall not allow conditions that are unfair, disrespectful, prohibitive, biased or ambiguous.

CEO INTERPRETATION

I interpret “**unfair, disrespectful or prohibitive**” as circumstances that do not treat the applicants in an equitable way, with dignity, and/or unfairly restrict their ability to apply for a given position.

I interpret “**biased**” as conditions that favour one group or person over another based on personal connections and favour the exercise of patronage.

I interpret “**ambiguous**” as conditions that are vague and not specific, leaving room for many interpretations that can be made outside the desired scope set by the Students’ Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All sections of EL#2J are in compliance.

EVIDENCE

- A) All sections of EL#2J are in compliance.

I report this section as **COMPLIANT**

Executive Limitation #2n “Hiring Practices – Paid Staff”

This monitoring report for Executive Limitation Policy #2n “Hiring Practices – Paid Staff” is presented in accordance with the monitoring schedule set forth by the Board of Directors. I certify that the information contained in this report is true and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**



Megan Spenler
President and CEO
Wilfrid Laurier University Students' Union

December 11th, 2023

(Board Policy is indicated in bold typeface throughout.)

The President will not:

- 1. Operate without up-to-date written hiring procedures that outline a well- defined and widely recognized practice.**

CEO INTERPRETATION

I interpret “**up-to-date**” as frequently revised and reviewed within the past fiscal year.

I interpret “**well-defined and widely recognized**” as practices that consistently used in the industry or market or organizations of similar size, purpose and structure.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A) Paid hiring practices are reviewed by the President, Executive Director, and HR Generalist, once every twelve (12) months.
- B) Hiring policies and practices are well-researched and represent common practice when compared to organization of similar size and structure

EVIDENCE

- 1) **Appendix Ai**: Paid Hiring Policies and Procedures.

I report this section as **COMPLIANT**.

2. Operate without controls in place that protect the applicant's privacy.

CEO INTERPRETATION

I interpret this policy to mean that there are mechanisms which are designed to ensure information of applicants for volunteer or staff positions is kept secure and confidential and only accessed by those involved in the hiring process.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A) Internal privacy procedures are followed relative to access to applicant information.
- B) There are no complaints of breaches in applicant privacy and confidentiality.

EVIDENCE

- 1) **Appendix Bi**: Interview Preamble 2023/2024
- 2) **Appendix Ci**: Confidentiality Clause in Employment Contract

I report this section as **COMPLIANT**.

3. Operate without controls in place to prevent nepotism and other wrongful conditions.

CEO INTERPRETATION

I interpret "**nepotism**" as the intentional or unintentional influence a power position may have over hiring regarding relatives, friends and acquaintances.

I interpret “**other wrongful conditions**” as circumstances that make the hiring process inequitable, unfair or biased towards one applicant.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A) There are practices and policies in place that prevent nepotism and other wrongful conditions.
- B) The President intervenes if these cases arise.

EVIDENCE

- 1) Appendix Ai: Paid Hiring Policies and Procedures

I report this section as **COMPLIANT**.

4. Allow openings to be filled without an open and accessible posting.

CEO INTERPRETATION

I interpret this policy statement as facilitating an open and accessible hiring process for all paid staff, which will allow for any and all applicants to apply based on experience.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A) All paid staff hiring is done using an accessible and open job posting.
- B) No Students' Union employee is hired without going through the necessary procedure aforementioned without the Board's consent.

EVIDENCE

- 1) Any and all available job postings are available to everyone via the Students' Union website
- 2) Board was consulted on and subsequently approved of expediting the hiring of the Director of Strategic Initiatives position

I report this section as **COMPLIANT**.

5. Allow openings to be filled without student input on the hiring process.

CEO INTERPRETATION

I interpret “**student input**” as student representation including but not limited to student executive on each hiring committee with the exclusion of the Hospitality Services Department.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A) There is student executive representation or student appointed representation on the hiring committees for paid positions, excluding Hospitality services.
 - a. Hospitality Service hiring is excluded from this policy statement from having physical representation. However the President, who is a member of the Student Executive is consulted.

EVIDENCE

- 1) **Appendix A**: Paid Hiring Policies and Procedures

I report this section as **COMPLIANT**.

6. Allow an opening to be filled without a consistent and equitable process.

CEO INTERPRETATION

I interpret “**a consistent and equitable process**” as a hiring practice that is the same for each applicant for a position in terms of treatment and processes, unless accessibility accommodations need to be provided.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A) There are policies in place that outline the procedures for the hiring of all paid staff.

B) All applicants are vetted using the same hiring process.

EVIDENCE

1) **Appendix Ai:** Paid Hiring Policies and Procedures

I report this section as **COMPLIANT**.

7. Allow conflicts of interest in the hiring process to go undeclared.

CEO INTERPRETATION

I interpret **conflicts of interest** as personal relationships that could positively or negatively bias hiring decisions.

I interpret this policy statement as the hiring manager or other interviewees in any given situation failing to inquire or disclose any conflicts of interest before the process begins or at any time throughout the process.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A) There is ample opportunity made aware for every member of the hiring committee to come forward regarding a conflict of interest.
- B) The President intervenes and re-allocated the hiring committee based on the conflicts of interest.

EVIDENCE

1) **Appendix Ai:** Paid Hiring Policies and Procedures

I report this section as **COMPLIANT**.

Global Policy Statement:

With respect to the hiring of paid staff, the President shall not allow conditions that are unfair, biased, or ambiguous.

CEO INTERPRETATION

I interpret “**unfair**” as conditions that treat some or all applicants inequitably or unethically and favours others in a biased manner.

I interpret “**biased**” as conditions that give some applicants advantage or disadvantage over others based on perceptions, judgments, prejudices, opinions and/or values.

I interpret “**ambiguous**” as hiring conditions that are up for interpretations by the applicant or hiring committee and not specific, resulting in them being unclear altogether.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- A) All sections of EL#2n are in compliance

EVIDENCE

1. All sections of EL#2n are in compliance

I report this section as **COMPLIANT**.

APPENDIX Ai



Revised: January 15 2022

The Wilfrid Laurier University Students' Union is committed to recruiting, compensating, developing and retaining a highly motivated, competent and qualified team of employees who share, with the Board of Directors, the goal of contributing towards achieving the objectives of the Students' Union.

The Students' Union confirms that all human resource policies will be implemented consistently. Furthermore, it commits to equality among its employees for employment without discrimination, in addition to equitable treatment to its employees and applicants.

The process in which the Students' Union follows when hiring paid staff members is outlined below:

- Post each position for a minimum of five (5) business days;
- Must interview a minimum of three (3) people whenever possible;
- Hiring panel must consist of a minimum of three (3) people whenever possible:
 - One (1) hired student: includes any Hiring and Recruitment volunteer, part - time, or full -time staff member who paid Wilfrid Laurier University student fees in the school year of which the interview is taking place, or Student Executive ;
 - One (1) supervisor from the department that the position reports under; and
 - Either one (1) other person from the department that the position reports under, or the Human Resources Generalist .
- Any conflicts of interest for the hiring panel must be declared prior to the interview process , as well as be brought to the attention of the Human Resources Generalist, in addition to the Executive Director and/or President;
 - In the case of any perceived and/or actual conflicts of interest, the Executive Director and/or President can adjust the composition of the hiring panel.
- Positions requiring written proposals are to be marked by all members of the hiring panel and used as a determinant of which/how many applicants are granted interviews.
 - The average of the hiring panel's proposal scores must lie above 70% in order to be granted interviews, unless the hiring panel unanimously decides otherwise.
 - In the event of a high number of applications scoring over 70%, the interview threshold may be adjusted to 20 points below the highest mark at the discretion of the hiring panel
 - The hiring panel has the right to decline a candidate based on documented behavioural concerns from the Students' Union or Student Affairs Department.
- All interviewed applicants must be given the Human Resources Generalist contact information for feedback purposes
- All interviewed applicants must be given a timeline as to when they will be notified of successful candidacy, in addition to if, and when, they will be notified of unsuccessful candidacy.
- Human Resources Generalist must be notified of successful candidate immediately following the completion of the interview process to draft an offer to the preferred candidate;
- No announcement will be made to staff (or otherwise) until the signed contract is received, and no information will be released about any of the applicants, interviewees or the successful candidate without consent of that individual.

APPENDIX Bi

Interview Preamble-

- Introduce the hiring panel members, including names and positions
- Chat to create an open atmosphere that is somewhat more comfortable for the candidate (ask about their weekend, the weather, etc)
- Outline that there is 50 minutes allocated to questions, with 10 minutes set aside at the end to answer any questions
- Let the candidate know that you will not always be making eye contact, as you will be taking notes throughout the interview, but that you are paying attention to what they say and do care about what they are sharing
- Remind the candidate that everything said in the interview will remain confidential within the hiring panel, and we ask that they do not share the questions with anyone following the interview
- Explain that there is a feedback process should the candidate feel that they were treated unjustly, or if they would like advice on how their interview went, through Shawna Wey, Human Resources Consultant
- Ask the candidate if they have any questions before you begin, if not start the interview

APPENDIX Ci

- 8) Employees 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 Employee 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.



Wilfrid Laurier University Students' Union
Board of Directors
DATE: November 27th, 2023
Online via Zoom
Board of Directors Meeting

Board Members Present: Daniel Rubinoff, Sebastien Corrie, Patrick Baldinelli, Jack Sloan, Josh Hamilton, Colton Phillips, Gabrielle Russo, Hailie Ellis, Meron Mehari, Mitchell Baldwin.

Staff Present: Vice President of Financial & Volunteer Operations: Sarah Brophy; Executive Director & COO: Phil Champagne; Policy, Research & Advocacy Director: Ian Muller; Governance Coordinator: Orlan Cui

Gallery Present: N/A

1. **Call to Order**, Vice Chair Rubinoff

The meeting was called to order via Zoom on November 27th, 2023, at 7:00 pm. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishnaabe and Haudenosaunee people.

2. **Regrets**, Vice Chair Rubinoff

- Director Spizzirri will be joining late.
- Chair Abu-Rshaid will attend as soon as possible.

3. **Conflicts of Interest**, Vice Chair Rubinoff

- Director Corrie states that he has two conflicts of interest, one concerning elections programming and the other concerning anything to do with Clubs and Associations AVP Brantford.

4. **Adoption of Agenda**, Vice Chair Rubinoff

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

5. **Adoption of the Consent Agenda**, Vice Chair Rubinoff

MOTION (Director Hamilton/Director Sloan) that the Board of Directors adopt the consent agenda as presented. **CARRIED.**

6. **Approval of Meeting Minutes**, Vice Chair Rubinoff

MOTION (Director Russo/Director Sloan) that the Board of Directors adopt the minutes for the meetings of October 30th, 2023, and November 13th, 2023. **CARRIED.**

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

- Chair Abu-Rshaid will update the board when he joins late or at the next meeting.

8. **Comments from the President & CEO**, VP Brophy

- President Spenler sends her regrets. She is attending a Student Advocacy conference with the President of Government and Stakeholder Relations.

- President Spenler had her Brantford Student Life Levy meeting, which ED Champagne will discuss.
- Currently waiting on University Administration for the Greek Life MOU.
- President Spenler will soon be sitting on a panel for the Writing Consultant for Brantford.

9. Comments from the Executive Director & COO, ED Champagne

- Final compensation review presentation will be presented to ED Champagne and Anthony Massi this Wednesday. It will depend on the recommendations however most recommendations will likely be adopted if feasible.
- Will be meeting with SEO and two Brantford Deans to discuss challenges that Brantford students have with the Students Union and the social occurrences on the Brantford campus.
- Milton Campus Updates
 - The work is ongoing, and ED Champagne has been in conversation with the Conestoga Students Incorporated to determine what opportunities there are for bus routes for Laurier students on the Milton campus.
 - Conestoga Students Incorporated has been in conversation as an institution with the City of Milton and Milton Transit and are prepared to have a route made for students. We are relying heavily on a partnership with Conestoga Students Incorporated to get a route set up for students starting next year.
 - In the process of working with Student Affairs to create a Student Affairs Generalist position, who will help the students on the campus navigate Student Affairs and its resources.
 - Discussion about the fee structure for students has not started.
- Student Life Levy met today and awarded money to multiple projects on the Brantford campus, only two were not funded.
 - Director Corrie adds that the meeting was well run.
- Continuing to work with Athletics and Recreation on their referendum. The price is significantly lower than discussed.
- Wilfs Update
 - Wilf's project is ongoing, and we have received first drawings and concepts back.
 - Currently in the process of getting consultation and feedback from staff leadership and student leadership within the Students' Union. Will be submitting the feedback back to the architects to see what is and is not realistic from a budgetary standpoint.
- Students' Union staff visited the Woodland Cultural Centre last week to continue learning about indigeneity and reconciliation.

Questions and Comments:

- Director Corrie asks if the Students' Union will be included in having a Student Affairs generalist on campus.
 - ED Champagne: The beginning of SU's presence on the Milton campus will be a partnership with Student Affairs. The generalist will have Students' Union background and training. We do not have the resources to contribute to full time staffing and will heavily rely on the partnership with Student Affairs through the Student Affairs Advisory Agreement. There are going to be some positions available for peer-to-peer counsellors, where young Laurier graduates will try to create the student-to-student engagement and develop young student leaders.
- Director Corrie asks if we are considering Milton as a campus at which we operate for our purposes as an organization and Board.
 - ED Champagne: We will have a presence on the campus, just five to seven days a week. The aim right now is for a slow steady growth in Milton, allowing us time to make sure we are measured in our approach.
- Director Hamilton asks if there are any opportunities for the Board to be involved in the feedback for Wilf's.

- ED Champagne: The architect only presented one concept as they believe it is their preferred and most feasible way based on our projected budget. There will be opportunity for the Board to weigh in.
- Vice Chair Rubinoff asks how student money is being used to build the Milton campus.
 - ED Champagne: tuition and ancillaries are very different things, tuition goes towards everything academic and ancillary fees build the student experience. There is startup capital from the government as well as the university. The long-term vision is to have an actual building on the land that was donated by the city of Milton, however for the time being the facility will be rented.

10. Direct Inspection Committee, Vice Chair Rubinoff

EL#2e

- Wanting to provide more information and transparency in financials. There have been added specific financial reports and projections.

MOTION (Director Corrie/Director Baldwin) to adopt the changes to EL#2e as presented. **CARRIED.**

Questions & Comments:

- Director Corrie asks what the added benefit of this information is and how much extra work it will be for DFA Turner and the Operations and Finance Staff.
 - Vice Chair Rubinoff: the numbers and projections have already been created and must be sent over. The purpose of adding different types of projections and reports is to show the quantitative number side and the goals we are working towards.
- Director Hamilton asks if the Board would have to meet to review the reports.
 - ED Champagne: there would be four opportunities plus the budget meeting to present financials, projected financials, and key performance indicators as the finance department presents financials each term and there is the audited financial statement presentation.

11. Direct Inspection Committee Election, Vice Chair Rubinoff

- The Committees are made up of the Chair and three Directors.

EL#2h

- Director Russo nominates herself and stands.
- Vice Chair Rubinoff nominates Director Baldinelli and he stands.
- Vice Chair Rubinoff nominates himself and he does not stand.
- Director Ellis nominates Director Baldwin and he stands.

MOTION (Director Sloan/Director Mehari) to elect Director Russo, Director Baldinelli, Director Baldwin and Chair Abu-Rshaid to the Direct Inspection Committee for EL#2h. **CARRIED.**

GP#2g

- Vice Chair Rubinoff nominates himself and stands.
- Director Russo nominates herself and stands.
- Director Ellis nominates herself and stands.

MOTION (Director Mehari/Director Hamilton) to elect Vice Chair Rubinoff, Director Russo, Director Ellis, and Chair Abu-Rshaid to the Direct Inspection Committee GP#2g. **CARRIED.**

12. Ownership Linkage Midterm Summary Report, Vice Chair Rubinoff

Director Corrie:

- The OLC has established a regular meeting schedule which is every two weeks opposed to weeks that the Board meets in full.
- The Board did boothing in conjunction with the adhoc committee at the Get Involved Fair.
- OLC has explored marketing opportunities with internal options and other Students' Union clubs.

Vice Chair Rubinoff:

- OLC is looking to support elections programming and organize different dinners at Wilfs with the executive team and Board of Directors team before the winter break. Would like to plan a dinner between the President and the BOD member elects as a celebration.
- To enhance operations OLC recognizes that it needs to be more proactive and intentional with scheduling.

13. Board of Directors Headshots, Vice Chair Rubinoff

- Discussion to determine if the Board would like headshots for the website.
- Vice Chair Rubinoff states that the Board should schedule a time in both Waterloo and Brantford.

Questions and Comments:

- Vice Chair Rubinoff asks if someone from Marketing can take the headshots.
 - ED Champagne: Rebecca Le in the Marketing department has taken all of the headshots for the staff and arrangements can be made for Marketing to take the photos for the Board.
- Director Corrie adds that Chair Abu-Rshaid noticed that not all directors have headshots on the website.
- ED Champagne suggests that Operations can connect with Chair Abu-Rshaid and determine a time that he believes is best for everyone and then arrange to have Marketing take the headshots and upload them to the website once they are ready.

NOTE: Director Spizzirri has entered the meeting.

14. Terrace Food Court, ED Champagne

- Have received three different quotes and the \$16,000 refrigerator discussion that was tabled in last meeting is actually a \$32,000 to \$33,000 dollar expense as there is a need for two. We are responsible for upgrading the capital purchase.
- Recommendation to the Board is to go with what is recommended to the team.
- In need of the Board's approval for up to and not more than \$30,000.

MOTION (Director Corrie/Director Baldinelli) that the Board of Directors approve up to \$30,000 from the Food Court budget for the new display fridge in the Terrace Food Court. **CARRIED.**

Questions and Comments:

- Director Hamilton asks what happened to the sushi fridge.
 - ED Champagne: The current display fridge is destroyed and is no longer working. The Facility and Assets Management team keeps refrigeration products running for a long time and this can no longer be repaired.
- Vice Chair Rubinoff asks if it will be the same type of refrigerator.
 - Conceptually, yes.
- Director Russo asks if the \$16,000 refrigerator was approved.
 - ED Champagne clarifies that it was not approved last meeting as he did not feel comfortable motioning for approval as he did not have the quotes. Last meeting's brief is incorrect as it is double the amount.

15. Presentation Opportunity, DPRA Muller

- A representative from the Ontario's Ombudsman office reached out to various post-secondary institutions to discuss their services and experiences in the sector.
- It is a provincial agency that deals with conflict and disputes at a high level.

MOTION (Director Mehari/Director Sloan) that the Board of Directors extend an invitation to representatives of the Ontario Ombudsman to present at a future meeting in the Winter term. **CARRIED.**

Questions and Comments:

- Director Corrie asks if they are wanting to give a general presentation or if there is something specific that they are wanting to discuss.
 - DPRA Muller states that his understanding is that they are wanting to present general awareness and knowledge.
- Director Hamilton asks if they are a not for profit organization and if they are wanting to do promotion at Laurier.
 - DPRA Muller: it is an arm's length government organization and they are reaching out to university student body audiences specifically.
- Director Corrie asks if GSR is okay with the Board having this meeting.
 - DPRA Muller: it is a good opportunity and there are no issues with this presentation.
- Vice Chair Rubinoff suggests that the presentation occurs in the new year if there is no urgency.
 - Director Corrie adds that it could be during the exam period for broader availability.

16. General Meetings and Elections, Governance Coordinator Cui

- Overview of Logos for Laurier Votes.
- Election Cost Allocation
 - Food incentives for voting days
 - Floats for Votes in Waterloo and Brantford
 - Sweet Lou's in Waterloo and a similar idea in Brantford
 - Crumbl Cookie Dough in Waterloo and a similar idea in Brantford
 - Promotion
 - Prizes
 - Baskets with merchandise
 - \$50 Gift Card (x4)
 - Apparel to hand out while bothing (buttons, pens, note books)
 - The price split is 25% Brantford and 75% Waterloo
- Volunteer Recruitment
 - All QR codes will lead to the LaurierVotes Linktree where everything will be updated.
 - Bothing had 18 volunteers and four have signed up.
 - Recruitment in classes by speaking to students and encouraging them to sign up.
- Marketing Plan
 - Digital and Physical Posters
 - Laurier Instagram Takeover
 - Display Case in Bookstore
 - Bothing
 - December 4th to 8th
 - January 8th to 12th
 - January 30th to February 1st
- The DRP hiring is onboarded and will discuss what Brantford will look like in terms of elections.

Questions and Comments:

- Vice Chair Rubinoff asks how current Board members should go about running for next year.
 - Governance Coordinator Cui: Fill out a nomination package, have the required number of undergrad signatures, proof of photo ID, and have a campaign manager sign off.
- Director Russo asks if an individual can run and then leave after one year once they graduate.
 - Governance Coordinator Cui: Yes, they can leave after one year if they are graduating.

17. In Camera Session, Vice Chair Rubinoff

MOTION (Director Corrie/Director Spizzirri) that the Board of Directors proceed to an in-camera session.
CARRIED.

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

Date Signed:

Mohammad Abu-Rshaid

Chair of the Board & Chief Governance Officer

2023-2024 Wilfrid Laurier University Students' Union

November 29, 2023

Laurier Athletics and Recreation Facilities Fee:

Do you support the creation of an Athletics and Recreation Facilities Fee to enhance the fitness, sport, and active extra-curricular amenities on the Waterloo campus?

Effective September 1, 2024, this fee will be assessed at \$95.00 per term, adjusted annually by the cost of inflation.

- Implementation Date: September 1, 2024
- Eligible voting members: Waterloo undergraduate students
- Campus: Waterloo

Student Support Fee**

Do you support the establishment of the opt-out able studentsupport.ca fee of \$25.45 per semester which will provide all students with unlimited access to:

***Calm:** a top rated mental health app proven to reduce anxiety and stress, **Udemy:** Learn job skills through 21,000+ courses and get certificates for your resume **ProWritingAid:** An app that helps revise all online writing, with specialized tools for resumes and academic writing, **Nimbus:** course-specific tutoring, mentorship programs, study groups, and 2,000 hours in free tutoring sessions for students in need, **Aaptiv:** An app that provides access to 6,000+ customizable fitness programs?*

- Implementation date: September 2024
- Eligible voting members: All undergraduate students
- Campus: Waterloo and Brantford

****Note: See the attached brief for the Students' Union's recommendation that the Student Support Fee be deemed ineligible.**

December 7, 2023

Submitted Question – Student Support Fee:

Do you support the establishment of the opt-out able studentsupport.ca fee of \$25.45 per semester which will provide all students with unlimited access to:

***Calm:** a top rated mental health app proven to reduce anxiety and stress, **Udemy:** Learn job skills through 21,000+ courses and get certificates for your resume **ProWritingAid:** An app that helps revise all online writing, with specialized tools for resumes and academic writing, **Nimbus:** course-specific tutoring, mentorship programs, study groups, and 2,000 hours in free tutoring sessions for students in need, **Aaptiv:** An app that provides access to 6,000+ customizable fitness programs?*

- Implementation date: September 2024
- Eligible voting members: All undergraduate students
- Campus: Waterloo and Brantford

Organizationally, we believe this question is ineligible as it does not meet the technical threshold required and would duplicate existing levies and services. A similar submitted question (at a value of \$17.56) was deemed ineligible in 2021.

Recommendation: That the Board of Directors deem the Student Support Fee ineligible for referendum sponsorship.

Context:

As outlined in the Students' Union Call for Referendum Questions (attached), in order for questions to be eligible they must meet several criteria, including but not limited to:

- Questions must not violate any Canadian laws, policies of Wilfrid Laurier University, signed agreements, or the Letters Patent and by-laws of the Students' Union.
- Fees or programs established by referendum should not duplicate existing levies or services.
- There must be a reasonable process available to administer any proposed fee.
- Any fee proposed will be considered in relation to the total existing ancillary fee burden.

Wilfrid Laurier University's **External Information Technology and Cloud Services** policy (9.5) states that:

Whenever External Information Technology is being considered for institutional procurement and/or use at Laurier, the following provisions shall apply.

- a) All reasonable efforts shall be made to secure hosting, where possible, in Canada.
- b) Any contract or agreement entered into with a third party to provide External IT to Laurier must conform with applicable laws, including requirements under the Accessibility for Ontarians with Disabilities Act (AODA), all applicable Laurier policies, including this policy, policy 5.7 Signing Authority and procedures, and procurement and tendering guidelines.
- c) For all External IT hosting of Internal and Restricted Data, a [Privacy and Security Impact Assessment (PSIA)] must be completed as part of an assessment of privacy and security risks and to ensure compliance with Policy 9.4 information Security Policy. In the event that the PSIA

identifies significant risk, the ICT CIO and the General Counsel and Privacy Officer (or their designate) will review the identified risks with the solution and determine if mitigation strategies are available to allow the solution to be used in a way that meets the University's risk threshold for use. Approval of the IT solution also includes implementation of all required risk mitigation strategies.

The referendum submission did not include any documentation to confirm that AODA or PSIA requirements were met, or how an opt-out could be administered in accordance with Laurier's financial assessment processes.

As articulated in the **Ends Policy** of the Students' Union, the organization is committed to ensuring that students benefit from an affordable, accessible, and high-quality experience while also prioritizing products and services that cater to the financial needs of students.

The proposed Student Support fee would significantly add to a student's ancillary fee burden while largely duplicating services already available. Under each proposed new third-party app below is a non-exhaustive list of Laurier services that undergraduate students already pay for through tuition and ancillary fees or have free access to that would be duplicated at additional expense by the Student Support Fee.

Calm (mental health app)

- **Student Wellness Centres**
 - Provide confidential, comprehensive, collaborative, physical, emotional, and mental health services.
 - Facilitates referrals to ensure optimal care.
- **Wellness Education** offers resources and a variety of programming led by peers and professions to promote and encourage students at Laurier to make healthy choices and engage in healthy behaviours.
 - Peer Wellness Education Team supports the physical, emotional, and psychological health of students at Laurier by promoting proactive wellness strategies and resources.
- **Mental Health Resources**
 - Here 24/7 offers crisis support and referrals (Waterloo Region)
 - Good2Talk offers telephone counselling and referrals (Ontario-wide)
 - Talk Suicide Helpline (Canada-wide)
 - Crisis Text Line (Canada-wide)
- **Counselling Resources**
 - Wellness Together Canada (online service funding by the Government of Canada)
 - BounceBack (free skill-building program offered through the Canadian Mental Health Association)
 - MindShift CBT from Anxiety Canada uses scientifically proven strategies based on Cognitive Behavioural Therapy.
 - Empower Me (confidential mental health and wellness service available 24/7).
- **I Move My Mood**
 - A partnership between the Athletics Department and the Student Wellness Centre on the Waterloo campus to provide students with the opportunity to improve their mental health and well-being through exercise or a recreational activity.
- **More Feet on the Ground**
 - Online mental health education program that teaches you how to recognize, respond to, and refer individuals experiencing mental health issues.

Udemy (learn job skills)

- **Career Centre**
 - Career and employment support
 - Individual appointments
 - Workshops
 - Individualized career resources
 - Recruitment and networking events
 - Career Centre Peer Program

- Certificate programs, including the Career Development Certificate and Engagement and Employability Certificate.
- Resources for further education.
- **eCampus Ontario's Open Library**, a repository of open educational resources.

ProWriting Aid (revises all online writing, with specialized tools for resumes and academic writing)

- **Writing Services**
 - One-on-one writing appointments (online and in person) with a student or professional staff member.
 - Writing handouts.
 - On-campus, in-class, and online writing workshops.
 - MyLearningSpace modules:
 - Writing with inclusive language
 - How to Cite
- Online writing resources endorsed by Writing Services:
 - Owl Purdue Online Writing Lab
 - University of Toronto Advice on Academic Writing
 - Harvard University Writing Center
 - De Paul University Center for Writing-Based Learning
- **Accessible Learning**

Nimbus (course-specific tutoring)

- **Undergraduate Academic Advising** offers students the ability to visit central academic advisors, program specific faculty advisors, professional staff advisors, and associate deans.
- **Mathematics and Statistics Learning Support**
 - Diagnostic and review services related to fundamental math skills.
 - Course support, including drop-in help, mock tests, and exam reviews.
- **Study Skills and Course Support**
 - Individual consultation with trained study skills peer mentors.
 - Appointments with learning strategists and time management coaches.
 - Access to study skills resources.
 - On-campus and online workshops.
 - GPA Program for students who are struggling academically.
 - Study Skills and Supplemental Instruction sessions.

Aptiv (fitness app)

- **Athletics and Recreation Waterloo**
 - Fitness Centre access
 - Open Gym drop-in times
 - Group exercise pass
 - Climbing wall pass
 - Lane swims
 - Squash court access
 - **Laurier Brantford YMCA**
 - Fitness Centre access
 - All fitness classes
 - Pool
 - Open gym
 - Multi-purpose spaces
 - Lounge for Laurier students
 - **Intramurals**
 - **Sports clubs**
-

2021 Question Rejected by the Board of Directors

Question:

The Student Support Membership currently gives you access to:

1. Grammarly Premium—helps you revise your assignments, emails, and writing
2. Nimbus—course-specific tutoring, career mentorship programs, and study groups
3. Udemy—6,000+ skill-building courses to boost your resume and make you more attractive to employers
4. Aaptiv—a personal trainer in your pocket (4,000+ cardio, strength, and yoga programs)
5. Calm—a mental health app that reduces anxiety, lowers stress, and improves sleep
6. OnGrocery—Unlimited free delivery of groceries and/or meal kits, delivered to your door in Ontario.

The combined cost for these services is normally \$3,053. Voting YES will give all students access for \$17.56 per semester (a 98.8% discount).

Do you support the Student Support levy for part-time and full-time students for \$17.56 per semester (adjusted to inflation), 5% of which will be used to create student jobs on campus? The date of implementation will be September 1st, 2022.

- **The date of the implementation:** September 1, 2022.
- **Specific information as to which members it applies to (such as specific campus or program):** All undergraduate students.
- **Any associated and inflationary costs:** Adjusted annually with inflation.
- **Any applicable information regarding former referendum questions of a similar nature:** This is a proposed new fee.

As part of our upcoming #LaurierVotes election season, the Students' Union will consider the sponsorship of referendum questions.

Prior to being included on the ballot, proposed referendum question will be assessed for compliance by the Wilfrid Laurier University Committee on Non-Tuition Fee Assessment, and the Students' Union Board of Directors.

Referendum questions must include:

- The purpose and rationale for the question.
- The cost of any associated fee.
- Any inflationary costs and how they will impact the fee.
- A date of implementation.
- Eligible voting members (Which students will be charged the fee?).
- If the fee is intended to be compulsory, the justification for mandatory participation.
- The impact of this question on any previous referendum question.

Referendum questions will be evaluated by the Students' Union on the following principles:

- Questions must not violate any Canadian laws, policies of Wilfrid Laurier University, signed agreements, or the Letters Patent and by-laws of the Students' Union).
- Questions must be crafted with necessary clarity.
- Any proposed fees must adhere to the *Protocol Agreement on Non-Tuition Fees* between WLU, the Students' Union, and the Wilfrid Laurier University Graduate Students' Association (GSA).
- Fees or programs established by referendum should not duplicate existing levies or services.
- There must be a reasonable process available to administer any proposed fee.
- Any fee proposed will be considered in relation to the total existing ancillary fee burden.

We highly recommend you meet with the Students' Union in advance of submitting your referendum question. A helpful example of how to structure your question is provided below.

Please submit your questions to Chief Governance Officer Mohammad Abu-Rshaid at suboardchair@wlu.ca and sucro@wlu.ca by November 29, 2023 at NOON.

Upon notification of your question being accepted, you will need to complete the Referendum Chair Nomination Package.

Fred Nichols Campus Centre
75 University Ave., West
Waterloo, ON, N2L 3C5
519.884.0710 x3335
yourstudentsunion.ca



Brantford Student Centre
103 Darling Street
Brantford, ON, N3T 2K8
519.756.8228 x5971
yourstudentsunion.ca

Sample Question

Do you support the establishment of a provincial advocacy fee of \$3.15 per student, per year, adjusted annually by the cost of inflation (Consumer Price Index)? This fee will allow the Students' Union to continue its influential provincial advocacy efforts, including initiatives supported by the Ontario Undergraduate Student Alliance.

Implementation date: 1 May 2017

Eligible voting members: All undergraduate students

Campus: Waterloo and Brantford