

BOARD OF GOVERNORS [OPEN SESSION]
 THURSDAY, OCTOBER 23, 2025 | 7:00 p.m. EST
 In person (UTD 256) and Zoom Videoconference

AGENDA ITEM	PAGE	ACTION
Opening Remarks [Mann]		
1. Approval of the Agenda		Decision
a. Declarations of Conflict of Interest		
2. Guest Presentation: UTD Conference & Guest Experience Stephanie Horsburgh, Conference & Guest Experience Manager		Information
3. Minutes of the June 19, 2025 Board of Governors Meeting*	3	Decision
4. Principal's Report* [Myers]	7	Information
a. Appendix A – Annual Report on Strategic Objectives	11	
5. Reports from Committees		
a. Governance Committee [Primeau]		
i. E16 – Pregnancy, Parental and Adoption Leaves Policy – Staff & Faculty	14	Decision
b. Audit Committee [Sivarasah]		
i. Audit Report**		Information
ii. 2024-2025 Audited Financial Statements** [Steinmann]		Decision
c. Finance & Investment Committee [Shilton]		
i. Investment Report*	25	Information
d. Building & Property Committee [Ens]		
i. Kitchen renovation* [Myers]	26	Decision
6. Other Business		
a. 2026 Board Meeting Schedule* [Primeau]	30	Decision
7. Closed Session with Board Members		Decision
Adjournment		

*Denotes material included with meeting package

**Denotes material distributed separately from meeting package

NOTICE OF MOTIONS
THURSDAY, OCTOBER 23, 2025

1. Motion to approve the Agenda as presented.
2. Motion to approve the minutes of the Board of Governors Meeting of June 19, 2025.
3. Motion to approve the proposed changes to E16 – Pregnancy, Parental and Adoption Leaves Policy as presented.
4. Motion to recommend the 2024-2025 audited financial statements at the Annual General Meeting as presented.
5. Motion to approve the kitchen renovation project with proposed budget and timeline as presented.
6. Motion to approve the Board meeting schedule for 2026 as presented.
7. Motion to move In-Camera with Board members.

BOARD OF GOVERNORS**OPEN SESSION**

THURSDAY, JUNE 19, 2025

7:00 p.m. EST

In person (UTD 256) and Zoom Videoconference

ATTENDEES: John Abraham, Yaroslav Brovchenko, Stephanie Horsburgh, Matt Jamieson, Linda Jussaume, Winnie Lam, Allison Matthews, Tracy Mann (Chair), Julia Moldenhauer, Rick Myers, Tracy Primeau, Julia Salvini, Don Shilton, Banuja Sivarasah, Bill Watson

REGRETS: Charlene Hone (non-voting), Tracey Ens, Susan Roy, Michaëlle Jean

GUESTS: Jonny Dodoo, Steve Prentice, Mike Steinmann, Callie Sweet

1. Mann welcomed everyone to the meeting.
2. **Motion to approve the agenda as presented. (Salvini/Abraham-Carried)**
3. Board members were asked to declare any conflicts of interest they might have in relation to the items on the agenda. None were declared.
4. Guest Presentation from Steve Prentice, Jonny Dodoo and Callie Sweet on the UTD Don Experience. Prentice summarized the duties of the dons and explained how they are selected. Dodoo and Sweet shared their views of some of the challenges and rewards of donning at United College.
5. **Motion to approve the minutes of the Board of Governors Meeting of April 24, 2025 as presented. (Horsburgh/Sivarasah-Carried)**
6. Business Arising from February 27, 2025 Meeting.
 - a. Cyber insurance policy. The College has now taken out a cyber insurance policy with annual premiums of \$5000 and coverage of \$1M. As most of our IT service is provided by UW, most of the risks are lodged there rather than at the College.
7. Principal's Report. Myers provided a few remarks about the contents of the report. He expressed disappointment that the data on utility usage has gone up rather than down. He suggested this was in part due to the construction project and in part due to the unusually cold winter, but speculated that behaviours (i.e. open windows in winter) were likely part of the problem as well. The College's teaching equity performance continues to improve. We do not know the final target for 24-25, but this year's performance puts us at about 93% of last year's target – a huge improvement from the 65% we were logging just a few years ago. The College will be hosting Shad Valley students who normally stay at Grebel and next year we will host our own contingent of 80. Coupled with the Sankofa initiative, these new student conferences will make a substantial contribution to our summer revenue numbers. We have received costing estimates for the revised kitchen plan and they

are excessive. Management will continue to look for practical alternatives.

8. Report of the President's Nominating Committee. Mann reported that the Committee met on May 2 with Laverne Smith, the search consultant. The committee has executed a stakeholder survey and has finalized a draft profile. A press release was published on June 2. It included an explanation of the change in title to President. We expect to begin to review the applications in September.
9. Report of the Audit Committee. The Committee had its preliminary meeting with the auditors on May 8 to review the audit plan. There will be more testing of capital assets this year and of our new credit card policy and practices. In keeping with our customary schedule, the auditors will be on-site in July and will have a report for the Committee in September. The audit fee will increase by 10% this year.

10. Governance Committee.

- a. B3 – Policy and Procedures for Evaluation of the President.

Motion to approve the proposed changes to B3 – Policy and Procedures for Evaluation of the President as presented. (Salvini/Horsburgh-Carried)

- b. B9 – Position of Academic Fellow.

Motion to approve the proposed changes to B9 – Position of Academic Fellow as presented. (Shilton/Brovchenko-Carried)

- c. B11 – Employee Contract Policy.

Motion to approve the proposed changes to B11 – Employee Contract Policy as presented. (Watson/Abraham-Carried)

- d. E10 – Unpaid & Special Leaves of Absence.

Motion to approve the proposed changes to E10 – Unpaid & Special Leaves of Absence as presented. (Watson/Jussaume-Carried)

- e. E17 – Benefits to Faculty and Staff Undertaking Part-time Educational Programs.

Motion to approve the proposed changes to E17 – Benefits to Faculty and Staff Undertaking Part-time Educational Programs. (Myers/Primeau-Carried)

11. Report of the Finance & Investment Committee.

- a. Investment Report. Shilton noted that the College is back above water for the year after an 18% dip earlier in the year. Combined market value is now \$9.8M.
- b. At the April Board Meeting, it was asked if we should move money from US equities into Canadian equities. Our advisor cautioned that we would not have the same diversity of options if we restricted ourselves to the Canadian market. The advisor agreed to

investigate whether we might move some of our US investments into European or other world markets.

12. Other Business – none.

13. **Motion to move In-Camera with Board members. (Salvini/Shilton-Carried)**

14. The meeting adjourned at 8:30 p.m.

**Notice of Motions Passed:
Meeting of the Board of Governors on June 19, 2025**

- 1. Motion to approve the agenda as presented. (Salvini/Abraham-Carried)**
- 2. Motion to approve the minutes of the Board of Governors Meeting of April 24, 2025 as presented. (Horsburgh/Sivarasah-Carried)**
- 3. Motion to approve the proposed changes to B3 – Policy and Procedures for Evaluation of the President as presented. (Salvini/Horsburgh-Carried)**
- 4. Motion to approve the proposed changes to B9 – Position of Academic Fellow as presented. (Shilton/Brovchenko-Carried)**
- 5. Motion to approve the proposed changes to B11 – Employee Contract Policy as presented. (Watson/Abraham-Carried)**
- 6. Motion to approve the proposed changes to E10 – Unpaid & Special Leaves of Absence as presented. (Watson/Jussaume-Carried)**
- 7. Motion to approve the proposed changes to E17 – Benefits to Faculty and Staff Undertaking Part-time Educational Programs. (Myers/Primeau-Carried)**
- 8. Motion to move In-Camera with Board members. (Salvini/Shilton-Carried)**

Approved without amendments by the United College Board of Governors on October 23, 2025.

Signed, _____ Secretary of the Board Date: _____

Signed, _____ Chair of the Board Date: _____

Principal's Report to the Board

October 2025

Board members have probably all been reading up on the various ways in which AI may change the world around you. You may even have seen one or more of the thousands of pieces out there about how AI will impact universities.

This is an issue that UW is following very closely. At its recent Senate-Board Retreat, UW brought in Dr. Scott Latham from the U. Mass (Lowell) to provide some external advice on the matter. Dr. Latham is a particularly interesting expert in that he understands the debates from multiple perspectives. Two years ago, he was recognized as one of America's leading "resisters" to the adoption of AI by academe. Last year, he had a kind of epiphany and he now believes that AI is going to profoundly disrupt our sector, whether we like it or not. His view is that it will lead to significant down-sizing, cost-savings, and (if done well) improved service – both in teaching/research and in administration. He also notes that AI will be extremely expensive and is likely to lead to a further quality gap between the "top" US institutions and everyone else.

Academics have concerns that AI facilitates student cheating and will inhibit their development of key academic skills. In many cases, they also have concerns about the ethical and environmental implications of AI. In contrast, Dr. Latham claims that the Ivy League schools have already created professor-less courses that are entirely developed and delivered by AI and he believes these courses will be made available as early as next year.

Dr. Latham's advice to UW was to get on the AI train immediately, but he also noted that the AI revolution will make it important for public universities to differentiate themselves through signature programming outside of the classroom. For UW's leadership, this clearly means extending their leadership in cooperative education.

Naturally, United College will have to follow the lead of UW on such matters. It may mean that we, too, will need to find new ways to reinforce our strengths as a welcoming and supportive living-learning community.

If you are interested in learning more about this topic, here is a link to a prominent piece that Dr. Latham published in *The Chronicle of Higher Education*:

<https://www.chronicle.com/article/are-you-ready-for-the-ai-university>

And now, please allow me to share the main developments around the College since our June meeting.

1. **Academics**

1.1 *Human Rights Curriculum* Students have indicated that they sometimes have difficulty finding electives in a particular semester. The Academic Council has approved a proposal to cross-list eleven courses from departments such as History, Political Science, and Peace and Conflict Studies. This change will dramatically enhance options for students and there is some hope that it may entice students in those programs to take more courses in Human Rights.

1.2 *Equity Numbers* Our equity numbers are exceptionally good this year, continuing a trend from the past few years. We taught 104 students in the Spring Term and currently have 613 enrolled in the Fall Term. Our Equity target will likely be around 1250, meaning we would need only 433 registrations in the Winter Term to meet our target.

1.3 *Program Reviews* UW academic policy calls for periodic reviews of all academic programs. This year, our programs in Human Rights, Indigenous Studies, and Canadian Studies are up for review. UW has streamlined the process for the review of minors so that they no longer include site visits from external experts. We are required to file our self-studies by June of next year.

2. **External Relations**

2.1 *Alumni Awards* We are looking to renew our pool of candidates for the Distinguished Alumni Award and the Emerging Alumni Award. Please consider nominating someone. The information may be found here: <https://uwaterloo.ca/united-college/alumni-donors-friends/alumni-awards>

2.2 *Stanley Knowles Dinner* The annual Stanley Knowles Dinner will take place on Saturday. We thank the Board members who will be attending: Tracy Primeau, Julia Salvini, Banu Sivarasah, Bill Watson, Linda Jussaume and Amit Lahiri. As always, our brilliant Chancellor will host an after-dinner discussion, this time with the author of *The Valley of the Birdtail*. Her husband, film-maker Jean-Daniel Lafond will be attending the dinner for the first time. I hope you will have a chance to meet him and make him feel welcome.

3. **Finance and Administration**

3.1 *Kitchen Renovations* After roughly a year of work, we have now arrived at a reasonable plan for the renovation of our kitchen. The plan is not as elaborate as earlier options we considered but it will meet our primary objectives of creating additional food prep space and additional fridge/freezer space. It has been approved by the Building and Property

Committee and by the Finance Committee and will now be presented to the Board for approval.

3.2 Chapel Renovations Thanks to a generous gift from an alumni couple, we are able to make some welcome updates to the former chapel. The updates will include a circular board table (with electrical outlets) that mirrors the shape and dimensions of the dome. The room will become an outstanding location for Board meetings, as well as for classes with 10-23 students.

3.3 Fall Occupancy Our undergraduate residences are at 98% occupancy and the Graduate Building is at 96% occupancy for the term.

3.4 Budget Update With strong summer conference revenues and higher than expected summer occupancy rates, we are tracking toward another six-figure surplus this year.

4. GreenHouse

4.1 Global Futures Fund GreenHouse was written into two projects that were successfully funded by the University of Waterloo's Global Futures Fund. "The Future of Work: Integrating Technology, Social Infrastructure, Ethics and Education" will develop a new Institute addressing AI in work environments. GreenHouse will work with this new Institute to develop AI literacy modules that will support students working with non-profit partners to solve social impact challenges. "Creating Canada's Largest Capstone Ecosystem" will scale and integrate the community-embedded classroom model with the broader capstone ecosystem, setting students up to work with real world partners.

4.2 Community-Embedded Classrooms This fall, GreenHouse is involved in delivering the community-embedded classroom model in 3 courses: HLTH 480, KIN 418, and ENBUS 203. So far, we have engaged 208 students and 40 community partners to collaboratively explore challenges related to health and accessibility or local climate solutions over 3 sessions. We will host 5 more community embedded classroom sessions throughout the fall term and anticipate engaging another 20 community partners. This project is being supported by funding from CEWIL Canada and the Waterloo Region Community Environmental Fund.

4.3 Youth Climate Action Fund GreenHouse continues to support 23 youth-led projects as part of the City of Kitchener's Youth Climate Action Fund, funded by Bloomberg Philanthropies. The projects are wrapping up their activities at the end of the month and will celebrate with a final showcase on November 27th.

4.4 Social Innovators in Training GreenHouse launched another cohort of Social Innovators in Training this fall, supporting 31 students on launching their social or environmental impact initiatives. Students will be showcasing their early prototypes and gathering feedback at Demo Day on October 29 and sharing their final pitches at the Social

Impact Showcase on November 26. We hope to see members of the United College community there!

4.5 *Conference Presentations* Four United College staff members (Tania Del Matto, Erin Hogan, John Abraham, Adam Livshits) attended the International Social Innovation Research Conference (ISIRC) at the University of Calgary in September. We presented 3 areas of work: case studies as a bridge between social innovation academia and practice; developing a phenomenology of social innovation; and community-embedded classrooms as a framework for fostering social innovation.

5. **Student Life**

5.1 *Music and Podcasting Room* Thanks to an anonymous donation, we have been able to add a new Yamaha electronic piano to the Music Room. This final piece completes our list of desired equipment. On a related “note,” we have ten students enrolled in our free introductory guitar classes.

5.2 *Work Study Student* The Residence Life Team has hired Aiden Bhagwande as a Work-Study Student to help animate activities in the new Student Centre – and to be Toasty! Aidan is also organizing activities similar to those in our LLCs for students who are not in one of the LLCs (for instance, workshops on managing finances).

5.3 *Toast and Jam* Liam McCrory has been hired to organize and operate open-mike coffee houses on Saturday evenings under the banner “Toast and Jam.”

Respectfully,



Richard Myers
Principal

Appendix A: Annual Report on Strategic Objectives

Principal's Note: As this is a rolling report on a long-term process, I have again reproduced sections of last-year's report with updates from the past year noted in yellow.

In 2019, the College adopted a strategic vision to guide our work for the decade of the 20s.

By 2030, the College will have:

- A national reputation for excellence in select academic areas
- A more engaged and diverse residence community
- A fourth major co-curricular program
- Stronger engagement of upper-year students and graduate tenants
- Upgraded residence wings and additional academic space
- An enhanced profile on the broader campus

Five years in, our progress is as follows:

1. A National Reputation for Excellence in Select Academic Areas

We have made excellent progress on this first objective. The “national reputation” part hasn’t yet materialized but we now have the pieces to get there:

- A unique Human Rights Minor that links to the law program and Essex and allows a student to obtain a four-year BA and a three-year law degree in five years
- A unique program in Indigenous Entrepreneurship that is badly needed in this country
- A relatively unique new program in Social Innovation and Impact that leverages our strengths in GreenHouse

2. A More Engaged and Diverse Residence Community

Two initiatives are worth noting here:

- We have made a conscious effort to recruit a more diverse team of Dons
- We are taking a leading position in terms of welcoming neurodivergent students into residence
- The student body is visibly more diverse this year. We believe this is in part because when the Associate VP for Equity brings contingents of Black students to visit the university, he ensures that they have the best lunch on campus – at United College. The College has partnered with the EDI Office and the Black Studies academic program to operate a special orientation program for incoming and prospective Black students. We are confident this initiative will make United the go-to choice for new Black students.

3. A Fourth Major Co-Curricular Program

The current three programs are GreenHouse, the WISC, and the Student Refugee Program

We have developed a new incubator for Indigenous Entrepreneurship, which has received substantial external funding and employs three Indigenous staff.

It is logical to prefer that new co-curricular programming be linked to existing academic programming. We have assumed for a number of years that the greatest opportunities in this area would be tied to our new academic program in Human Rights. Since the end of the winter term, the faculty in the Human Rights Minor have been working with students in their program to make United College the base for a chapter of Amnesty International. Approximately a dozen students have signed up to participate in the initiative. There is a good chance that this will evolve into a new major co-curricular program that meshes well with the College's values and priorities.

The departure of the WISC to the other side of the creek has set the College back in this area. On the other hand, we are moving forward by extending our work in the social innovation space. "Flinthub" is a new incubator for Indigenous students and we are currently in talks with "Liftoff" (the Black business incubator) about aligning with GreenHouse and Flinthub in a new confederation of specialty incubators.

4. Stronger Engagement of Upper-Year Students

Over the past three years, we have gone from having virtually no upper-year students in the residence (apart from the Dons) to approximately 50

We now have a United College Student Union that represents *all* United College students, not just those in residence.

Plans are in the works to offer on off-campus membership to non-residents who fit under the College's definition of United College Students: students using the WISC or GreenHouse; students enrolled in United College academic programs; and former residents who are still enrolled at UW but now live elsewhere.

The number of upper-year students in residence continues to increase. We are now at 18% (vs. 16% last year).

5. Upgraded Residence Wings and Additional Academic Space

The upgrades to the East and West Wings have been completed.

We had hoped that the departure of the WISC would allow us to create a new 40-seat classroom in that space but structural impediments prevented us from moving forward with that plan. We instead used the space for a new Student Centre and have looked elsewhere to expand our teaching space. Room 256 has been converted into a 25-seat classroom that can be used for a fair number of our courses (including ARTS 160). We are also renovating the former chapel, equipping it with a beautiful circular table that can be used for seminars or other classes with up to 23 students.

6. An Enhanced Profile on the Broader Campus

Modest progress has been made in the last two years through the following initiatives:

- Innovative new academic programs (as described above)
- Institutional re-brand
- Dining Diplomacy: our outstanding food service allows us to draw UW leaders to Watsons. In June, we hosted the UW Board for lunch. We will host the UW Executive Council in November.
- We have taken on a fund-raising event for community partner *Reception House*. Our first crack at it brought the Mayor of Waterloo, the Chair of Waterloo Region, the MP for Waterloo and a Waterloo City Councillor to our College.
- Our skating rink and pickleball court are both unique on campus. It is our intention to share these unique resources with cross-campus partners to help build relationships and to cement our image as a great home for students.

In recent years, we have not had much of a presence in UW media. We are now reversing that trend. Here is a list of features and news stories about the College that have appeared in UW media since last year's report:

- **Flinthub Scotiabank Feature-** <https://uwaterloo.ca/united-college/news/driving-indigenous-entrepreneurship-50000-donation>
- **UTD Golf Tournament supporting Waterloo's Women's Basketball-** <https://uwaterloo.ca/united-college/news/united-college-golf-tournament-tees-new-legacy-supporting>
- **Social Innovation Year In Review-** <https://uwaterloo.ca/united-college/news/empowering-changemakers-social-innovation-impact-minor>
- **UTD's Presidential Search-** <https://uwaterloo.ca/united-college/presidential-search>
- **National Recognition for United College's Incubators -** <https://uwaterloo.ca/united-college/news/national-recognition-united-colleges-incubators>

For Decision

Date of Meeting: October 23, 2025

To: Members, Board of Governors

From: Richard Myers, Principal

RE: **Item #5a) E16 – Pregnancy, Parental and Adoption Leaves Policy – Staff and Faculty**

Recommendation:

Motion to approve the proposed changes to E16 – Pregnancy, Parental and Adoption Leaves Policy as presented.

Background:

Proposed changes are not the result of new legislation but rather to be more consistent with the University of Waterloo's Policy 14 – Pregnancy and Parental Leaves. The changes help to provide clarity on the categories of employees that are eligible for leaves, the categories of employees that are eligible for supplementary benefits, and the process for taking a leave.

New language outlines the enhanced features of the College's Pregnancy Leave, Parental Leave, Supplemental Maternity Benefits, and Supplemental Paternity Benefits and their relationship to legislated leaves and benefits. Additional updates provide guidance on tenure and sabbatical considerations and measures to facilitate employees' successful return to work when their leave ends.

Documentation Provided:

- E16 – Pregnancy, Parental and Adoption Leaves Policy – Staff and Faculty

E16: Pregnancy, Parental and Adoption Leaves Policy – Staff & Faculty

Last Reviewed/Updated: August 2025
Next Review: 2027

Board Approval Required: Yes

RELATED POLICIES, GUIDELINES AND PROCEDURES:

B8 – Appointment, Permanence, Tenure And Promotion Policy - Faculty

E1 – Salary Administration Policy – Staff

E4 – Reduced Work Load Policy – Staff and Faculty

E6 – Paid Holiday Policy – Staff & Faculty

E10 – Unpaid & Special Leaves of Absence – Staff and Faculty

P7 – Staff Hiring Procedure

1. GENERAL

Providing enhanced benefits during pregnancy and parental leaves of absence is a standard offering within the post-secondary sector. This arrangement helps ensure United College (UTD) continues to attract and retain talented and engaged employees and aligns with UTD's strategy of being an equitable and diverse community and workplace. Employees should consult with the HR Manager at UTD if they are planning to take a pregnancy and/or parental leave.

2. SCOPE

This policy addresses leaves of absence and benefits for eligible employees associated with the birth or adoption of a child, and measures available to employees and their managers to facilitate the employee's return to work following the leave of absence. This policy applies to all employees of UTD, excluding students.

3. LEGAL FRAMEWORK

This Policy will be construed in accordance with applicable law, in particular:

- Employment Standards Act, 2000, S.O. 2000, c. 41 ("ESA")
- Employment Insurance Act, S.C. 1996, c. 23
- Human Rights Code, R.S.O. 1990, c. H.19 ("OHRC")

If any of these legal provisions are modified, abrogated, superseded, or added to, the policy will be interpreted in accordance with the new legal framework. When necessary (e.g., the legal provisions change regarding access, eligibility, length, or benefit amount) the policy will be revised to ensure consistency with the new legal provisions.

4. PURPOSE

The purpose of this policy is to:

- Establish roles and responsibilities of the stakeholders involved in planning and supporting pregnancy and parental leaves of absence.

E16: Pregnancy, Parental and Adoption Leaves Policy – Staff & Faculty

Last Reviewed/Updated: August 2025

Board Approval Required: Yes

Next Review: 2027

- Outline the enhanced features of the UTD Pregnancy Leave, Parental Leave Supplemental Maternity Benefits, and Supplemental Parental Benefits and their relationship to legislated leaves and benefits.
- Define the employee eligibility categories for these leaves and supplemental benefits.
- Provide guidance on other matters associated with pregnancy and parental leaves, including tenure and promotion timing, and measures to facilitate employees' successful return to work when their leave ends.

5. LEGISLATION PERTAINING TO PREGNANCY AND PARENTAL LEAVES AND BENEFITS

Under the Ontario *Employment Standards Act, 2000* (ESA), eligible employees who are pregnant or new parents have the right to unpaid time off work. These job-protected leaves will be referred to as ESA Pregnancy Leave and ESA Parental Leave. ESA leaves are the minimum required by law. United College provides eligible employees with leaves of absence that exceed these minimum requirements. Section 7 below defines and describes associated leaves of absence referred to as UTD Pregnancy Leave and UTD Parental Leave.

Under the federal *Employment Insurance Act* (EI), eligible employees receive EI Maternity and Parental benefits during a pregnancy or parental leave of absence. These benefits will be referred to as Maternity EI benefits and Parental EI benefits.

Employees must apply to Service Canada (online or in person at a Service Canada Centre) for EI benefits. UW Human Resources (upon request) will produce the employee's Record of Employment (ROE), which is required to process their EI application. Employees can begin their EI application before their ROE is issued but Service Canada will not process their claim and begin their benefits until the ROE is received. In addition to EI, employees may be eligible for benefits from the College that provide financial support during their leave of absence. Section 8 below defines these benefits, which are referred to as UTD Supplemental Maternity Benefits and UTD Supplemental Parental Benefits.

6. EMPLOYEE ELIGIBILITY CATEGORIES

For UTD Pregnancy Leave, UTD Parental Leave, UTD Supplemental Maternity Benefits, and UTD Supplementary Parental Benefits, there are four employee eligibility categories. An employee's category is determined at the commencement of each leave, as follows:

- a) Tenured, continuing or tenure-track faculty, and employees holding a position without an end date.
- b) All employees, not in Category a) above, with at least 5 years of employment.
- c) All employees not in Categories a) or b) above with between 2 and 5 years of expected employment.
- d) All other employees not in Category a), b) or c) above.

E16: Pregnancy, Parental and Adoption Leaves Policy – Staff & Faculty

Last Reviewed/Updated: August 2025

Board Approval Required: Yes

Next Review: 2027

Please note that in determining the total period of employment for the eligibility category, separate periods of employment will be added together provided the appointment intensities were all at least 33% and the time between employment periods was less than 26 weeks. Leaves of absence (e.g. sick leave, long term disability, an unpaid leave of absence or any legislated leave of absence) occurring during a period of employment are counted as part of that single period of employment.

7. UNITED COLLEGE PREGNANCY AND UNITED COLLEGE PARENTAL LEAVES

UTD Pregnancy Leave and UTD Parental Leave are job-protected unpaid leaves of absence available to eligible employees who are new parents. They are enhanced versions of the ESA Pregnancy Leave and ESA Parental Leave, building upon the minimum leaves set by the ESA. The following descriptions of UTD Pregnancy Leave and UTD Parental Leave should be reviewed in conjunction with descriptions of the ESA leave terms to understand the full scope of the leaves available to employees.

Employees in eligibility categories a), b), or c) (see Section 6 above) are eligible for UTD Pregnancy Leave and UTD Parental Leave. Employees in category f) may be eligible for ESA Pregnancy Leave and ESA Parental Leave.

Statements in the following descriptions beginning with an asterisk “*” indicate a UTD enhancement to the ESA’s minimum requirements, or a UTD administrative requirement.

UTD Pregnancy Leave

- Eligible pregnant employees have the right to take an unpaid leave of absence of up to 17 weeks, or longer in certain circumstances.
- *Eligibility does not require a minimum employment period.
- *UTD Pregnancy Leave is not normally to be used when an illness or injury prevents a pregnant employee from performing the essential duties of their position unless they are ineligible for sick leave. Pregnant employees eligible for sick leave should contact UW Occupational Health to discuss their case and commence pregnancy leave upon the earlier of the due date or delivery. Pregnancy-related sick leave will precede pregnancy leave.
- UTD Pregnancy Leave can begin 17 weeks before the employee’s due date and up to the due date (or date of birth if earlier). In cases when the birth is overdue, the leave of absence will be extended to the birth date and thus can be longer than 17 weeks.
- The leave start date is at the discretion of the employee, though the employee must provide the College with the required written notice.
- *The employee must provide UW HR with a certificate from a medical practitioner (which may include a medical doctor, a midwife, or a nurse practitioner) stating the baby’s due date.
- Written notice of leave is required to be submitted to their manager and HR at least two weeks before the start date. Two months notice is preferred, to facilitate planning in the employee’s unit. Retroactive notice of leave is possible in cases of unexpected early birth.

E16: Pregnancy, Parental and Adoption Leaves Policy – Staff & Faculty

Last Reviewed/Updated: August 2025

Board Approval Required: Yes

Next Review: 2027

- *An employee who has a miscarriage or stillbirth more than 17 weeks before the due date is encouraged to seek support and discuss sick leave with a medical practitioner and UW Occupational Health.
- *In the event of a medical practitioner-confirmed pregnancy loss or stillbirth within the 17-week period preceding the due date, the employee is entitled to up to 17 weeks of leave after the date of the loss. This leave is in addition to any leave the employee has already taken.
- An employee who wishes to return to work earlier than 8 weeks after giving birth must provide Occupational Health with written approval from their medical practitioner (a medical doctor, a midwife or a nurse practitioner).
- To change the scheduled leave end date, the employee must submit written notice to their manager and UW HR at least four weeks before the rescheduled end date. Employees who have not previously scheduled a return to work date and want to return to work before using all 17 weeks of UTD Pregnancy Leave must also provide their manager and UW HR written notice four weeks before their return to work.
- The College cannot require an employee to return from leave early.

UTD Parental Leave

- Eligible new parents have the right to take an unpaid leave of absence of up to 61 weeks (if UTD Pregnancy Leave has been taken) or up to 63 weeks (if UTD Pregnancy Leave has not been taken).
- *Eligibility does not require a minimum employment period.
- The right to a UTD Parental Leave is separate from the right to UTD Pregnancy Leave. A birth parent may take both pregnancy and parental leave.
- The leave of absence period can commence up to 78 weeks (possibly later for birth parents) after the child is born or the date the child first came into the employee's care, custody and control.
- In addition to a birth or adoptive parent, a "parent" also includes a person who is in a relationship of some permanence with a parent of the child and who plans on treating the child as their own.
- The leave start date is at the discretion of the employee, though the employee must provide the College with the required written notice.
- *The employee must provide UW HR with a certificate from a medical practitioner (which may include a medical doctor, a midwife, or a nurse practitioner) stating the baby's birth date.
- Written notice of leave is required to be submitted to the relevant manager and UW HR at least two weeks before the start date. Two months notice is preferred, to facilitate planning in the employee's unit.

E16: Pregnancy, Parental and Adoption Leaves Policy – Staff & Faculty

Last Reviewed/Updated: August 2025

Board Approval Required: Yes

Next Review: 2027

- To change the scheduled leave end date, the employee must submit written notice to their manager and UW HR at least four weeks before the rescheduled end date. Employees who have not previously scheduled a return to work date and want to return to work before using all of their available UTD Parental Leave must also provide their manager and UW HR written notice four weeks before their return to work.
- The College cannot require an employee to return from leave early.

8. UNITED COLLEGE SUPPLEMENTAL MATERNITY AND PARENTAL BENEFITS

In addition to statutory benefits provided under the *ESA* and the *Employment Insurance Act*, as amended, with respect to Pregnancy Leave and/or Parental Leave (including for adoption), United College provides supplementary benefits for a specified period of time so that an employee's salary, together with Employment Insurance (EI), amounts to 95% of their salary earned immediately before the leave. To be eligible, an employee must declare in writing and to UW HR (submit absence request on Workday) the intention to return to work for at least six months. The request should be submitted at least three months prior to the expected date of birth or as soon as possible in the case of adoption.

Table 1 below defines the access and level of maternity and parental supplemental benefits (duration and percentage of base pay) for the employee eligibility categories in Section 6. The supplemental benefits are defined by the percentage of base pay received by the employee, considering both the EI benefit received and the UTD benefit provided by the College. The table defines benefits for those eligible for EI (depending on the Parental EI Benefit duration option selected) and those not eligible for EI. Employees in eligibility categories a), b), c) who are not eligible for EI benefits are only eligible for UTD supplemental benefits if they are within their first year of employment at UTD when the leave begins.

Every employee applying for UTD's Supplemental Maternity Benefits or UTD's Supplemental Parental Benefits must apply for EI benefits. Although EI eligibility is not required to receive the UTD Supplemental Maternity Benefit or UTD Supplemental Parental Benefit, an employee must provide the Executive Director of Finance and Administration with their EI Benefit Statement or proof they have been deemed ineligible for EI benefits before UTD's Supplemental benefits are paid. As an employee's EI eligibility status can change from ineligible to eligible while receiving supplemental benefits from UTD, it is the employee's responsibility to reapply and, if eligible, receive EI benefits. Failure to do so may result in UTD requiring them to pay back to UTD the amount they should have received from EI but instead received from UTD. Employees must notify the Executive Director of Finance and Administration as soon as they become aware of the outcome of any such EI reapplication and change in eligibility.

UTD Supplemental maternity and parental benefits are calculated in accordance with the pay cycle and distributed evenly based on the expected weekly base pay less the EI benefit rate. If an employee is eligible for EI but, due to other sources of income their EI benefit payable is reduced from their EI benefit rate, UTD supplemental benefits will be calculated based on the EI benefit rate (i.e. the unreduced benefit). For the purposes of this Policy, weekly pay is defined as the employee's annual base pay, which includes paid holidays as defined in E6 – Paid Holiday Policy – Staff & Faculty, divided by 52 (the number of weeks in the year).

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Last Reviewed/Updated: August 2025

Board Approval Required: Yes

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Table 1. Maximum duration and level of supplemental UTD income benefit for employees in each eligibility category and all EI benefit levels.

Eligibility Category ¹	Waiting Period	Maximum Duration and level of Supplemental UTD Income Benefit Relative to Employment Insurance (EI)		
		EI standard parental benefits <i>(55% EI parental benefit, up to 35 weeks)</i>	EI extended parental benefits <i>(33% EI parental benefit, up to 61 weeks)</i>	Not eligible for EI (i.e. accumulated less than 600 insured hours of work in the 52 weeks prior to application for EI)
Category a) & b)	None	Maternity 15 weeks (first 8 weeks at 100%, next 7 weeks at 95%) Parental - not shared⁵ 20 weeks (95%)	Maternity 15 weeks (first 8 weeks at 100%, next 7 weeks at 95%) Parental - not shared⁵ 20 weeks (supplemental UTD income equivalent to standard EI column ²)	Maternity 15 weeks (first 8 weeks at 100%, next 7 weeks the supplemental UTD income equivalent to standard EI column ²) Parental - not shared⁵ 20 weeks (supplemental UTD income equivalent to standard EI column ²)
Category c)	12 month waiting period	Maternity 15 weeks (first 8 weeks at 100%, next 7 weeks at 95%) Parental³ – not shared⁵ 4 weeks for every year ⁴ of expected employment ⁶ yielding a maximum of 20 weeks total	Maternity 15 weeks (first 8 weeks at 100%, next 7 weeks at 95%) Parental³ - not shared⁵ 4 weeks ⁴ for every year ⁴ of expected employment ⁶ (supplemental UTD income equivalent to standard EI column ²) yielding a maximum of 20 weeks total	Maternity 15 weeks (first 8 weeks at 100%, next 7 weeks the supplemental UTD income equivalent to standard EI column ²) Parental³ - not shared⁵ 4 weeks ⁴ for every year ⁴ of expected employment ⁶ (supplemental UTD income equivalent to standard EI column ²) yielding a maximum of 20 weeks total
Category d)	N/A	N/A	N/A	N/A

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1. See Section 6 for definitions of each eligibility category.
2. Equivalent supplemental UTD income amounts for an employee on the extended EI parental benefits are paid out in an equivalent way to what would be paid if the employee selected the standard EI parental benefits (same payment schedule and same payment amounts from UTD).
3. Regular faculty in Category c) who satisfy the waiting period have access to at least 17 weeks of supplemental parental benefits.
4. Prorated for partial years and then rounded up to the nearest full week.
5. UTD Supplemental Parental Benefits are available to both parents provided they are both eligible employees. In that case, UTD Supplemental Parental Benefits and associated leaves of absence can be taken concurrently.
6. “Expected employment” includes all completed years of service with the College, as well as the full term of the employee’s expected continued employment with the College, where a contract for a continued term of employment has been signed at the time that the leave of absence is taken.

UTD Supplementary Maternity Benefits

Eligible employees receive up to 15 weeks of UTD Supplemental Maternity Benefits while on UTD Pregnancy Leave. The 15 weeks can start as early as 12 weeks before the expected date of birth and can end as late as 17 weeks after the actual date of birth. If a pregnant employee is unable to work for medical reasons, sick leave may apply (if the employee is eligible for sick leave) until the earlier of the date of birth or due date, and the UTD Pregnancy Leave with UTD Supplemental Maternity Benefits will then commence.

For the first eight weeks of UTD Pregnancy Leave, the College will pay eligible birth parent employees UTD Supplemental Maternity Benefits of 100% of their base pay less any EI Maternity Benefit the employee receives. After eight weeks, for up to seven additional weeks, the College will pay eligible employees 95% of base pay less their EI amount (defined as the lesser of 55% of their base pay or the EI maximum), regardless of the EI received. Adoptive parents are eligible to share the non-medical related UTD Supplemental Maternity Benefits for up to seven additional weeks.

In the event of a pregnancy loss during a UTD Pregnancy Leave in week 20 of the pregnancy or later, UTD Supplemental Maternity Benefits will be paid for up to eight weeks immediately following the loss. This is in addition to any UTD Supplemental Maternity Benefits previously received during the UTD Pregnancy Leave. For the total UTD Supplemental Maternity Benefits period (before the pregnancy loss and/or up to eight weeks after the loss) the College will pay UTD Supplemental Maternity Benefits of 100% of base pay less any EI Maternity Benefit for the first eight weeks, and 95% of base pay less their EI amount, regardless of the EI received, for the remaining weeks.

UTD Supplemental Parental Benefits

Eligible employees receive up to 20 weeks of UTD Supplemental Parental Benefits while on UTD Parental Leave. See Table 1 for details, for each eligibility category. The access, duration and amount of the UTD

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Supplemental Parental Benefit is unaffected by EI eligibility. Employees receiving Parental EI Benefits can choose between two options, standard benefits, and extended benefits. This decision has no impact on the UTD Supplemental Parental Benefits payment schedule and amounts employees receive. The UTD Supplemental Parental Benefit is 95% of the employee's base pay less their EI amount (the lesser of 55% of their base pay or the standard parental EI maximum), regardless of EI received.

UTD Supplemental Parental Benefits are available to both parents provided they are both eligible employees. In that case, UTD Supplemental Parental Benefits and associated leaves of absence can be taken concurrently. Consistent with EI regulations, supplemental parental benefits can start any time after the baby is born (for the birth parent, after UTD Supplemental Maternity Benefit payments stop) but will expire after 52 weeks (standard parental) or after 78 weeks (extended parental).

Non-birth parents eligible for UTD Supplemental Parental Benefits have an option to exchange three weeks of the maximum Supplemental Parental Benefit to which they are entitled (see Table 1) for an earlier, separate block of 10 paid days (at 100% pay) around the time of the birth so they can support and care for the birth parent and any other children in the family. As soon as they know they wish to make this exchange, employees are to notify their supervisor who is in turn responsible for notifying UW Human Resources.

Employees who have not reached five years of employment and voluntarily terminate their employment with the College may be required to repay some or all of their supplemental parental benefits. Specifically, these are employees who voluntarily terminate their employment prior to completing the years of employment utilized to determine the length of their supplemental parental benefit period(s). The repayment amount depends on the difference or shortfall between the expected years of employment utilized for supplemental benefit period determination and the actual period of employment at the time of voluntary employment termination. For every year of this shortfall, the employee repayment amount is four weeks of their previously received supplemental parental benefit payments. The actual repayment amount will be prorated for partial years and rounded to the nearest full week.

9. CONTINUATION OF MANDATORY BENEFITS DURING LEAVE

While receiving supplemental income benefits from the College during their UTD Pregnancy Leave and/or UTD Parental Leave, employees must continue their pension and benefits contributions on the same basis as immediately before their leave of absence. Required premiums and contributions are deducted by UW Human Resources from UTD Supplemental Maternity Benefits and UTD Supplemental Parental Benefits.

For periods of a UTD Pregnancy Leave and/or UTD Parental Leave where no supplemental benefits from the College are payable, participation in the pension plan is optional but continuation of benefits is mandatory unless equivalent coverage elsewhere is demonstrated. Employees who choose not to contribute to the pension plan during this time will not accrue full pension plan service credits, reducing their pension accrual. Payment of required premiums and contributions must be arranged with UW Human Resources.

Employees should consult the registered pension plan documentation and UW Human Resources for further information.

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Last Reviewed/Updated: August 2025

Board Approval Required: Yes

Next Review: 2027

10. TENURE AND SABBATICAL CONSIDERATIONS FOR REGULAR FACULTY

Pregnancy and/or parental leaves reduce the time available to faculty members to prepare for tenure consideration. Therefore, the probationary period and the time to tenure decision can be extended as follows for each pregnancy leave and parental leave:

- one year on notification to the Academic Dean for any UTD or ESA Pregnancy Leave.
- one year on notification to the Academic Dean for a UTD or ESA Parental Leave for a non-birth parent spanning 16 or more weeks.
- one or two years, as decided by the faculty member, on notification to the Academic Dean for UTD or ESA Pregnancy and Parental Leaves spanning 68 or more weeks when combined.

Sabbatical leave and administrative leave credit will be earned during each pregnancy or parental leave. Sabbatical and administrative leave credits accumulate at the same rate during the leave as if the faculty member was not on leave. For example, at least two-thirds of the leave period is to be credited as equivalent teaching term(s) for the purposes of sabbatical eligibility determination. Faculty who normally teach all three terms in a year will be assigned equivalent teaching term credits equal to the total leave period for the purposes of sabbatical eligibility determination.

Probationary faculty members continue to accumulate service credit towards sabbatical eligibility during pregnancy or parental leaves. Service and teaching credit accumulated while on a probationary contract may be applied toward eligibility for sabbatical leave that begins after the Board of Governor's decision on the tenure application, subject to the conditions in B8 – Appointment, Permanence, Tenure And Promotion Policy.

If a pregnancy or parental leave begins during a sabbatical leave, the missed portion of the sabbatical will be rescheduled within the next three years in consultation with the department Director and Academic Dean. It will not overlap with a regularly scheduled non-teaching term.

11. SALARY AND VACATION ENTITLEMENT

Employees who take Pregnancy Leave, Adoption Leave and/or Parental Leave remain eligible for salary increases in accordance with E1 – Salary Administration Policy.

Employees will not normally accrue vacation credits during periods when they are not being paid, except as required by the *ESA*. However, employees who return to active service for at least one month after a Pregnancy Leave, Adoption Leave and/or Parental Leave will be credited with the amount of vacation credits that they would have earned, had they been working during the leave. It is expected that outstanding vacation credits already earned before the leave will be taken prior to the beginning of the leave. If the accrued vacation credits cannot be used (due to the leave commencement date or the duration of the leave) they can be carried forward into the next vacation year.

12. RETURNING TO WORK: OPTIONAL ARRANGEMENTS

The return to work after a pregnancy and/or parental leave may be a difficult time for some individuals. Where possible a reduced workload arrangement may be available to help transition new

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Last Reviewed/Updated: August 2025
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parents back into their career. During such an arrangement, United College will continue to provide benefits as per E4 – Reduced Work Load Policy. Employees who wish for additional temporary reduced workload beyond what is authorized in this policy below must arrange this separately under E4 – Reduced Work Load Policy.

Regular Faculty

Regular faculty returning from leave are eligible for a temporary reduced workload of as low as 50% of normal full-time faculty under this policy unless they return to work earlier than their scheduled leave end date and they have been replaced with a new full-time hire. As such, eligibility for some faculty may require waiting for their scheduled leave end date. Salary is adjusted proportionately to reflect reduction of work. Temporary reduced workload arrangements must be for a minimum of 12 weeks and end within 78 weeks (63 weeks for the non-birth parent) of the regular faculty member beginning their UTD Pregnancy Leave, or UTD Parental Leave for the non-birth parent. All such temporary arrangements will be scheduled to end in a) December b) April or c) August.

The leave of absence must be terminated on the day before the period of temporary reduced workload begins. During the temporary reduced workload, no supplementary UTD Pregnancy or UTD Parental benefits will be paid by United College.

Faculty members selecting this temporary arrangement must notify the Academic Dean in writing at least 16 weeks prior to the start of the temporary workload arrangement. This notification shall include the start date of their UTD Pregnancy Leave, or UTD Parental Leave for the non-birth parent, and the proposed start and end date of the temporary reduced workload arrangement. Reduced workload duties must be agreed to by the faculty member, Academic Dean, and documented. Changes to an agreed upon reduced workload percentage are possible if agreed upon in writing by the faculty member and Academic Dean.

Regular Staff

A month before returning to their positions, employees should discuss return-to-work plans and available employee supports with their managers. Managers are encouraged to adopt an appropriate level of initial expectations for the returning employee's job performance as they re-adjust to their regular work hours and work responsibilities.

Employees can arrange, in consultation with their manager, a temporary reduced workload, similar to that allowed under E4 – Reduced Work Load Policy. A period of up to 20 reduced working days will be granted provided the employee makes the request at least one month in advance of their expected date of returning to work. Requests with less than one month of advance notice may still be considered.

15. QUESTIONS

Questions concerning this Policy should be directed to the HR Manager or to the applicable officer designated from time to time.

United College

Investment Report Date: September 18, 2025

Metric	Min	Max	Target	Reported Result
Long Term Mandate Market Value (CAD)				\$7,384,703.21
Short Term Mandate Market Value (CAD)				\$3,810,449.84
Combined Market Value (CAD)				\$11,195,153.05
Combined Rate Of Return			Market Index* YTD: 8.42% 1 Year: 12.64% 5 Year: 8.67%	YTD: 7.96% 1 Year: 12.82% 5 Year: 10.58%
Combined Equity %	25%	65%	50%	51.08%
Combined Cash, Cash Equivalents & Fixed Income %	35%	75%	50%	48.92%
Foreign Equity % as a % of Equity	0%	50%	n/a	48.09%
Transfers	March 12, 2025: -\$500,000 April 30, 2025: -\$750,000 May 30, 2025: -\$500,000 August 1, 2025: +\$750,000 September 2, 2025: +\$500,000			

* Market Index is comprised of 25% S&P/TSX Composite, 25% S&P 500 Index, 50% Dex Bond Universe

For Decision

Date of Meeting: October 23, 2025

To: Members, Board of Governors

From: Richard Myers, Principal

RE: **Item #5d) Kitchen Renovation Proposal**

Recommendation:

Motion to approve the kitchen renovation project with proposed budget and timeline as presented.

Background:

The project to renovate the kitchen was undertaken with a number of objectives. The most important of these was to provide our kitchen staff with additional room for food preparation and additional fridge/freezer space. A minor yet essential need was to replace the dessert cooler, which is no longer functional.

There were two other potential improvements. One was the addition of some new pieces of cooking equipment (a tilt-skillet and a pizza oven being the major pieces). The other was a major modification to the layout of the servery so as to include some kind of pantry area for beverages and breakfast items.

Consultations with two different groups of kitchen consultants have led us to conclude that it is not realistic to proceed with either the new cooking equipment or the modification of the servery. Any plan that includes those two items would cost at least \$2million, which is far in excess of what we can afford. Also, it appears that we would not be able to execute such a plan without shutting the kitchen down entirely for ten weeks. A decade ago, when we had only modest activity in the summer, that might have been possible. Today, however, there are only a couple of “between-term” weeks when we can do without access to the kitchen.

We have therefore concluded that the responsible way forward is to proceed with a more modest plan that will allow us to meet all three of our priority objectives. The plan hinges on converting the TV room into a centre for dishwashing and dry storage and then converting the current dishwashing and dry storage spaces to additional food-prep and refrigeration space. It also includes the required new dessert station. The plan (attached) has been reviewed and approved by the Building and

Property Committee. The whole project would be approximately 10 weeks of construction and be planned with minimal disturbance to existing food service.

In consultation with expert consultants, Mike has prepared a budget for this plan. The total cost, including design work and contingency funding, is \$394,000. In anticipation of this project, we have over the past two years set aside a total of \$308,000 in our capital projects account. Our proposal is to make up the difference by transferring \$86,000 from the \$338,000 of undesignated accrued interest in our Development Fund. The Development Fund exists to support projects like this one and the fact that this interest income is not currently designated for any particular purpose makes it quite reasonable to direct it to a project that is a high priority for the College.

Costs:

Kitchen Renovation project cost	\$ 394,088
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Resources:

Accumulated Special projects amount	\$ 308,094
Accrued development fund interest	<u>\$ 85,994</u>
Total Resources	<u><u>\$ 394,088</u></u>

Documentation Provided:

- KC1 – Existing Served and Kitchen Plan (page 28)
- KC2 – Served and Kitchen Plan Alterations (page 29)



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**BROWN'S FOODS
UNITED COLLEGE
SERVERY ALTERATIONS**

EXISTING PLAN

1 PLAN
KC1 SCALE: 1/4" = 1'-0"

KSL

2570 Edinburgh Place, Ottawa, Ontario K1B 5M1
Tel: (613) 746-5785 **Fax:** (613) 746-9958
E-mail: info@kalca.com **Website:** www.kalca.com

JOB NO.: 5124 DRAWN BY: KT
SCALE: AS SHOWN DATE: MAY 15 2021
FILENAME: 5124_Bascom Limited WC1.dwg

**BROWN'S FOODS
UNITED COLLEGE
SERVERY ALTERATIONS**

PROGRAM PLAN

KC2

BOARD OF GOVERNORS, AGM & COMMITTEE MEETING SCHEDULE

Board of Governors

All Board meetings will be held at the College starting at 7:00 PM EST (at 190 Westmount Road North, Waterloo) and virtually on Zoom unless otherwise stated.

Board meeting dates are as follows:

2026

February 26, 2026

April 23, 2026

June 18, 2026

Saturday, October 24, 2026 at 3:00 PM EST

**Stanley Knowles lecture to follow at 6:00 PM*

AGM

The AGM will be held immediately after the conclusion of the October Board meeting.

Committees

All committee meetings will be held virtually on Zoom.

Executive Committee meetings are held from 5:00 PM to 5:30 PM EST unless otherwise stated.

Executive Committee meeting dates are as follows:

2026

February 12, 2026

April 9, 2026

June 4, 2026

October 8, 2026

Building & Property Committee meetings are held from 5:00 PM to 6:00 PM EST unless otherwise stated.

Building & Property Committee meeting dates are as follows:

2026

April 2, 2026

October 1, 2026

Finance & Investment Committee meetings are held from 5:00 PM to 6:00 PM EST unless otherwise stated.

Finance & Investment Committee meeting dates are as follows:

2026

February 5, 2026

March 26, 2026

May 14, 2026

September 24, 2026

Audit Committee meetings are held from 5:00 PM to 6:00 PM EST unless otherwise stated.

Audit Committee meeting dates are as follows (for information only, subject to change):

2026

May 7, 2026

September 17, 2026

Governance Committee meetings are held from 5:00 PM to 6:00 PM EST unless otherwise stated.

Governance Committee meeting dates are as follows:

2026

January 29, 2026

March 19, 2026

May 28, 2026

September 10, 2026

Academic Council meetings are usually held once per academic term and are scheduled around faculty teaching times where possible.