



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

Location: Waterloo & Brantford Boardroom, zoom
Date: 10-Jan-23

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	<u>Adoption of the Consent Agenda</u> Monitoring Report: Financial Conditions & Activities MOTION that the Board of Directors adopt the consent agenda as presented	D	Chair Abu-Rshaid	EL #2d
7:09 PM	2 mins	Comments from the Chair of the Board & CGO	fi	Chair Abu-Rshaid	
7:11 PM	4 mins	Comments from the President & CEO	fi	President Spenler	
7:15 PM	4 mins	Comments from the Executive Director & COO	fi	ED Champagne	
7:19 PM	4 mins	Approval of the December 14, 2023 Board Meeting minutes MOTION that the Board of Director approve the December 14, 2023		Chair Abu-Rshaid	
7:23 PM	10 mins	Greek Life MOU	fi	President Spenler	
7:33 PM	10 mins	Winter 2024 BOD Meeting Schedule	D	Chair Abu-Rshaid	
7:43 PM	2 mins	Announcements	fi	Chair Abu-Rshaid	
7:45 PM	4 mins	Action Items Summary	adm	Chair Abu-Rshaid	
7:49 PM	2 mins	Adjournment MOTION that the Board adjourn the [Date] meeting	adm	Chair Abu-Rshaid	
Total	51 mins				

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

EL# 2d
January 5th, 2024

Executive Limitation #2d “Financial Condition & Activities”

This monitoring report for Executive Limitation Policy #2d “Financial Condition & Activities” is presented in accordance with the monitoring schedule set forth by the Board of Directors for the 2023-2024 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

January 5th, 2024

Policy Statement Wording: EL #2d

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

The President will not:

1. Expend more funds than have been received in the fiscal year to date unless the Board's debt guideline (point #2 below) is met.
2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within:
 - a. 120 days or prior to the expiration of the President's term, whichever is sooner, during periods 5-13;
 - b. 160 days during periods 1-4.
3. Use any restricted reserves.
4. Settle payroll and debts in an untimely manner.
5. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
6. Make a single purchase or commitment of greater than \$10,000.

- a. With respect to this policy, any project overage greater than 15% shall be subject to subsequent Board approval;
 - b. Splitting orders to avoid this limit is not acceptable.
7. Acquire, encumber or dispose of real estate.
8. Operate without aggressively pursuing receivables:
 - a. After a reasonable grace period; and
 - b. That are more than \$10,000;
 - c. Expending currency other than Canadian dollars to avoid this limit is not acceptable.
9. Allow the Board to be uninformed of any anticipated surplus or deficit at or near the end of the fiscal year.
10. Allow expenditures to be reported in a currency other than Canadian dollars.
11. Present a budget to the Board for the upcoming fiscal year later than April 30th of the current fiscal year.

CEO INTERPRETATION

I interpret “**fiscal jeopardy**” as permitting any fiscal year to end with insufficient funds to sustain normal expectations. This is inclusive of the 120-160 days after the end of the fiscal year through debt guidelines and covenants as outlined, and/or the reserves being depleted throughout the May-August periods.

I interpret “**material deviation**” as willfully exceeding budget spending above \$10,000 without proper amendment approval from the Board.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. At the end of each fiscal year, the Students' Union will have enough liquid assets to maintain 'normal' operations inclusive of the 120 to 160 days and in accordance with the debt guidelines and covenants outlined and/or depletion of reserves during the May to August period.
2. All budgeted spending is in compliance with the section 6 of EL#2D and expenditures are appropriately allocated to Board priorities.
3. An Ends based budgeting system is followed to ensure that all actual expenditures are appropriately allocated to Board priorities.

EVIDENCE

1. All evidence is included in each section of this monitoring report.

I report this section as **COMPLIANT**

Policy Wording EL #2d1: The President will not:

1. Expend more funds than have been received in the fiscal year to date unless the Board's debt guideline (point #2 below) is met.

CEO INTERPRETATION

I interpret "**expend more funds than have been received**" as the use of financial resources exceeding the approved operating budget for 2023/2024, unless in compliance with #2 of this policy. The expenses of the Organization include but are not limited to the outflow of assets, and costs required to effectively operate the organization, and are approved by the Board of Directors. Assets refer to any resources owned by the Students' Union that carry monetary value and include but not limited to cash, credit, property, accounts receivable and inventory. Revenues are inflows of assets that fund the Students' Union and are generated through providing services, operating businesses, or providing any activity or service that requires payment.

I interpret "**fiscal year**" as the period of the President's tenure: May 1, 2023– April 30, 2024.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All financial records quantitatively confirm that expenses do not outweigh revenue at any point during the fiscal year within the debt guideline.
2. The operating budget for 2023/24 approved by the Board of Directors is balanced.

EVIDENCE

1. Students' Union Bank Account Balances (See [Appendix O](#))
2. Students' Union Operating Budget
 1. The Students' Union budget shows that the organization intends to operate with a zero-budget meaning that expenses will not exceed revenues.

I report this section as **COMPLIANT**

Policy Wording EL #2d2: The President will not:

2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within:
 - a. 120 days or prior to the expiration of the President's term, whichever is sooner, during periods 5-13;
 - b. 160 days during periods 1-4.

CEO INTERPRETATION

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

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

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

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All financial records quantitatively confirm that no debt is incurred in an amount greater than can be repaid without financial liability within:
 1. 120 days or prior to the expiration of the President’s term, whichever is sooner, during periods 5-13 or,
 2. 160 days during periods 1-4.

EVIDENCE

1. Cash positions of the Students’ Union ([Appendix P](#))
 - a. This chart shows that the Students’ Union will be in a positive cash position, so we can conclude that we are not incurring more debt than we can repay.

I report this section as **COMPLIANT**

Policy Wording EL #2d3: The President will not:

3. Use any restricted reserves

CEO INTERPRETATION

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

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

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

EVIDENCE

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

I report this section as **COMPLIANT**

Policy Wording EL #2d4: The President will not:

4. Settle payroll and debts in an untimely manner.

CEO INTERPRETATION

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

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

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

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

EVIDENCE

1. Proof of Payroll (**Appendix R**)
 1. This is a signed document outlining the dates at which the 3rd party payroll provider – ADP – has agreed to ensure the pay schedule is adhered to.
2. Schedule of Aged Payables (**Appendix S**)
 - a. This document shows an immaterial number of payables that have been outstanding for greater than 90 days.

I report this section as **COMPLIANT**

Policy Wording EL #2d5: The President will not:

5. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

CEO INTERPRETATION

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

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

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

EVIDENCE

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

I report this section as **COMPLIANT**

Policy Wording EL #2d6: The President will not:

6. Make a single purchase or commitment of greater than \$10,000.
 - a. With respect to this policy, any project overage greater than 15% shall be subject to subsequent Board approval.
 - b. Splitting orders to avoid this limit is not acceptable.
 - c. Expending currency other than Canadian dollars to avoid this limit is not acceptable.

CEO INTERPRETATION

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

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

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

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

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

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

EVIDENCE

1. The Students' Union Operating Budget over \$10 000
 - a. This is a pre-approved list of expenditures greater than \$10 000 that has been approved by the Board of Directors for the 2023/24 operating year.
2. All items are presented in CAD value.

I report this section as **COMPLIANT**

Policy Wording EL #2d7: The President will not:

7. Acquire, encumber or dispose of real estate.

CEO INTERPRETATION

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

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

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

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

EVIDENCE

1. The Operating Procedures Agreement ([Appendix G](#))
2. Real Estate Holdings ([Appendix V](#))
 1. These documents indicate that there is clearly an immaterial difference between the Union’s real estate holdings from May until now.

I report this section as **COMPLIANT**

Policy wording EL #2d8: The President will not:

8. Operate without aggressively pursuing receivables:
 - a. After a reasonable grace period: and
 - b. That are more than \$10,000

CEO INTERPRETATION

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

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

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

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

EVIDENCE

1. Schedule of Aged Receivables (Appendix W)

I report this section as **COMPLIANT**

Policy Wording EL #2d9: The President will not:

9. Allow the Board to be uninformed of any anticipated surplus at or near the end of the fiscal year;

CEO INTERPRETATION

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

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

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

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

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

EVIDENCE

1. This will occur once the audit is complete and numbers are finalized.

I report this section as **COMPLIANT**

Policy Wording EL #2d10: The President will not:

10. Allow expenditures to be reported in a currency other than Canadian dollars.

CEO INTERPRETATION

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

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

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

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

EVIDENCE

1. All items in the operational budget and items over \$10 000 for 2023/24 were reported in Canadian dollars and approved by the Board.

I report this section as **COMPLIANT**

Policy Wording EL #2d11: The President will not

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

CEO INTERPRETATION

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

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

I interpret “**current fiscal year**” as the period between May 1st, 2023 and April 30th, 2024.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The outgoing President and Student Executive team will aid the incoming President and Student Executive team in compiling and presenting the 2024-25 budget.

EVIDENCE

1. This will occur in period 12.

I report this section as **COMPLIANT**

Policy Statement Wording EL #2e:

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

The President will not:

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

Appendix G

APPENDIX B – FACILITY AND ASSET MANAGEMENT OPERATIONS

1. General

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

2. Waterloo Campus: Fred Nichols Campus Centre

2.1 Building Services

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

2.2 Utilities

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

2.3 Custodial Operations

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

Cleaning Schedule:

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

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

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

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

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

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

Monday to Friday After 8a.m.

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

General:

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

2.4 Grounds and Waste Management

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

3. Brantford Campus: Student Centre

3.1 Building Services

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

3.2 Utilities

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

3.3 Custodial Operations

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

Cleaning Schedule:

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

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

General:

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

Appendix O

1/5/24, 10:41 AM

RBC Express - Login



RBC Express

Help | Resource Centre | CHRIS TURNER

Alerts | WILFRID LAURIE

Home | Balances, Statements & Reports | Payments, Transfers & Deposits | Administration

Other Online Serv

- Balance Reporting
- Balance Reports**
- Balance Summary**
- Business Accounts
- Notice Accounts
- Loans
- Mortgages
- GIC
- Credit Card
- Transaction Reports**
- Previous Day
- Current Day
- Business Accounts
- Loans
- Credit Card
- Transaction Search**
- Business Accounts
- Loans
- Credit Card
- Download Transactions
- Preferences**
- Manage Account Groups
- Bank & Currency Ordering
- Backdated Transactions
- Scheduled Reports**
- Define
- View/Modify
- Moneris**
- Merchant Direct
- Report Inbox**
- Scheduled Reports
- Batch Reports

Balance Reporting - Balance Reports - Balance Summary

Selection Criteria

Report Date (mm/dd/yy):

[Printer Friendly Version](#)

Report Date: Jan 04, 2024

Account Type	Account	Currency	Balance
BUS DEP	U-Desk ROYAL BANK OF CANADA-02482-1002286	CAD	3,886.22
BUS DEP	H&D Reserve ROYAL BANK OF CANADA-02482-1002849	CAD	780,235.76
BUS DEP	Brantford U-Desk ROYAL BANK OF CANADA-02482-1007335	CAD	396.38
BUS DEP	Main/IVR ROYAL BANK OF CANADA-02482-1011485	CAD	2,843,505.24
BUS DEP	Golden Grounds ROYAL BANK OF CANADA-02482-1011535	CAD	27,984.36
BUS DEP	Wilfs/Turret ROYAL BANK OF CANADA-02482-1013713	CAD	173,398.53
BUS DEP	The Belmont ROYAL BANK OF CANADA-02482-1015064	CAD	9,740.61
BUS DEP	General Reserve ROYAL BANK OF CANADA-02482-1024413	CAD	601,886.34
BUS DEP	Brantford SC ROYAL BANK OF CANADA-02482-1026079	CAD	1,013.48
BUS DEP	Waterloo Web ROYAL BANK OF CANADA-02482-1037126	CAD	101,008.23
BUS DEP	Campus Clubs ROYAL BANK OF CANADA-02482-1039411	CAD	30,318.46
BUS DEP	WILFRID LAURIER UNIV ROYAL BANK OF CANADA-02482-4001475	USD	4,000.00
BUS LOAN	Line of Credit 04117-62473996-001	CAD	0.00
BUS LOAN	BSC Loan 04117-62473996-012	CAD	276,735.60
BUS LOAN	Comprehensive Loan 04117-62473996-013	CAD	292,651.60
BUS GIC	WILFRID LAURIER UNIV ROYAL BANK OF CANADA-02496-00190212846-0005	CAD	1,500,000.00
BUS GIC	WILFRID LAURIER UNIV ROYAL BANK OF CANADA-02496-00190212846-0006	CAD	1,000,000.00

[Printer Friendly Version](#)

Feedback

Contact Us

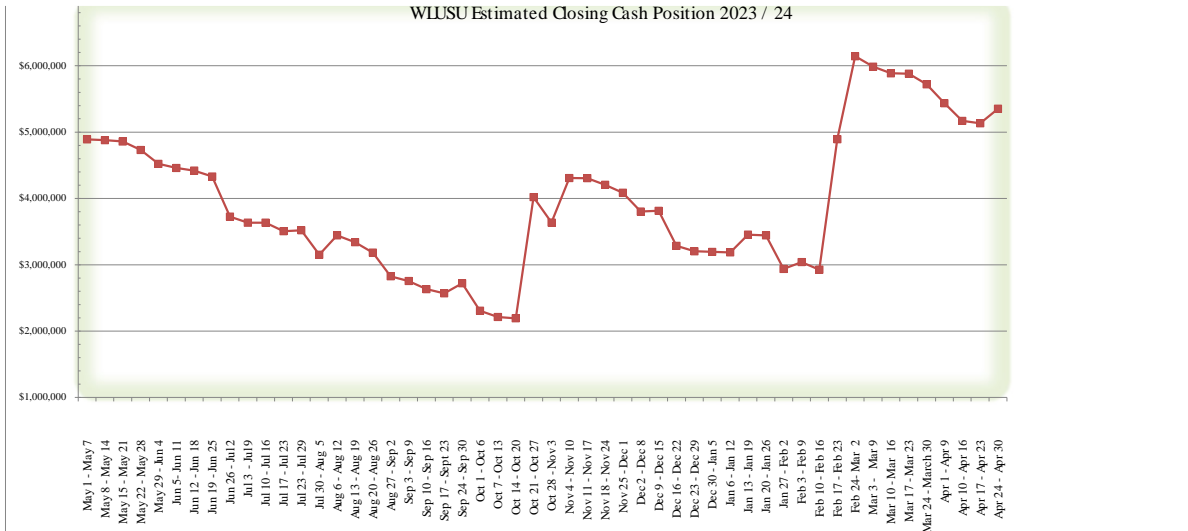
Canada & USA	1-800-769-2535	Monday - Thursday: 7:30 AM - 2:30 AM (ET) Friday: 7:30 AM - 9:00 PM (ET)
International	1-416-974-3334	Sunday: 7:00 PM - 2:30 AM (ET)
Online Tax Filing Help Desk	1-800-206-9444	Monday - Friday: 8:00 AM - 8:00 PM (ET)

Useful Links

[Market & Rate Information](#)

[Loan Calculator](#)

Appendix P



Appendix Q

2024-01-05 10:07:24AM

Wilfrid Laurier University Students' Union

Page 1

Report (GLTRLR1)

Trial Balance as of 2023-12-31

In Functional Currency

Sort By [Account No.]
 Include Accounts With No Activity [No]
 For Year-Period [2024 - 08]
 From Account No. [3000-02-050] To [3000-02-050]
 From Account Group [] To [ZZZZZZZZZZ]
 Use Rolled Up Amounts [No]

Account Number	Description	Debits	Credits
3000-02-050	EQUITY - HEALTH PLAN CONTIGENCY RE		745,000.00
	Total:	0.00	745,000.00
	Amount Out Of Balance:	745,000.00	
	Net Income (Loss) for Accounts Listed:	0.00	

1 account printed

Appendix R

wlusu
 Pay Group ID: E4974
 Pay Date: 12/28/2023
 Pay Period: 12/10/2023 - 12/23/2023
 PPN: 26 - 00
 Group By: Department

Payroll Summary Report (PR002)
Bi-Weekly
 (Committed data only)

Dayforce
 Run By: christopher.turner
 Commit Date: 12/22/2023 10:09:03 AM
 Run Type: Normal
 Run Number: 305

Bi-Weekly Totals					
Wilfrid Laurier University Students' Union - 105684211-E4974					
Tax	Amount	ID	Tax	Amount	ID
CPP	\$3,631.43	105684211RP0002		\$1,924.67	105684211TE0001
CPP-ER	\$3,631.43	105684211RP0002			
EI	\$1,150.89	105684211RP0002	ON EHT		
E-HER	\$1,611.29	105684211RP0002			
Fed Tax	\$11,211.55	105684211RP0002			
Total	\$21,236.59			\$1,924.67	
Grand Total	\$21,236.59			\$1,924.67	
Total Tax Liability				\$23,161.26	
Total Tax Impound				\$23,161.26	

Bi-Weekly Totals		
Wilfrid Laurier University Students' Union - 105684211-E4974		
Net Payroll and Impounds		
	Count	Amount
Direct Deposits: 105684211-E4974	121	\$75,355.54
Total Net Payroll		\$75,355.54
Tax Liability: 105684211-E4974	121	\$23,161.26
Total Tax Liability		\$23,161.26
Total Tax Impound		\$23,161.26
Total		\$69,516.80
Impound Date:		Dec 22, 2023

Bi-Weekly Totals		
Wilfrid Laurier University Students' Union - 105684211-E4974		
Remittance Payments		
Payee	Sequence No.	Amount
05989 Receiver General	HD937798	\$11,211.55
05991 Ontario Minister of Finance*	HD937799	\$1,924.67
05990 Receiver General	HD937800	\$7,262.86
05993 Receiver General	HD937801	\$2,762.18
105684211RP0002 Total		\$23,161.26
Remittance Total		\$23,161.26

Census Data	
Cur On File**	152
New Hires**	1
Active**	143
Inactive**	1
Terminated**	6
Employees Paid	121
Employees Not Paid**	31
Paid This Month*	121
Paid On 12th*	121
ROE's Issued	8

** Value computed as of 12/22/2023 10:09:56 AM

* Based on the paydate of the payrun

Appendix S

2024-01-05 9:54:54AM
A/P Aged Payables by Due Date (APAPAY11)

Wilfrid Laurier University Students' Union

Page 1

Age Transactions As Of [2024-01-05]
 Cutoff by Document Date [2023-12-31]
 Print Transactions In [Detail by Document Date]
 Transaction Types [Invoice]
 Include Contact/Phone/Credit Limit [No]
 Include Space For Comments [No]
 Include Zero-Balance Vendors [No]
 Include Vendors/Transactions on Hold [No]
 Show Applied Details [No]
 Show Fully Paid Transactions [No]
 Sort Transactions by Transaction Type [No]

Doc. Date	Doc. Type/Doc. Number	Due Date		1 to 30	31 to 60	61 to 90	Over 90	Total	Total
Appl. Date	Applied No.	App. Type	Current	Days	Days	Days	Days	Overdue	Payables
Vendor No.:	ABELL		Vendor Name:	Abell Pest Control Inc.					
2023-11-30	IN 11076672	2023-12-30		541.87				541.87	541.87
	Vendor Total:		0.00	541.87	0.00	0.00	0.00	541.87	541.87
Vendor No.:	BADENC		Vendor Name:	Baden Coffee Company					
2023-11-23	IN 64882	2023-12-23		305.00				305.00	305.00
	Vendor Total:		0.00	305.00	0.00	0.00	0.00	305.00	305.00
Vendor No.:	BEER		Vendor Name:	Beer Store The					
2017-08-29	IN 992400029ADJ	2017-09-28					19.32	19.32	19.32
	Vendor Total:		0.00	0.00	0.00	0.00	19.32	19.32	19.32
Vendor No.:	BIGTRE		Vendor Name:	Big Tree Promotions					
2023-12-14	IN 2023BT1654	2024-01-13		769.81					769.81
	Vendor Total:		769.81	0.00	0.00	0.00	0.00	0.00	769.81
Vendor No.:	CAMPB		Vendor Name:	C&C Insurance Consultants Ltd.					
2023-11-20	IN INV-000194	2023-12-20						167,306.19	167,306.19
	Vendor Total:		0.00	167,306.19	0.00	0.00	0.00	167,306.19	167,306.19
Vendor No.:	DONSPR		Vendor Name:	Don's Produce Inc					
2023-12-19	IN 791371	2024-01-18		62.67					62.67
	Vendor Total:		62.67	0.00	0.00	0.00	0.00	0.00	62.67
Vendor No.:	HARTEN		Vendor Name:	Hart Entertainment Inc.					

Appendix T

1/5/24, 11:06 AM

View account transactions – result



Government
of Canada

Gouvernement
du Canada

Canada Revenue Agency

View account transactions – result

Payroll deduction account:

105684211RP0002

Business name:

WILFRID LAURIER UNIVERSITY STUDENTS' UNION

Disclaimer

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

Account transactions for 2023 tax year

Date posted	Transaction	Date received	(\$) Amount
Dec 27, 2023	Payment Dec 2023	Recd Dec 27 2023	\$23,500.65Cr
Dec 11, 2023	Payment Nov 2023	Recd Dec 11 2023	\$46,075.54Cr
Nov 27, 2023	Payment Nov 2023	Recd Nov 27 2023	\$23,847.03Cr
Nov 10, 2023	Payment Oct 2023	Recd Nov 10 2023	\$22,885.29Cr
Oct 25, 2023	Payment Oct 2023	Recd Oct 25 2023	\$28,118.02Cr
Oct 10, 2023	Payment Sept 2023	Recd Oct 10 2023	\$26,883.23Cr
Sept 25, 2023	Payment Sept 2023	Recd Sept 25 2023	\$22,119.15Cr
Sept 11, 2023	Payment Aug 2023	Recd Sept 11 2023	\$18,167.52Cr
Aug 25, 2023	Payment Aug 2023	Recd Aug 25 2023	\$17,894.90Cr
Aug 10, 2023	Payment July 2023	Recd Aug 10 2023	\$23,878.57Cr



Online services

Hello, Chris Turner

WILFRID LAURIER UNIVERSITY
STUDENTS' UNION /

Account number: 8202168
Account status: Active

[Premium reporting
reminder email](#)

Premium history

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

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

Tools

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

[Premium history
\(View/Edit\)](#)

Account balance

Total balance ⓘ
\$0.00

Overdue balance ⓘ
\$0.00



[Pay Now](#)

Confirmation number	Reporting period	Insurable earnings	Premium	View	Edit
10248518	01-Nov-2023 to 30-Nov-2023	\$332,569.19	\$3,724.77	View	Edit
10223133	01-Oct-2023 to 31-Oct-2023	\$221,250.84	\$2,478.01	View	Edit
10130157	01-Sep-2023 to 30-Sep-2023	\$212,286.05	\$2,377.60	View	Edit
10020692	01-Aug-2023 to 31-Aug-2023	\$138,835.43	\$1,554.96	View	Edit
9959050	01-Jul-2023 to 31-Jul-2023	\$152,268.99	\$1,705.41	View	Edit
9885952	01-Jun-2023 to 30-Jun-2023	\$212,084.87	\$2,375.35	View	Edit
9767630	01-May-2023 to 31-May-2023	\$175,560.94	\$1,966.28	View	Edit
9703667	01-Apr-2023 to 30-Apr-2023	\$190,438.57	\$2,132.91	View	Edit
9644459	01-Mar-2023 to 31-Mar-2023	\$178,093.89	\$1,994.65	View	Edit

Appendix V

2023-10-11 9:10:08AM

Wilfrid Laurier University Students' Union

Page 1

Report (GLTRLR1)

Trial Balance as of 2023-05-31

In Functional Currency

Sort By [Account No.]
 Include Accounts With No Activity [No]
 For Year-Period [2024 - 01]
 From Account No. [1415-00-000] To [1451-16-800]
 From Account Group [] To [ZZZZZZZZZZ]
 Use Rolled Up Amounts [No]

Account Number	Description	Debits	Credits
1415-00-000	LEASEHOLDS	2,545,021.59	
1415-01-001	LSHLDFNCC - CENTRAL	3,017,354.43	
1420-01-001	LHLDFDCR - CENTRAL	434,010.17	
1420-04-150	LEASEHOLDS - WILF'S RENOVATIONS	122,331.26	
1420-05-210	LEASEHOLDS - GOLDEN GROUNDS BRANTF	101,736.13	
1420-06-250	LEASEHOLDS - UDESK WATERLOO	13,554.36	
1420-07-300	LHLDFDCR - FOOD COURT RENOVATIONS	358,199.34	
1420-07-302	LEASEHOLDS - WILLIAMS XPRESS CAFE	99,127.37	
1422-07-304	LEASEHOLDS - FOOD COURT - HARVEYS	157,599.01	
1450-03-100	LEASEHOLDS - TURRET RENOVATIONS	428,580.84	
1451-00-000	WILF'S RENEWAL PROJECT ACCT	579,360.06	
1451-01-001	FNCC IMPROVEMNTS PROJ - 3RD FLOOR	858,029.88	
1451-03-100	LEASEHOLDS - TURRET	122,380.37	
1451-05-200	Brantford Project - WILLIAMS FRESH CAFÉ	713,008.59	
1451-06-250	CSPOT & RETAIL SERVICES RENO PROJ ACC	408,450.75	
1451-07-300	TFC RENO PROJECT ACCT	505,273.81	
1451-07-301	PITASHACK RENOVATION PROJECT ACCT	663.99	
1451-16-800	BRANTFORD DEVELOPMENT PROJECT	204,469.67	
Total:		10,669,151.62	0.00
Amount Out Of Balance:			10,669,151.62
Net Income (Loss) for Accounts Listed:		0.00	

18 accounts printed

2024-01-05 10:02:32AM

Wilfrid Laurier University Students' Union

Page 1

Report (GLTRLR1)

Trial Balance as of 2023-12-31

In Functional Currency

Sort By [Account No.]
 Include Accounts With No Activity [No]
 For Year-Period [2024 - 08]
 From Account No. [1415-00-000] To [1451-16-800]
 From Account Group [] To [ZZZZZZZZZZ]
 Use Rolled Up Amounts [No]

Account Number	Description	Debits	Credits
1415-00-000	LEASEHOLDS	2,546,544.24	
1415-01-001	LSHLDFNCC - CENTRAL	3,017,468.39	
1420-01-001	LHLDFDCR - CENTRAL	434,010.17	
1420-04-150	LEASEHOLDS - WILF'S RENOVATIONS	122,331.26	
1420-05-210	LEASEHOLDS - GOLDEN GROUNDS BRANTF	101,736.13	
1420-06-250	LEASEHOLDS - UDESK WATERLOO	13,554.36	
1420-07-300	LHLDFDCR - FOOD COURT RENOVATIONS	358,199.34	
1420-07-302	LEASEHOLDS - WILLIAMS XPRESS CAFE	99,127.37	
1422-07-304	LEASEHOLDS - FOOD COURT - HARVEYS	157,599.01	
1450-03-100	LEASEHOLDS - TURRET RENOVATIONS	428,580.84	
1451-00-000	WILF'S RENEWAL PROJECT ACCT	579,360.06	
1451-01-001	FNCC IMPROVEMNTS PROJ - 3RD FLOOR	858,029.88	
1451-03-100	LEASEHOLDS - TURRET	122,380.37	
1451-05-200	Brantford Project - WILLIAMS FRESH CAFÉ	713,008.59	
1451-06-250	CSPOT & RETAIL SERVICES RENO PROJ ACC	408,450.75	
1451-07-300	TFC RENO PROJECT ACCT	505,273.81	
1451-07-301	PITA SHACK RENOVATION PROJECT ACCT	663.99	
1451-16-800	BRANTFORD DEVELOPMENT PROJECT	204,469.67	
Total:		10,670,788.23	0.00
Amount Out Of Balance:			10,670,788.23
Net Income (Loss) for Accounts Listed:		0.00	

18 accounts printed

Appendix W

2024-01-05 9:59:44AM

Wilfrid Laurier University Students' Union

Page 1

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

Account Type [All Customers]
 Age Transactions As Of [2024-01-05]
 Cutoff by Document Date [2024-01-05]
 Print Transactions In [Detail by Document Date]
 Transaction Types [Invoice]
 Include Contact/Phone/Credit Limit [No]
 Include Space For Comments [No]
 Include Only Customers Over Their Credit Limits [No]
 Include Zero-Balance Customers [No]
 Show Applied Details [No]
 Show Fully Paid Transactions [No]
 Sort Transactions by Transaction Type [No]

Customer Number/Name/ Document Type/Number	Doc. Date	Due Date or Check/Recept. No.	Current	1 to 30 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total
INTNEW International News								
IN 112976	2024-01-01	2024-01-31	4,085.81					4,085.81
	Customer Total:		4,085.81	0.00	0.00	0.00	0.00	4,085.81
	Report Total:		4,085.81	0.00	0.00	0.00	0.00	4,085.81
			100.00%	0.00%	0.00%	0.00%	0.00%	100.00%

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

1 customer printed

Appendix X

2023-2024 Over \$10K Payment Report	
1 st Installment OUSA Membership Fee	\$46,547
2 nd Installment OUSA Membership Fee	\$11,637
Clubs & Associations Website	\$50,000
O-Week Kits including shirts (Both Campuses)	\$189,500
O-Week Entertainment (Programming/Concert) - Wat	\$180,000
O-Week Tech Equipment - Waterloo	\$122,000
O-Week Volunteer Flex Dollars Gift	\$16,500
O-Week FAM Requests (Tables, Chairs, Fencing)	\$12,000
O-Week Food - Waterloo	\$22,000
O-Week Waterloo Security	\$10,000
January Programming - Waterloo	\$10,000
A-Team Concert	\$60,000
A-Term Sherwood Concert Tech	\$25,000
O-Week Entertainment - Brantford	\$70,000
O-Week Food - Brantford	\$55,000
First Responder Training ERT	\$15,500
Year End Volunteer Appreciation Event	\$10,000
Sterling Back Check Membership	\$15,000
O-Week Tech - Brantford	\$10,000
O-Week Facility Rental - Brantford	\$32,000
Staff Retreat/Transition	\$15,000
Compensation Review	\$30,000
Audit Expense	\$25,000
Insurance Expense	\$84,000
Audio Visual Upgrade for Concourse /24 Lounge	\$12,000
SU Points Merch Fall	\$10,000
SU Points Merch Winter	\$10,000



Wilfrid Laurier University Students' Union
Board of Directors
DATE: December 14th, 2023
Online via Zoom
Board of Directors Meeting

Board Members Present: Mohammad Abu-Rshaid, Daniel Rubinoff, Sebastien Corrie, Patrick Baldinelli, Hailie Ellis, Gabrielle Russo, Mitchell Baldwin, Alfredo Spizzirri, Colton Phillips

Staff Present: President & Chief Executive Officer Megan Spenler; Policy, Research & Advocacy Director: Ian Muller; Strategic Initiatives Director: Anthony Massi

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

The meeting was called to order via Zoom on December 14th, 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**, Chair Abu-Rshaid

- Director Sloan sent his regrets.
- Director Mehari sent her regrets.
- Director Hamilton sent his regrets.

3. **Conflicts of Interest**, Chair Abu-Rshaid

No conflicts of interest were declared.

4. **Adoption of Agenda**, Chair Abu-Rshaid

MOTION (Director Corrie/Director Ellis) that the Board of Directors adopt the agenda as presented. **AMENDED.**

AMENDMENT (Director Spizzirri/Director Baldwin) to determine the Board's winter term meeting schedule in the winter term. **CARRIED.**

MOTION to determine the Board's winter meeting schedule in the winter term. **CARRIED.**

5. **Adoption of Consent Agenda**, Chair Abu-Rshaid

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

6. **Adoption of the Meeting Minutes**, Chair Abu-Rshaid

MOTION (Director Baldinelli/Vice Chair Rubinoff) that the Board of Directors approve the minutes for the meeting of November 27th, 2023. **CARRIED.**

7. **Comments from the Chair of the Board & CGO**, Chair Abu-Rshaid

- Please respond to emails in a timely manner and carbon copy the Governance Coordinator.

8. **Comments from the President & CEO**, President Spenler

- Working on the operating procedures agreement and the SAAA.
- The Greek Life Memorandum of Understanding has been signed by President Spenler and the Greek Life President. There will be monthly meetings beginning next month.
- President Spenler visited the Milton campus and seeing the plans for the campus was interesting.
- President Spenler attended the Student Advocacy Conference in Toronto.
- President Spenler gave two presentations on generative artificial intelligence and student use in the classroom.

Questions and Comments:

- Director Baldinelli asks about the status of the Milton campus.
 - President Spenler: The campus will be opening in September, with Computer Science and Psychology being its chief programs. Students' Union will be working closely with Student Affairs. The campus will be small in the first year and will be done in a cohort style.
- Vice Chair Rubinoff asks how Students' Union will be involved on the campus.
 - President Spenler: Currently exploring the idea of a smaller scale orientation. The organization will not have a large presence on the campus until the student body grows.
- Chair Abu-Rshaid asks what Students' Union is doing to prepare from a fiscal perspective to project what the expenses for the Students' Union will look like.
 - President Spenler: There are not a ton of expenses for next year as Students' Union will not have a large presence. Student Affairs has taken a lead on student programming.
- Chair Abu-Rshaid asks if Students' Union looking at which services are disproportionately funded and are being disproportionately used.
 - President Spenler ensures that it is a priority, and it will be looked into in the future.
 - Chair Abu-Rshaid asks for a briefing by the second meeting of January for the Board to determine where the disproportionate use is and to ensure that students who are paying for the services can use them.
- Chair Abu-Rshaid asks if the Greek Life Memorandum of Understanding required Board oversight and signature.
 - DPRA Muller says that it did not require Board oversight as it is a Memorandum of Understanding.
 - Chair Abu-Rshaid asks for a copy to be sent to the Board.

9. Wilf's Renovation Consultation, DSI Massi

- The organization has been working with Facilities Asset Management with the University and a third-party consulting agency, MSS on a refresh for Wilf's Restaurant and Lounge.
- Presenting preliminary ideas for the floor plan.
- Working with the Hospitality team and the Student Executive team to gain input.
- The function of the space will remain the same, the renovation is more of a refresh and update in terms of what student interactions will look like.
- Bathroom

Questions and Comments:

- Director Corrie asks if the change of the entrance and the addition of a gender-neutral washroom is the extent of the proposed layout.
 - DSI Massi: The consideration that is being asked is if the Board wants to support having gendered washrooms or individual washrooms.
- Director Corrie asks if the renovation would be a larger project if it included individual washrooms when considering piping.
 - DSI Massi: The team would propose that the architect and engineers work with Facilities and Asset Management to determine the viability of the redesign.
- Chair Abu-Rshaid asks if there will be accessible washrooms as a part of the renovation.

- DSI Massi: Accessibility has been a priority that the organization has identified to the consulting team and the washrooms would need to be accessible in order to open them.
- Chair Abu-Rshaid asks if there is a plan to change the food offerings and the availability of halal food at Wilf's.
 - DSI Massi: The scope of this project is on the physical space itself. Restaurant operations would be a different conversation with the hospitality team.
- Chair Abu-Rshaid asks for an estimated budget for this project.
 - DSI Massi: Information pertaining to the budget of this project is not public. The organization, while working with Facilities and Asset Management, has been working closely with one another to ensure that projects existing in the FNCC maintain a viability of fiscal responsibility.

10. **Belmont Update**, DPRA Muller

Update on behalf of ED Champagne

- Proceeded with the painting of the Belmont space, which costed \$9,500.
- The Belmont project is progressing according to the timeline set out.

Questions and Comments:

- Chair Abu-Rshaid asks if there is a plan to deliver halal food options at the Belmont.
 - DPRA Muller: No further update at the moment.

11. **Referendum Questions**, Chair Abu-Rshaid

Laurier Athletics and Recreation Fee

- Do you support the creation of an Athletics and Recreation Facilities Fee to enhance the fitness, sport, and active extracurricular amenities on the Waterloo campus effective September 1st, 2024?
 - This fee will be assessed at \$95 per term and adjusted annually by the cost of inflation.

Questions & Comments:

- Chair Abu-Rshaid asks what the direct technical requirements are.
 - Purpose and rationale for the question
 - Any associated fee
 - Any inflationary costs and their impact to the fee
 - Date of implementation
 - Eligible voting members
 - Fees intended to be compulsory
 - Impact of the question on any previous referendum questions

MOTION (Vice Chair Rubinoff/Director Corrie) that the Board of Directors support the creation of the Athletics and Recreation Facilities Fee to enhance the fitness, sport, and active extracurricular amenities on the Waterloo campus. **CARRIED.**

Student Support Fee

- Do you support the establishment of the opt-outable studentsupport.ca fee of \$25.45 per semester?
- This fee will provide all students with unlimited access of "CALM" a top-rated mental health app proven to reduce anxiety and stress.

The organization recommends for the Board to not adopt this fee as it does not meet the criteria.

Questions & Comments:

- Vice Chair Rubinoff asks which programs are duplicated.
 - DPRA Muller: There is an itemized list in the second page of brief, the primary concern is that the organization cannot endorse something that is contrary to the University's policy.
- Director Corrie asks if the concern is that the program may not be compatible, rather than the question not including criteria.
 - DPRA Muller: The organization cannot endorse a question with these unknown pieces.

MOTION (Director Corrie/Director Ellis) to reject the proposal. **CARRIED.**

Note: This referendum question will not be supported by the Students' Union Board of Directors.

12. LaurierVotes Results Night Transportation, President Spenler

- Determined that the safest option is to not book a bus as transportation to Waterloo for Brantford students on the results night.
- Instead, Students' Union will offer reimbursements and potentially coordinate someone to drive the Waterloo and Brantford Foot Patrol Vans.

13. In Camera Session, Vice Chair Rubinoff

MOTION (Chair Abu-Rshaid/Director Russo) that the Board of Directors proceed to an in-camera session that includes DPRA Muller and President Spenler. **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

Memorandum of Understanding

Between

Wilfrid Laurier University Students' Union

And

Greek Life Council at Wilfrid Laurier University (Waterloo campus)

Background

The Wilfrid Laurier University Students' Union (the "Students' Union") is the officially recognized representative body of Wilfrid Laurier University ("Laurier") undergraduate students. The fraternities and sororities that have Laurier-affiliated chapters are not currently recognized as official clubs or student organizations and, as a result, do not have a comparable ability to operate on campus.

This memorandum of understanding is an opportunity facilitated by the Students' Union in agreement with Greek Life Council at Wilfrid Laurier University (Waterloo Campus) ("Greek Life Council"), as an authorized representatives of certain fraternities and sororities comprised of Laurier students, to provide these groups with a more active presence on campus.

Agreement

The Students' Union and Greek Life Council, on behalf of certain fraternities and sororities comprised of Laurier students, agree to the following:

1. Greek Council Representation

- a. A fraternity or sorority must be formally represented by Greek Life Council in order to be eligible for the Students' Union recognition outlined in this memorandum of understanding.
- b. At the start of each academic term (May, September, and January), the President of Greek Life Council shall provide the Students' Union with an up-to-date list, in writing, of all of the fraternities and sororities that they represent, as well as each fraternity and sororities membership list.
- c. In the event a fraternity or sorority loses its Greek Life Council status, the President of Greek Life Council shall inform the President of the Students' Union as soon as possible.

2. Recognition

- a. The Students' Union will take active steps to recognize Greek Life Council members by:
 - i. Facilitating the booking of available space on Laurier's Waterloo campus through the Students' Union's status as a "University Affiliate," as per Laurier's [Booking of University Space and Facilities \(4.10\)](#) policy;
 - ii. Committing to recognize Greek Life Council members' philanthropic activities, in consultation with the Students' Union's Marketing Communications team; and
 - iii. Considering other initiative proposals as presented.

3. Expectations

- a. The Greek Life Council President will serve as the point of contact for communication between the fraternities and sororities that they represent and the Students' Union.
- b. Greek Life Council shall provide each fraternity and sorority with a copy of this memorandum of understanding and provide written acknowledgement of receipt to the Students' Union from a designated leader of each fraternity and sorority that they represent.
- c. Greek Life Council shall facilitate an annual meeting in August with the Laurier Office of Student Affairs, where a leader of each member group will provide information to the Associate Director for Student Engagement on the following:
 - i. Any significant philanthropy initiatives planned for the community;
 - ii. Update on the status of group-affiliated off-campus housing;
 - iii. Plans for booking space on campus.
- d. The Students' Union President and Greek Life Council President will schedule monthly meetings to ensure effective communication related to programming and any issues as they arise.
- e. When possible, the Students' Union will promote Greek Life Council member philanthropy, programming, and events, with the exception of "rush" and any initiatives that are primarily focussed on the consumption of alcohol, cannabis, or other controlled substances.
- f. Greek Life Council members are encouraged to promote, participate in, and engage with Students' Union events and volunteer opportunities.
- g. The Students' Union and Greek Life Council acknowledge that in any instance of improper conduct or impropriety, Laurier students are subject to the [Non-Academic Student Code of Conduct \(12.3\)](#), [The Prevention of Sexual Violence Policy and Procedures \(12.4\)](#), and all other Laurier policies and must follow the provisions of those respective processes.
 - i. In the event of improper conduct or impropriety involving Greek Life Council members, a report or complaint shall be made pursuant to the Laurier Non-Academic Student of Code of Conduct.

4. Term and Termination

- a. This memorandum of understanding does not provide Greek Life Council members with official status comparable to clubs and associations but is intended to offer expanded access and opportunities on an ongoing basis.
- b. The terms of this memorandum of understanding must be renewed every May.
- c. If the expectations of this memorandum of understanding are not sufficiently met, the President of the Students' Union reserves the right to void the agreement.
 - i. The Students' Union President shall schedule a meeting with the Greek Life President ahead of final written confirmation of the termination of this memorandum of understanding.
 - ii. Greek Life Council may reconsider the status of one or more of its members as part of a reasonable plan to preserve this memorandum of understanding.
- d. In the event that this memorandum of understanding is terminated, the Greek Life Council is responsible for informing its members.

This Memorandum of Understanding is signed by the parties on the 7th day of December, 2023.

President and Chief Executive Officer
Wilfrid Laurier University Students' Union

Michael Burke
Greek Life Council President at Wilfrid Laurier University