Federation of Students’ Board Agenda

Regular Meeting

SLC 1106, University of Waterloo

Chair: President Beauchemin  Secretary: Secretary Easton

ATTENDANCE

Please convey regrets to the Chair of the Board chair@feds.ca.

Expected Attendees:

- President Beauchemin
- General Manager Burdett+
- Director De Sousa
- Secretary Easton
- Director Eyre
- Vice President Fitzpatrick
- Vice President Gerrits
- Director Hunte
- Director Parmar
- Chairman Plante
- Director Town
- Vice President Velling

+ Non-Voting Resource Member

Expected Absences:

- None

ORDER OF BUSINESS

Public Session

Preliminaries

- Call to order (Attention)
- Approval of the Agenda (Assumed)
- Territorial Acknowledgement (Information)
- Oral Conflict of Interest Declaration (Information)

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Public Session

PRELIMINARIES

Adding items to the agenda requires a two-thirds vote.

CALL TO ORDER

The Chair calls the meeting to order at 6:30 PM.

APPROVAL OF THE AGENDA

The Chair assumes the Agenda.

TERRITORIAL ACKNOWLEDGEMENT

Pursuant to Federation Policy 50, Indigenous Engagement and Inclusivity, the Federation of Students’ Board of Directors acknowledges:

"The University of Waterloo is on the traditional territory of the Neutral, Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to the Six Nations, which includes six miles on each side of the Grand River."

ORAL CONFLICT OF INTEREST DECLARATION

In accordance with Procedure 2, §II(6), the Chair poses the following question:

"In relation to any of the items of business on the agenda for this meeting, does any Director have an actual, perceived, or potential conflict of interest?"

REMARKS OF THE CHAIR

SPECIAL ORDERS

TRAINING FROM CORPORATE LEGAL COUNSEL

For Information: Presentation and Legal training from Gary Flaxbard.

Note: This Special Order is scheduled to run from 6:30p to 7:30p.
PRESENTATION ON INVESTMENTS

For Information: Presentation from Blair Fingland, TD Investment Advisor, regarding Feds financial investments and portfolio performance.

Note: This Special Order is scheduled to run from 7:30p to 8:00p.

APPROVAL OF THE MINUTES

MAY REGULAR MEETING

Be it resolved that Board approve the public minutes of the May 7, 2019 Regular Meeting as presented.
Submitted By: Secretary Easton and Chairman Plante

REPORTS

Motions arising directly out of a report, including to adopt recommendations in the report, may be considered immediately after the report without having to wait until later in the meeting. No action is required to receive a report. If the Board decides to adopt or accept a report, then it is endorsing the entire report and not just the recommendations, unless otherwise specified.

EXECUTIVE REPORTS

Each executive will provide an oral report.

1. President (Beauchemin)
2. Vice President of Operations & Finance (Velling)
3. Vice President of Education (Gerrits)
4. Vice President of Student Life (Fitzpatrick)

COMMITTEE REPORTS

Each Committee Chair will provide an oral report.

1. Executive Committee (President Beauchemin)
2. Ad Hoc Committee on Organizational Transition (President Beauchemin)
3. Ad Hoc Committee on GM Engagement (President Beauchemin)

BUSINESS ARISING FROM THE MINUTES

Business arising from the minutes is business carried on to a meeting from a previous meeting.
FEDS FEE AND ADMINISTERED FEE APPORTIONMENT

For Information: update on the apportionment on the Feds Fee and administered fees.
Note: Please find the following items attached:
- Letter to the Board from the Vice President, Operations and Finance
- Feds Fee Proposal for the University Board of Governors
- Feds Fee Apportionment
- Feds Fee Increases for the University Board of Governors
- Report of the University’s Vice President, Finance and Administration to the Board of Governors

Submitted By: Vice President Velling.

GENERAL ORDERS

BOARD ANNUAL PLAN

For Discussion: Board Annual Plan

Submitted By: Chairman Plante.

LONG RANGE PLAN

Be it resolved that Board adopt the 2019 Federation of Students Long Range Plan Proposal (attached), including the Terms of Reference for the Select Committee on Long Range Planning as presented in Appendix A of the document;

Be it further resolved that pursuant to the above item, _____ and ____ be elected by the Board to fill the non-Executive Director positions on the Select Committee;

Be it further resolved that pursuant to the above item, the President bring this proposal to Council for the election of Councillor and at-Large members to the Committee.

Submitted By: President Beauchemin.

DATES OF GENERAL MEETINGS

Be it resolved that the Board adopt the timelines for the Fall and Winter General Meetings, as recommended below by Students’ Council;
Be it further resolved that the Board task the Chair with exploring devolving the power to set the dates of the General Meetings to the Office of the President, with the advice of Council, and report back to the Board with findings at the July Regular Meeting.

Submitted By: President Beauchemin.

Note: At the May 12th meeting of Students’ Council, the following motion was adopted:

Be it resolved that Board adopts the following timeline for the Fall Annual General Meeting:

- Call for Agenda Items: September 24, 2019
- Agenda Published: October 8, 2019
- Proxy Deadline: 4:30 PM October 21, 2019
- General Meeting Date: 4:30 PM October 22, 2019

Be it further resolved that Board adopts the following timeline for the Winter General Meeting:

- Call for Agenda Items: February 25, 2020
- Agenda Published: March 10, 2020
- Proxy Deadline: 4:30 PM March 23, 2020
- General Meeting Date: 4:30 PM March 24, 2020

Be it further resolved that Board explore devolving the power to set the dates of the General Meetings to the Office of the President, with the advice of Council, to ensure they are well-aligned with General Elections dates and other substantial governance events.

PROPOSED BOARD PROCEDURE, SELECTION & VACANCIES OF DIRECTORS

Be it resolved that the Board adopt a new Procedure, Selection & Vacancies of Directors, as attached.

Submitted By: Chairman Plante and President Beauchemin

PROCEDURE 3 AMENDMENT

Be it resolved that Board approve an amendment to Procedure 3, as attached.
Submitted By: Chairman Plante and President Beauchemin
OTHER BUSINESS

Any Director may raise any item of concern during other business. Generally, long discussions without a specific motion before the Board should be avoided. A one-third (1/3) vote by the Directors present at the meeting is sufficient to postpone consideration of the motion to a future date.

Confidential Session

Be it resolved that the Board enters confidential session.

PRELIMINARIES

APPROVAL OF THE AGENDA

The Chair assumes the Agenda.

ORAL CONFLICT OF INTEREST DECLARATION

In accordance with Procedure 2, §II(6), the Chair poses the following question:

"In relation to any of the items of business on the agenda for this meeting, does any Director have an actual, perceived, or potential conflict of interest?"

REMARKS OF THE CHAIR

APPROVAL OF THE MINUTES

MAY REGULAR MEETING

Motion: May 7th 2019 Meeting Confidential Minutes.

REPORTS

Motions arising directly out of a report, including to adopt recommendations in the report, may be considered immediately after the report without having to wait until later in the meeting. No action is required to receive a report. If the Board decides to adopt or accept a report, then it is endorsing the entire report and not just the recommendations, unless otherwise specified.


**EXECUTIVE REPORTS**

Each executive will provide an oral report.

1. **President** (Beauchemin)
2. **Vice President of Operations & Finance** (Velling)
3. **Vice President of Education** (Gerrits)
4. **Vice President of Student Life** (Fitzpatrick)

**COMMITTEE REPORTS**

Each Committee Chair will provide an oral report.

1. **Executive Committee** (President Beauchemin)
2. **Risk Management Committee** (Vice President Velling)
3. **Personnel Committee** (Vice President Velling)

**BUSINESS ARISING FROM THE MINUTES**

*Business arising from the minutes is business carried on to a meeting from a previous meeting.*

**STAFF SURVEY REPORT**

For Discussion: Report on the Staff Survey.

**GENERAL ORDERS**

**LEGAL SERVICE CONTRACT**

For Information: Update on the Legal Service contract.

**OTHER BUSINESS**

*Any Director may raise any item of concern during other business. Generally, long discussions without a specific motion before the Board should be avoided. A one-third (1/3) vote by the Directors present at the meeting is sufficient to postpone consideration of the motion to a future date.*

**Public Session**

Be it resolved that the Board leaves confidential session.
ANNOUNCEMENTS

ADJOURNMENT

Be it resolved that the Chair adjourns the meeting.
Federation of Students’ Minutes

SLC 1106, UNIVERSITY OF WATERTO

Chair: President Beauchemin  Secretary: Secretary Easton

ATTENDANCE

The following members were present:

- President Beauchemin
- General Manager Burdett
- Director De Sousa*
- Secretary Easton*
- Director Eyre
- Vice President Fitzpatrick
- Vice President Gerrits
- Director Hunte*
- Director Parmar†
- Chairman Plante*
- Director Town†
- Vice President Velling

* remote | †late

Regular Session

PRELIMINARIES

CALL TO ORDER

The regular meeting of the Board of Directors assembled at 18:08 in SLC 1106. President Beauchemin took the Chair, and Secretary Easton acted as Secretary. The Chair verified the meeting was properly constituted in accordance with the Corporation’s bylaws, policies, and procedures, that due notice had been given to all members, and that a quorum was present.

ELECTION OF OFFICERS

Be it resolved that the Board ratifies the election of Connor Plante as Chair of the Board.

President Beauchemin and Secretary Easton.

Motion carries with Chairman Plante noted in abstention
Be it resolved that the Board ratifies the election of Benjamin Easton as Secretary of the Corporation. 

President Beauchemin and Chairman Plante.

Motion carries with Secretary Easton noted in abstention.

APPROVAL OF THE AGENDA

The Chair assumed the Agenda.

Secretary’s Note: Director Parmar entered the Boardroom at 18:09.

TERRITORIAL ACKNOWLEDGEMENT

Pursuant to Federation Policy 50, Indigenous Engagement and Inclusivity, the Federation’s Board of Directors acknowledges:

“The University of Waterloo is on the traditional territory of the Neutral, Anishnaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to the Six Nations, which includes six miles on each side of the Grand River.”

ORAL CONFLICT OF INTEREST DECLARATION

In accordance with Procedure 2 §II(6), the Vice President Velling posed the following question:

“In relation to any of the items of business on the agenda for this meeting, does any Director had an actual, perceived, or potential conflict of interest?”

Vice President Velling asked the Chair to determine if the Federation’s signing authorities would be in conflict with respect to the agenda item on amendments to Procedure 9. The Chair ruled that no such conflict existed.

REMARKS FROM THE CHAIR

Chairman Plante thanked the Board for placing their trust in him and encouraged Directors to contact him with any questions or support they needed relating to how to best carry out their roles as Directors. Chairman Plante informed the Board that President Beauchemin will act as the Chair of Board meetings during the Spring 2019 term due to him being outside of the Region of Waterloo for a Co-op Work Term, but that all other duties of the Chair of the Board would continue to be executed remotely by himself.

Secretary’s Note: Director Town entered the Boardroom at 18:13.
EXECUTIVE REPORTS

PRESIDENT (BEAUCHÉMIN)

The President informed the Board of ongoing advocacy projects, including issues of substantial rises to international tuition for students in the Faculty of Mathematics and student mental health.

Secretary’s Note: President Beauchemin put the Board at ease at 6:20 due to a telecom disruption where the Secretary disconnected. Vice President Velling began acting as Secretary at this time.

Directors asked the President about the nature and purpose of the Feds Branding Survey. The President responded that the survey is to inform Feds Marketing on decisions including potential changes to the name of the student association.

Directors asked for an update on the expected timeline for the MoU with Societies. The President answered that he will reach out to Society Presidents after the May Council meeting, and that the Committee of Presidents will set some frameworks for what a new review for the memorandum will look like. The President hopes to kick off the review by the week of May 21.

Secretary’s Note: Secretary Easton took over secretarial duties after re-joining the call at 6:22.

VICE PRESIDENT, OPERATIONS & FINANCE (VELLING)

Vice President Velling updated the Board that reviews of the Budget Procedures, as well as the Federation’s financial health have begun. Finally, the Vice President, Operations and Finance informed the Board of his intention to call a special meeting for procedural amendments to how the Feds administered fees are levied. Directors asked logistical questions relating to the scheduling of a special Board meeting, as well as the impacts of UPass opt-ins on executive time. Vice President Velling responded that the Feds receptionist is assisting him in handling UPass opt-ins and Chairman Plante assured the Board that the special meeting would be called in consultation with the scheduling poll.

VICE PRESIDENT, EDUCATION (GERRITS)

Vice President Gerrits informed Directors that Students’ Council had voted for the Federation to remain a member of the Ontario Undergraduate Student Alliance. The Vice President, Education has also worked with OUSA to ensure that the Federation will not be liable for unpaid student fees arising from lost revenues because of the Student Choice Initiative.

Vice President Gerrits and General Manager Burdett are working with the University Registrar’s Office to gain access to the undergraduate email list for the Federation, with the intent of creating a Memorandum of Understanding about the usage of the list.
Vice President, Student Life (Fitzpatrick)

Vice President Fitzpatrick informed the Board that she is drafting her action plan for the year.

Committee Reports

Executive Committee

The President informed the Board that the Executive Committee met to discuss their action plans and the Board agenda. Directors asked if these action plans would be made available to Directors, to which the President replied that they will be.

Ad Hoc Committee on Organizational Transition

The Board was informed that this committee has not yet met.

Ad Hoc Committee on GM Engagement

The Board was informed that this committee has not yet met.

Business Arising from the Minutes

Procedure 3 Amendment (1)

Be it resolved that the Board adopts amendments to Procedure 3, Director’s Code of Conduct, as attached.

Vice President Velling and Vice President Gerrits.

Vice President Velling moved to split the question on the proposed amendments.

Motion to divide the question

Be it resolved that the Board consider the Procedure 3 amendments in two parts: the first part striking “Secretary” from the existing Procedure and replacing it with “President”, the second part being the remainder of the amendment as presented.

Vice President Velling and Vice President Gerrits.

Motion carries unanimously

Part 1 of the divided Procedure 3 Amendments
Be it resolved that the Board strike “Secretary” from the existing Procedure and replace it with “President”.

Vice President Velling and Vice President Gerrits. Vice President Velling explained that the President used to be the Chair of the Board, and that these amendments simply bring the procedure up to date to what is current practise. This change would also ensure Vice-Presidents aren’t in a position where they have investigative power over the President.

Motion carries unanimously

Part 2 of the divided Procedure 3 Amendments

Motion to lay on the table

The Board wished to have this Procedure investigated more thoroughly.

Be it resolved that the remainder of the amendments to Procedure 3 be tabled for further investigation by the Office of the President, and that the item returns to the Board for the July regular meeting.

Vice President Velling and Director Eyre.

Motion carries with President Beauchemin noted in abstention.

PROCEDURE 3 AMENDMENT (2)

Be it resolved that the Board adopts amendments to Procedure 3, Director’s Code of Conduct, as attached.

Vice President Gerrits and Vice President Velling.

The Board felt it would be most appropriate to have these procedural amendments also investigated further, along with the other Procedure 3 amendments.

Motion to lay on the table

Be it resolved that the Board table these amendments to Procedure 3 to be further investigated by the Office of the President, and that the item returns to the Board for the July regular meeting.

Vice President Velling and Director Eyre.

Motion carries

GENERAL ORDERS

APPOINTMENT TO COMMITTEES

The Board expressed a desire to consider all of the committee appointments en banc.
Be it resolved that the Board consider all committee appointments as a single item.

*Vice President Velling and Director Eyre.*

**Motion carries unanimously**

**Consideration of Item En Banc**

Be it resolved that the Board ratifies the appointment of Megan Town and John Hunte to the Risk Management Committee.

Be it further resolved that the Board ratifies the appointment of Simran Parmar and Michael Beauchemin to the Ad Hoc Committee on Organizational Transition.

Be it further resolved that the Board ratifies the appointment of Simran Parmar and Megan Town to the Ad Hoc Committee on General Meeting Engagement.

Be it further resolved that the Board ratifies the appointment of Alexandria De Sousa to the SLC Management Advisory Committee.

Be it further resolved that the Board ratifies the appointment of Connor Plante and John Hunte to the Budget & Appropriations Committee.

Be it further resolved that the Board ratifies the appointment of Alexandria De Sousa to the Honorary Lifetime Membership Committee.

*President Beauchemin and Chairman Plante.*

**Motion carries unanimously**

**PROCEDURE 9 AMENDMENT**

Be it resolved that the Board adopts amendments to Procedure 9, *Issuing of Cheques*, as attached.

*Chairman Plante and Vice President Gerrits.*

Director Plante explained that this amendment exists to close a technical gap in procedures wherein the signing officers are not named. This amendment closes this loophole, and explicitly names the President, Vice President, Operations and Finance, and the General Manager, to be signing officers. This reflects what is already long standing precedent and convention in the organization.

**Motion carries unanimously**
Confidential Session

Be it resolved that the Board moves into confidential session at 18:45.
Vice President Fitzpatrick and Vice President Gerrits.

Motion carries unanimously

Regular Session

Be it resolved that the Board move into public session at 20:55.
Vice President Velling and Director Eyre.

Motion carries

ANNOUNCEMENTS

The President shared that Directors are to complete their sections of the Board’s Annual Plan Brainstorming Document by Friday May 17th.

ADJOURNMENT

Be it resolved that the Chair adjourn the meeting at 20:58.

Director Parmar and Vice President Fitzpatrick.

Motion carries
To: Connor Plante,  
Chair of the Board  

Michael Beauchemin,  
President & Vice Chair  

Copy: Benjamin Easton,  
Secretary of the Corporation  

From: Seneca J. Velling,  
VP Operations & Finance  

Re: Update on Optional and Compulsory Ancillary Fees  

Dear Chairperson Plante,  

I would like to update the Board of Directors that the increases to the Federation of Students Fee and Administered Fees, approved by the Board and duly ratified in accordance with the bylaws, have been accepted in full by Dennis Huber, the Vice President of Administration & Finance of the University of Waterloo, and recommended for adoption to Waterloo’s Board of Governors for the FY2019-2020.  

In summary, as shown in the attached documentation, what is collectively known as the bundled “Federation of Students Fee” is set to increase to $63.46 from $60.64 with five optional categories totaling $20.10 and four compulsory categories totaling $43.06. The attached fee apportionment represents the final version presented to the Board of Governors. Following adoption by the Board of Governors of the the proposed changes to ancillary fees, the Associate Provost, Students and the Vice President of Administration & Finance have provided assurances of written confirmation of this fee apportionment will be provided to myself and President Beauchemin. Changes to this apportionment since last presented are, most notably, the inclusion of “Academic Support” as a compulsory fee and “Clubs” becoming an optional fee. I remain confident this fee apportionment complies with the Ministry of Training, Colleges, and University (MTCU) Tuition Fee Framework and Ancillary Fee Guidelines for Publically Assisted Universities 2019-20 and 2020-21, and thus far the University has agreed.  

The “Federation of Students’ Administered Fee” has been broken down into the UPass fee, the Health Plan Fee, the Dental Plan Fee, the Legal Service Plan Fee, and the Student Refugee Program Fee with compulsory components totaling $219.30 and one optional fee totaling $1.03. All fee increases to the administered fees include a 2.5% administrative overhead as discussed in detail at our prior meeting.
I am continuing to monitor and work with the University project team on the roll-out of the opt-out system at point-of-payment of fees so that it affords students the opportunity to explain why they are opting out of each fee as well as ensures fees are well explained. Supporting explanations, not exceeding 600 characters, will be included on the Quest fees statement for each fee.

Between the time of writing of this report and our June 4th meeting, I will join the project team for a demonstration of the opt-out system. I have also been requested by the Associate Provost, Students to attend the Board of Governors meeting to provide support for questions from Governors. I will provide more information during my oral updates to the Board as to the final status of adoption.

Please do not hesitate to reach out to me, should you have any questions.

Yours sincerely,

Seneca Jackson Velling

Seneca J. Velling
Vice President, Operations & Finance
519-888-4567 ext. 33880
SLC 2118M
Undergraduate Ancillary Fee Changes & Schedule

Prepared by: Seneca Velling, Vice President, Operations & Finance

Federation of Students, University of Waterloo

General Notes:

- All Fee increases for the total amounts of the Federation of Students and its subsidiary Student Societies and groups have been approved in accordance with the Bylaws, Policies, and Procedures of the Federation of Students and those of the respective Student Society or group.
- Other Ancillary Fee increases included have received approval and support from the Federation of Students.
- Re: Administrative Overhead to Feds’ Administered Fees – Previously, the Feds’ administered plans (Health, Dental, U-Pass, etc) did not pay for their own administrative overhead. In an effort to increase financial transparency to best uphold the MTCU’s ancillary fee guidelines, the Feds have separated out the cost of administrative overhead from the Feds’ operating budget. The Federation of Students’ Board of Directors has approved the bundling of the administrative overhead for each administered plan into the plan’s fee so that no fee is less than $1.00. All administrative overheads were based on assessment of administrative burden, staffing time, and infrastructural costs associated with all administered plans. To this end, a flat rate of 2.5% of premiums was applied to all administered funds.
- The exactly titles of Fees included is subject to change. In the proposed apportionment of the Federation of Students’ Fee new titles have been proposed (please see attached).
- Apportionment of the Federation of Students’ Fee into Compulsory and Optional Categories, that comply with the MTCU’s Tuition Fee Framework and Ancillary Fee Guidelines for Publicly Assisted Universities 2019-20 and 2020-21, were developed in close collaboration with the University of Waterloo, in particular the support of the Associate Provost, Students (Chris Read). For in-depth assessment of apportionment and categorization of the fees, please see the attached documentation.

Executive Summary of Scheduled Changes

- Fee Changes for the Federation of Students Fee and Administered Fees:
  - **Federation of Students Fee** – Increase to $63.46 (effective Fall 2019).
  - **Federation of Students’ Administered Fees**: (effective Fall 2019)
    - **U-Pass Fee** – Increase to $101.07 assessed per term for all students, inclusive of contractually agreed upon increases with Grand River Transit (GRT) and administrative overhead.
    - **Health Plan Fee** – Increase to $56.38 assessed per term for regular stream students; and $105.71 assessed per academic term for co-op stream students inclusive of administrative overhead.
- **Dental Plan Fee** – *Increase* to $61.85 per term for *regular stream students* and an *increase* to $115.98 for *co-op stream students* including increases based on premiums and administrative overhead.

- **Student Refugee Program (SRP)** – *Increase* to $1.03 for administrative overhead.

- **Legal Protection Service Plan Fee** – *NEW FEE* – $9.56 assessed in Fall Term, $19.14 assessed in Winter Term, $0.00 assessed in Spring Term for *regular stream students*; $17.94 assessed per academic term for *co-op stream students*, based on premiums and administrative overhead.

**Fee Changes to Federation Subsidiaries and Student Groups (e.g. Societies):**

- **Engineering Society** – *Increase* to $16.75 (*effective Fall 2019*)

- **MathNEWS** – *Decrease* to $2.75 (*effective Fall 2019*) – corresponds to a decrease of the Mathematics Society Fee of $0.25.

- **Science Society** – *Already scheduled increase* in the Science Society Fee to $15.00 (*effective Fall 2019*)

**Fee Changes to Other Ancillary Fees:**

- **Imprint Publications** – *Increase* to $4.42 (*effective Fall 2019*)

**Attachments**

1. Federation of Students Fee: Apportionment into Compulsory and Optional Fees
2. Certified Results of Legal Service Referendum
Fee Changes for the Federation of Students Fee and Administered Fees:

- **Federation of Students Fee** – Increase from $60.64 to $63.46 (effective Fall 2019). Summary of increases totaling $2.82:
  - Increase of $1.40 (~2.3%) to adjust for changes to the Consumer Price Index of Canada – adopted by the Feds’ Winter General Meeting in accordance with the bylaws on Thursday, March 21st, 2019.
  - Increase of $0.24 (~0.3%) to adjust for the difference between increases in the Consumer Price Index of Canada and those of the Full-Time Staff Salaries required under agreement between the University and the UW Staff Association – adopted by the Feds’ Winter General Meeting in accordance with the bylaws on Thursday, March 21st, 2019.
  - Increase of $0.62 (~1.02%) to support increased funding for Part-Time salaries, travel for federal advocacy, professional development, and funding for increases stakeholder engagement including VP Education town hall events with students – adopted by the Feds’ Winter General Meeting in accordance with the bylaws on Thursday, March 21st, 2019.
  - Increase of $0.56 (~0.92%) to accommodate changes due to new organizational restructure – adopted by the Feds’ Students’ Council in accordance with the bylaws on Sunday, May 12th, 2019.

  **Note:** Part-Time students are assessed 30% of the Full-Time Feds fee, corresponding to an increase of $0.85 from $18.20 to $19.05.

  **Note:** The Federation of Students Fee will be divided into compulsory and optional components, in accordance with the MTCU’s Tuition Fee Framework and Ancillary Fee Guidelines. The apportionment of the Federation of Students Fee can be found in the supplementary information attached to this document, as agreed to by the Associate Provost, Students (Chris Read).

- **Federation of Students’ Administered Fees** – To comply with the recent changes to ancillary fee protocol from the MTCU, what was previously and currently referred to as the “Federation of Students’ Administered Fees” will now refer to the collection of individually broken up administered plans.
  - **U-Pass Fee** – Increase from $93.91 to $101.07 (effective Fall 2019). Increase is based off of contractually arranged $98.60 for GRT and $2.47 for administrative overhead on the fee.

  **Note:** The Federation of Students is contracted with Grand River Transit for the bus pass fee, which outlines provisions for a 4.99% increase each year to the fee between 2015 and 2019. The bus pass fee is assessed to all Full-Time Undergraduate students with at least three (3) on-campus courses in the Region of Waterloo. Pursuant to MTCU’s Tuition Fee Framework and Ancillary Fee Guidelines, the bus pass fee is compulsory for all such students as a requirement of registration.

  **Note:** During the Spring Term, regular stream students (who are not taking courses) may use the U-Pass program with no charge as this is an intersessional “grace” term.
However, students taking at least three (3) on-campus courses in the Spring term should be assessed the U-Pass fee. Similarly, during Co-operative Work Terms, co-op stream students may use the U-Pass program with no charge as this is a co-op “grace” term. In summary, students only pay the U-Pass Fee when on academic term.

- **Health Plan Fee** – Increase from $55.00 to $56.38 assessed per term for regular stream students; and from $103.13 to $105.71 assessed per academic term for co-op stream students inclusive of administrative overhead.
  - Increases are only reflective of administrative overhead, not changes in plan benefits, of $1.38 assessed per term for regular stream students; and $2.58 assessed per academic term for co-op stream students.

  *Note:* The Federation of Students has contracted with StudentCare for the Health Plan. Pursuant to MTCU’s Tuition Fee Framework and Ancillary Fee Guidelines, the Health Plan Fee is compulsory for all students as a requirement of registration, but the fee is entirely refundable through the service provider with proof of supplementary coverage.

  *Note:* During the Winter Term, regular stream students pay twice the rate for the Dental Plan to ensure continuous coverage from May to August.

- **Dental Plan Fee** – Increase from $45.00 to $61.85 per term for regular stream students and an increase from $83.63 to $115.98 for co-op stream students including increases based on premiums and administrative overhead.
  - Increases $15.34 assessed per term for regular stream students, and $29.52 per academic term for co-op stream students are reflective of premiums.
  - Increases of $1.51 assessed per term for regular stream students and $2.83 assessed per academic term for co-op stream students are reflective of administrative overhead.

  *Note:* The Federation of Students has contracted with StudentCare for the Dental Plan. Pursuant to MTCU’s Tuition Fee Framework and Ancillary Fee Guidelines, the Dental Plan Fee is compulsory for all students as a requirement of registration, but the fee is entirely refundable through the service provider.

  *Note:* During the Winter Term, regular stream students pay twice the rate for the Dental Plan to ensure continuous coverage from May to August.

- **Student Refugee Program (SRP)** – Increase from $1.00 to $1.03 assessed per term for administrative overhead.

- **Legal Protection Service Plan Fee** – NEW FEE resulting from a student referendum in the Winter 2019 Term which voted 78.21% in favour of implementation of a Legal Protection Service for students on an opt-out basis during a change-of-coverage period. In accordance with the Feds’ bylaws, the referendum was ratified by the Feds’ Winter
2019 General Meeting on Thursday, March 21st, 2019 (see attachment for more details). The Feds’ Board of Directors approved the following fee schedule:

- **Regular stream students** – $9.56 assessed in Fall Term, $19.14 assessed in Winter Term, $0.00 assessed in Spring Term for regular stream students, based off of premiums and administrative overhead.
  - Increases of $0.23 assessed in the Fall Term and $0.47 in the Winter Term are reflective of administrative overhead.

- **Co-op stream students** – $17.94 assessed per academic term, based off of premiums and administrative overhead.
  - Increases of $0.44 assessed per academic term are reflective of administrative overhead.

**Fee Changes to Federation Subsidiaries (e.g. Societies):**

- **Engineering Society** – **Increase** from $16.40 to $16.75 to adjust for changes to the Consumer Price Index of Canada (effective Fall 2019) – approved at the Engineering Society’s Joint General Meeting on Sunday, March 24th, 2019. Request provided by Engineering Society Presidents (Katherine Arnold & Mariko Shimoda).
  
  *Note:* The Federation of Students approves this fee increase.

- **MathNEWS** – **Decrease** from $3.00 to $2.75 (effective Fall 2019) – approved at MathNEWS/Society General Meeting. Request provided by Mathematics Society Chair of the Board (Rose Defazio) and Mathematics Society President (Alan Yi-Lun Li) – corresponds to a decrease of the Mathematics Society Fee of $0.25.
  
  *Note:* The Federation of Students approves this fee decrease.

- **Science Society** – **Already scheduled increase** in the Science Society Fee from $12.00 to $15.00 (effective Fall 2019), **as approved by the Board of Governors upon the recommendation of the Vice-President, Administration & Finance on 5 June 2018**.
  
  *Note:* The Federation has already provided approval of this fee increase, as requested by the Science Society in Winter 2018 Academic Term, which was subsequently adopted by the Board of Governors. The inclusion of this Fee Increase is for completeness of this Fee Increase schedule.

**Fee Changes to Other Ancillary Fees:**

- **Imprint Publications** – **Increase** from $4.35 to $4.42 to adjust for changes to the Consumer Price Index of Canada (effective Fall 2019) – approved by the Board of Directors of Imprint Publications, in accordance with the Imprint Bylaws. Information provided by Chair of the Board (Verity Martin).
  
  *Note:* The Federation of Students approves this fee increase.
### OPT-OUT ANCILLARY FEES 2019-2020

<table>
<thead>
<tr>
<th>Name</th>
<th>What’s included</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Student Union Events</td>
<td>Welcome Week, unassigned special events</td>
<td>$5.58</td>
</tr>
<tr>
<td>Undergraduate Student Union Community-Building Services</td>
<td>Bike Centre, International and Canadian Student Network, Co-op Connection, Off-Campus Community, Sustainable Campus Initiative</td>
<td>$2.15</td>
</tr>
<tr>
<td>Undergraduate Student Union Clubs</td>
<td>Clubs</td>
<td>$2.51</td>
</tr>
<tr>
<td>Undergraduate Student Union Advocacy – to the University</td>
<td>Students’ Council Governance, Part of: VP Education budget and wages, Stakeholder relations, VP Student Life budget and wages</td>
<td>$3.40</td>
</tr>
<tr>
<td>Undergraduate Student Union Advocacy – to Government (local, provincial, federal)</td>
<td>Ontario Undergraduate Student Alliance, relevant commissioners (external), Part of: Stakeholder relations, VP Education budget and wages</td>
<td>$6.46</td>
</tr>
<tr>
<td><strong>Total Opt-Out Fee:</strong></td>
<td></td>
<td>$20.10</td>
</tr>
</tbody>
</table>

### MANDATORY STUDENT FEES 2019-2020

<table>
<thead>
<tr>
<th>Name</th>
<th>What’s included</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Student Union Corporations Act Compliance</td>
<td>Audit, Legal, Insurance, Board of Directors, Elections, General Meetings, President, Portions of: Research, Communications, Marketing</td>
<td>$20.16</td>
</tr>
<tr>
<td>Undergraduate Student Union Health and Safety</td>
<td>Equity Support, Glow Centre for Gender and Sexual Diversity, Women’s Centre, Racial Advocacy for Inclusion, Solidarity, and Equity, MATES, Feds Student Food Bank, Wellness Days, Campus Response Team, Services Manager, Portions of: Director of Campus Life, VP Student Life budget and wages</td>
<td>$17.72</td>
</tr>
<tr>
<td>Undergraduate Student Union Academic Support</td>
<td>Relevant Commissioners (Co-op Affairs Commissioner, Academic Affairs Commissioner), Centre for Academic Policy Support (CAPS)</td>
<td>$3.26</td>
</tr>
<tr>
<td>Description</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Student Life Centre Facilities</td>
<td>Parts of: VP Education budget and wages, Municipal Affairs Commissioner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Portions of: VP Operations and Finance and Director of Development and Operations</td>
<td></td>
</tr>
<tr>
<td>$2.22</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Mandatory Fee:** $43.36

**TOTAL FEE:** $63.46

Note: The above table is only reflective of the operating fee of the Federation of Studies, and does not account for any of the Federation of Students’ Administered Fees.
Overhead was applied to each fee in a percentage related to the totally budget. Overhead includes budgets and salaries for the following areas:

- Operations and Development
- Marketing – General
- Marketing – Advocacy
- Marketing – Campus Life
- General Office
- Communications
- Research
- IT
- General Salaries
- VPOF/VPSL Budget and Salaries

Through this breakdown, 32% of the Feds fee becomes part of the opt-out ancillary fee while the remaining 68% Feds fee becomes part of the mandatory fee.

This fee reflects the increases approved during the Winter 2019 General Meeting and the May 2019 Students’ Council Meeting for adjustments for:

- Consumer Price Index of Canada (CPI) according to Statistics Canada in the calendar year immediately previous;
- Approved increases to the Vice President, Education’s portfolio;
- Increases to the fee reflective of the University’s agreement with the UW Staff Association guidelines on compensation, as required;
- Accommodation of changes for the new organizational restructure, developed with the University’s HR department.
To those whom it may concern:

Thank you for providing the opportunity to present to you our finalized proposal for a Federation of Students fees structure. Based on our prior discussions on essential service delivery, we have recommended the following Federation of Students Fee and Administered Fees Structure for the upcoming 2019-2020 academic year. Attached to this memorandum, you will also find a detailed breakdown of the Federation of Students Fee Apportionment and an accompanying summary of scheduled fee increases for undergraduate ancillary fees.

Background

Overview of the Progressive Conservative Government’s Directive:

On January 17th, 2019 the Progressive Conservative Government of Ontario released an announcement regarding changes to the Ontario Student Assistance Program, the cost of tuition, and a new mandate titled the Student Choice Initiative. This memo will focus solely on the Student Choice Initiative announcement.

The Ministry of Training, Colleges and Universities (hereby referred to as MTCU), released the following information regarding the Student Choice Initiative:

“The Minister also announced a Student Choice Initiative through which every individual student in Ontario will be empowered to choose which student fees they want to pay and how that money will be allocated. Fees for essential campus health and safety initiatives will continue to be mandatory.
'Student fees in Ontario can range as high as $2000 per year, and too often, force students to pay for services they do not use and organizations they do not support,’ said Fullerton. ‘We will ensure students have transparency and freedom of choice regarding the campus services and organizations which get access to their money.’

Further clarification came forward during a Technical Meeting held by MTCU on February 4th, 2019. Details and slides from this presentation were released by The Varsity, University of Toronto’s student paper. This can be found online here.

Final Fee Classifications
On Thursday, March 21st, 2019, the University of Waterloo received final documents from the Ministry of Training, Colleges and Universities which provided further clarification regarding how these categories will be defined. The Federation of Students used this finalized framework (outlined below) during discussions with the University of Waterloo Administration to breakdown the Federation of Students fee appropriately.

Essential Fees
Framework defined “Essential Fees” that can be charged as mandatory as:
- Athletics and Recreation
- Career Services
- Student Buildings
- Health and Counselling
- Academic Support
- Student ID Cards
- Student Achievements and Records - Transcripts, Convocation, etc.
- Financial Aid offices
- Campus Safety Programs
- Health and Dental Plans
- Existing Mandatory Student Transit Passes (and “agreements considered renewals as noted” in the guidelines provided by the MTCU which are “subsequent contracts between the same parties creating uninterrupted service to students.”)

Non-Essential (opt-out) Fees
Framework defined all fees not included above as non-essential and must be optional for students, allowing students the ability to opt-out of at the time of initial payment.

Current State of the Federation of Students Ancillary Fees:
The Federation of Students administers numerous ancillary fees, which have been determined democratically by student votes. The 2018/19 and initially proposed 2019/20 fees were the following:
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Feds Fee</td>
<td>S18 - $57.76</td>
<td>S18 - $57.76</td>
</tr>
<tr>
<td></td>
<td>F18 - $60.64</td>
<td>F18 - $60.64</td>
</tr>
<tr>
<td></td>
<td>W19 - $60.64</td>
<td>W19 - $60.64</td>
</tr>
<tr>
<td>Feds Health Insurance Plan</td>
<td>S18 - $0</td>
<td>S18 - $103.13</td>
</tr>
<tr>
<td></td>
<td>F18 - $55.00</td>
<td>F18 - $103.13</td>
</tr>
<tr>
<td></td>
<td>W19 - $110.00</td>
<td>W19 - $103.13</td>
</tr>
<tr>
<td>Feds Dental Insurance Plan</td>
<td>S18 - $0</td>
<td>S18 – $83.63</td>
</tr>
<tr>
<td></td>
<td>F18 - $45.00</td>
<td>F18 – $83.63</td>
</tr>
<tr>
<td></td>
<td>W19 – $96.18</td>
<td>W19 – $90.16</td>
</tr>
<tr>
<td>UPass</td>
<td>S18 - $0</td>
<td>S18 – $89.45</td>
</tr>
<tr>
<td></td>
<td>F18 – $93.91</td>
<td>F18 – $93.91</td>
</tr>
<tr>
<td></td>
<td>W19 – $93.91</td>
<td>W19 – $93.91</td>
</tr>
<tr>
<td>Student Refugee Program</td>
<td>$1 per term</td>
<td>$1 per term</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2019/2020 - Regular</th>
<th>2019/2020 – Co-op</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feds Fee</td>
<td>S19 - $60.64</td>
<td>S19 - $60.64</td>
</tr>
<tr>
<td></td>
<td>F19 - $63.46</td>
<td>F19 - $63.46</td>
</tr>
<tr>
<td></td>
<td>W20 - $63.46</td>
<td>W20 - $63.46</td>
</tr>
<tr>
<td>Feds Health Insurance Plan</td>
<td>S19 – $0.00</td>
<td>S19 – $103.13</td>
</tr>
<tr>
<td></td>
<td>F19 - $56.38</td>
<td>F19 - $105.71</td>
</tr>
<tr>
<td></td>
<td>W20 - $112.76</td>
<td>W20 - $105.71</td>
</tr>
<tr>
<td>Feds Dental Insurance Plan</td>
<td>S19 – $0.00</td>
<td>S19 – $113.15</td>
</tr>
<tr>
<td></td>
<td>F19 - $61.85</td>
<td>F19 - $115.98</td>
</tr>
<tr>
<td></td>
<td>W20 - $123.70</td>
<td>W20 - $115.98</td>
</tr>
<tr>
<td>UPass</td>
<td>S19- $0</td>
<td>S19- $93.91</td>
</tr>
<tr>
<td></td>
<td>F19 - $101.07</td>
<td>F19 - $101.07</td>
</tr>
<tr>
<td></td>
<td>W20 -$101.07</td>
<td>W20 -$101.07</td>
</tr>
<tr>
<td>Legal Service</td>
<td>S19- $0.00</td>
<td>S19- $0.00</td>
</tr>
<tr>
<td></td>
<td>F19 - $9.56</td>
<td>F19 - $17.94</td>
</tr>
<tr>
<td></td>
<td>W20 -$19.14</td>
<td>W20 -$17.94</td>
</tr>
<tr>
<td></td>
<td>S20 - $0.00</td>
<td>S20 - $17.94</td>
</tr>
<tr>
<td>Student Refugee Program</td>
<td>$1 per term</td>
<td>$1 per term</td>
</tr>
</tbody>
</table>

A Federation of Students Fee increase of $2.26 was voted on and approved at our Winter General Meeting in March 2019. In addition, an increase of $0.56 was voted on and approved at our 12 May 2019 Students’ Council Meeting to accommodate an organizational restructure.
Recommendations for the 2019-2020 Year:

In response to the government’s Student Choice Initiative, we have organized our fees into the following structure:

**MANDATORY STUDENT FEES 2019/2020**

- Note Spring 2019 fees are not included in the new structure as this comes into effect for Fall 2019

*Note that the below fees are currently a portion of what is referred to as the single “Federation of Students Fee”:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>F19</th>
<th>W20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Student Union Corporations Act Compliance Fee</td>
<td>$20.16</td>
<td>$20.16</td>
</tr>
<tr>
<td>Undergraduate Student Union Academic Support</td>
<td>$3.26</td>
<td>$3.26</td>
</tr>
<tr>
<td>Undergraduate Student Union Health and Safety</td>
<td>$17.72</td>
<td>$17.72</td>
</tr>
<tr>
<td>Student Life Centre Facilities</td>
<td>$2.22</td>
<td>$2.22</td>
</tr>
</tbody>
</table>

*Note that the below fees are currently a portion of what is referred to as “FEDS Admin Fees”:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>F19</th>
<th>W20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Student Union Health Insurance Plan*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Note: In accordance with MTCU Guidelines, the Health Plan fees may be charged on a compulsory basis, but students must be allowed to opt-out if they provide proof of pre-existing coverage. StudentCare© serves as the plan administrator and adviser for the Federation of Students, coordinating opt-outs with proof of coverage for dental via <a href="http://www.studentcare.ca">www.studentcare.ca</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Stream</td>
<td>$56.38</td>
<td>$112.76</td>
</tr>
<tr>
<td>Co-op Stream</td>
<td>$105.71</td>
<td>$105.71</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>F19</th>
<th>W20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Student Union Dental Insurance Plan*</td>
<td>$61.85</td>
<td>$123.70</td>
</tr>
<tr>
<td>*Note: In accordance with MTCU Guidelines, the Dental Plan fees may be charged on a compulsory basis, but students must be allowed to opt-out if they provide proof of pre-existing coverage. StudentCare© serves as the plan administrator and adviser for the Federation of Students, coordinating opt-outs with proof of coverage for dental via <a href="http://www.studentcare.ca">www.studentcare.ca</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Stream</td>
<td>$105.71</td>
<td>$105.71</td>
</tr>
<tr>
<td>Co-op Stream</td>
<td>$115.98</td>
<td>$115.98</td>
</tr>
</tbody>
</table>
OPT-OUT ANCILLARY FEES 2019/2020

*Note that the below fees are currently a portion of what is referred to as the single “Federation of Students Fee”:

Undergraduate Student Union Events
F19 - $5.58
W20 - $5.58

Undergraduate Student Union Community-Building Services
F19 - $2.15
W20 - $2.15

Undergraduate Student Union Clubs
F19 – $2.51
W20 – $2.51

Undergraduate Student Union Advocacy – to the University
F19 – $3.40
W20 – $3.40

Undergraduate Student Union Advocacy – to Government (local, provincial, federal)
F19 - $6.46
W20 - $6.46

*Note that the below fees are currently a portion of what is referred to as the “FEDS Admin Fee”:

Student Refugee Program
F19 – $1.03
W20 – $1.03

*Note that the below fee is a new FEDS Administered Fee:

Undergraduate Student Union Legal Service*

* Note: the Legal Service fee was approved by referendum in February 2019.

Regular Steam
F19 - $9.56
W20 - $19.14

Co-op Stream
F19 - $17.94
W20 - $17.94

Undergraduate Student Union Bus Pass (UPass)
F19 - $101.07
W19 - $101.07
You will notice that the Federation of Students has chosen to list the Feds Fees as “Undergraduate Student Union” Fees. This is due to our rebrand that is currently underway. Once we confirm if our organizations’ name will be changing, we will discuss these headings and request necessary changes if required at that time, prior to June.

**Breakdown of Federation of Students Fee:**
Utilizing the ancillary fee framework provided by MTCU during the technical slideshow and the additional information provided on March 21st, we are confident in our determination that a portion of the Feds Fee must be essential to support our essential offerings that benefit students well-being, health & safety, and experience during their time at Waterloo.

*The breakdown of these fees is as follows:*
### Mandatory Fees

*Note: Attached Federation of Students Fee Apportionment contained additional specifications.*

<table>
<thead>
<tr>
<th>Fee</th>
<th>What’s Included</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Student Union Corporations Act Compliance Fee</td>
<td>Audit, Legal, and Insurance Costs, Board of Directors, Elections, General Meetings</td>
<td>In order for the Federation of Students to offer any of the services the government has deemed as essential, the organization must be in line with the Ontario Corporations Act, R.S.O. 1990. This includes audit, insurance and legal costs, having a Board of Directors, running elections, and running general meetings. This fee includes the costs for these items and the overhead associated with their administration.</td>
</tr>
<tr>
<td>Undergraduate Student Union Academic Support</td>
<td>Co-op Affairs Commissioner, Academic Affairs Commissioner, Centre for Academic Policy Support, Parts of the VP Education and Municipal Affairs Commissioner</td>
<td>The Academic Support fee ensures the Student Union can continue to provide support for students who have questions, concerns, or seek navigation support through the University’s policy process; including support for academic grievances, discipline, petitions, and appeals. The Federation of Students also serves to provide student representation on academic disciplinary bodies for co-op and regular academic matters. Municipal safety of students both on-campus and in the municipality is also a priority, as are negotiations with GRT as an essential transit pass program.</td>
</tr>
<tr>
<td>Undergraduate Student Union Health and Safety</td>
<td>Equity-Seeking Student-Run Services (Glow Centre for Gender and Sexual Diversity; Racial Advocacy for Inclusion, Solidarity, and Equity; The Women’s Centre), Student Wellness Services (Feds Student Food Bank; MATES), Equity Commissioner</td>
<td>The Federation of Students run twelve student-run services, seven of which can be deemed essential in accordance with the framework. Our equity-seeking student-run services and MATES provide peer-to-peer counselling to undergraduate students in order to enhance their overall mental well-being. Moreover, the equity-seeking services provide safe spaces for marginalized students within the university. Similarly, the Campus Response Team works to</td>
</tr>
</tbody>
</table>
improve campus safety as an emergency first-aid team. The Feds Student Food Bank provides food and other products to food insecure students. Being food insecure impacts student physical and mental health, which is why the Food Bank plays a large role in improving student well-being.

The Equity Commissioner is working to improve the experience of marginalized students, including those with addiction, through enhancing training, programs, and safe spaces on campus. This commissioner exists to continue working towards improved well-being of marginalized students.

Wellness Days are a variety of initiatives through the Federation of Students, in partnership with the Peer Health Education program and Athletics and Recreation. Programming focuses on three pillars of well-being: physical, mental, and lifestyle. All programming keep student wellness in the forefront.

Student Life Centre Facilities Costs associated with running and maintaining the Student Life Centre Operating and managing the Student Life Centre is a vital part of maintaining this student space.

<table>
<thead>
<tr>
<th>Fee</th>
<th>What’s Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Student Union Events</td>
<td>Events run through the Federation of Students, including Welcome Week and other programming with social engagement as a focus.</td>
</tr>
<tr>
<td>Undergraduate Student Union Community-Building Services</td>
<td>The Federation of Students runs twelve student-run services, seven of which are considered essential. The remaining five services fall into the non-essential category and are as follows: Bike Centre, International and Canadian Student Network, Co-op Connection, Off-Campus Community, and Sustainable Campus Initiative.</td>
</tr>
</tbody>
</table>
Undergraduate Student Union Clubs

The Federation of Students operates over two-hundred clubs providing a sense of community and belonging on campus. Clubs range in purpose from athletics and recreational activities to spiritual or career/professional development. Clubs are an integral part of the University experience for students.

Undergraduate Student Union Advocacy – to the University

The Federation of Students Executives, Students’ Council, and various commissioners (including the Academic Affairs and Co-op Affairs Commissioner) actively engage as student representatives to the University, and advocate to the University in order to enhance the undergraduate student experience and ensure student voices are heard.

Undergraduate Student Union Advocacy – to Government (local, provincial, federal)

The Federation of Student Executives, and various commissioners (Municipal, Provincial, and Federal Affairs Commissioner) actively engage as the voice of students to various government bodies and advocate to these bodies to enhance the undergraduate student experience.

Total Non-Essential Fee: $20.10

Overhead was proportionally applied to each fee above. This overhead was determined by the percentage of each fee as it relates to the total fee collected. Overhead includes an allocation of expenses for the following areas:

- IT
- Research
- Marketing
- Accounting
- Operations and Development
- VP Student Life/Operations and Finance budget and salaries
- General Office Expenses
- Communications
- General Salaries

We would like to thank the University for the close cooperation and support in setting direction for the above and continued work to ensure the recommended Fees comply with the Ancillary Fee Classification Framework provided by the Provincial Government, while ensuring our students’ health, wellness, safety and student experience are protected during their time at Waterloo. As the voice of undergraduate students and key service partner of the University, we look forward to continuing collaboration on this initiative to best serve student interests moving forward.

We look forward working closely with the University to implement an effective opt-out process and to provide short descriptions of the function of each fee to ensure the government’s mandate of maximum transparency is met. The Federation of Students is proudly dedicated to financial transparency with detailed online records of budgets, audits, public reports, and breakdowns of administered fees being made available to all undergraduate students. This
information can be found on our website here. We would also be interested in the collecting data and student feedback on opt-outs through Quest, if possible, by offering students the opportunity to describe why they are opting out of fees in a text box before proceeding with the opt-out. This would provide the Federation of Students with valuable data in regards to how we can continually improve our service offerings and delivery for maximum relevancy and impact as we go forward.

We appreciate your consideration in this process in our partnership to further the student experience at Waterloo. Thank you for your time, insight, and support throughout this endeavour.

Yours Sincerely,

Michael Beauchemin  
President

Seneca J. Velling  
Vice President, Operations & Finance
MTCU Ancillary Fee Guidelines

In response to the Ministry of Training, Colleges and Universities (MTCU) Tuition Fee Framework and Ancillary Fee Guidelines for Publically Assisted Universities 2019-20 and 2020-21 released on March 29, 2019, the University, in consultation with student groups, reviewed all ancillary fees to classify each as compulsory or optional. All ancillary fees collected and retained by the University have been classified as compulsory fees and as such, the University is not expecting to experience a decrease in revenues resulting from the changes. Many of the student group fees that were compulsory will become fully or partially optional.

For any fees that do not meet the compulsory ancillary fee requirements, each student must be given the option to opt-out of the fee prior to paying their fee bill. The University plans to implement an online tool delivering this functionality when fee bills are issued for the fall term.

In addition, the Ministry has indicated that fees must be itemized for the individual function for which the fee is being charged. As a result, several new fees will be listed on the fee bill to replace a single fee that was charged in prior terms. Only those fees with a total increase in amount being charged as well as those that changed from compulsory to optional have been included in this report.

We are confident that the University has taken appropriate measures to ensure compliance with the new Ancillary Fee Guidelines issued by MTCU.

FOR APPROVAL

Incidental Fees
The university assesses the following fees on behalf of student groups and transfers the funds to the Federation of Students or Graduate Student Association for disbursement. Fees for Imprint Publication are disbursed directly to them.

Federation of Students Fee
It is recommended that the Federation of Students Fee, assessed and collected from all full-time on-campus undergraduate students, be increased from $60.64 to $63.46 per term effective September 2019 (fall term). Part-time on-campus undergraduate students are assessed 30% of the full-time fee or $19.05 per term.

Comments:
- The previous full-time fee increase was $2.88 per term effective September 2018
- The proposed increase of $2.82 was approved at the Federation of Students General Meeting on March 21, 2019.
- The fee will be itemized on the fee bill as 5 optional fees totaling $20.10 and 4 compulsory fees totaling $43.36.

**Federation of Students Administered Fee**
- Was one compulsory fee which will be itemized on the fee bill as 1 optional fee totaling $1.03 and 3 compulsory fees totaling $219.30.

**Federation of Students Health Fee**
It is recommended that the compulsory Federation of Students Health Fee, assessed and collected from undergraduate students, be increased from $55.00 to $56.38 for regular students and from $103.13 to $105.71 for co-op students effective September 2019 (fall term).

Comments:
- The increase reflects the addition of an overhead administrative charge of $1.38 for regular students and $2.58 for co-op students, there is no increase resulting from benefit cost changes.
- The Federation of Students continues to contract with StudentCare for the health plan.
- The health fee is refundable through the service provider with proof of supplementary coverage.
- During the winter term, regular students pay twice the rate for health to ensure continuous coverage from May to August.
- Previously, the fee was included in the Federation of Students Administered Fee.

**Federation of Students Dental Fee**
It is recommended that the compulsory Federation of Students Dental Fee, assessed and collected from undergraduate students, be increased from $45.00 to $61.85 for regular students and from $90.16 to $115.98 for co-op students effective September 2019 (fall term).

Comments:
- Includes increases based on premium increases of $15.34 for regular and $22.99 for co-op students and the addition of an overhead administrative charge of $1.51 for regular students and $2.83 for co-op students.
- The Federation of Students continues to contract with StudentCare for the dental plan.
- The dental fee is refundable through the service provider.
- During the winter term, regular students pay twice the rate for dental to ensure continuous coverage from May to August.
- Previously, the fee was included in the Federation of Students Administered Fee.

**Federation of Students Grand River Transit U-Pass Fee**
It is recommended that the compulsory Federation of Students Grand River Transit U-Pass Fee, assessed and collected from all full-time undergraduate students on-campus within the Region of Waterloo, be increased from $93.91 to $101.07 effective September 2019 (fall term).

Comments:
- The U-Pass fee pays for a universal transit pass with the Grand River Transit.
- The fee is not refundable.
- The fee includes $98.60 as contractually arranged with Grand River Transit plus $2.47 for an administrative overhead charge
- Previously, the fee was included in the Federation of Students Administered Fee

**Federation of Students Student Refugee Program Fee**
It is recommended that the *optional* Student Refugee Program Fee, assessed and collected from undergraduate students that have not opted out of the fee, be increased from $1.00 to $1.03 per term effective September 2019. Previously, the fee was included in the Federation of Students Administered Fee.

**Federation of Students Legal Service Plan Fee**
It is recommended that a *new optional* Legal Service Plan Fee be assessed and collected from undergraduate students that have not opted out of the fee, at $9.56 for regular students and $17.94 for co-op students per term effective September 2019 (fall term).

Comments:
- The fee results from a successful student referendum held during the Winter 2019 term
- The fee includes a premium plus an administrative overhead charge
- During the winter term, regular students pay twice the rate to ensure continuous coverage from May to August
- The fee is assessed for co-op students in each academic term

**Imprint Publications Fee**
It is recommended that the *optional* Imprint Publications Fee, assessed and collected from undergraduate students that have not opted out of the fee, be increased from $4.35 to $4.42 per term effective September 2019 (fall term).

Comments:
- The fee increase was approved by the Imprint Publications Board of Directors on January 17, 2019

**Engineering Society Fee**
It is recommended that the *optional* Engineering Society Fee, assessed and collected from undergraduate engineering students that have not opted out of the fee, be increased from $16.40 to $16.75 per term effective September 2019 (fall term).

Comments:
- The fee increase was approved at the Engineering Society general meeting on March 24, 2019

**Math Society Fee**
It is recommended that the *optional* Math Society Fee, assessed and collected from undergraduate mathematics students that have not opted out of the fee, be decreased from $12.50 to $12.25 per term effective September 2019 (fall term).

Comments:
- The fee decrease was approved at the MathNEWS/Society General meeting
Graduate Student Association (GSA) Fee
- Remains unchanged at $22.80 per term
- The fee will be itemized on the fee bill as 4 optional fees totaling $10.80 and 3 compulsory fees totaling $12.00

Graduate Student Association (GSA) Administered Fee
- The fee will be itemized on the fee bill as 1 optional fee totaling $23.50 and 3 compulsory fees totaling $251.60

Graduate Student Association (GSA) Dental Fee
It is recommended that the compulsory GSA Dental Fee, assessed and collected from active full-time and part-time graduate students, be increased from $81.00 to $91.00 effective September 2019 (fall term).

Comments:
- The dental fee is refundable through the service provider
- Previously, the fee was included in the GSA Administered Fee
- The proposed fee changes were approved by the GSA Board of Directors on May 17, 2019

Graduate Student Association (GSA) Grand River Transit U-Pass Fee
It is recommended that the compulsory GSA Grand River Transit U-Pass Fee, assessed and collected from all full-time graduate students on-campus within the Region of Waterloo, be increased from $93.91 to $98.60 effective September 2019 (fall term).

Comments:
- The U-Pass fee pays for a universal transit pass with the Grand River Transit
- The fee is not refundable
- Previously, the fee was included in the GSA Administered Fee
- The proposed fee changes were approved by the GSA Board of Directors on May 17, 2019

Dennis Huber
Vice President, Administration & Finance
Federation of Students Long Range Plan Proposal

Project Scope

Feds needs to have a comprehensive long range plan document prepared that has had consultation with at least two streams of students in order to achieve a plan that has maximum stakeholder buy-in. This document must be robust enough to inform the direction of the organization for the next five (5) years, yet still leave enough leeway to allow for execution of the Board's annual planning process and adapt to the constantly changing priorities of the student government.

Desired Outcomes

The long range plan will be created by the Select Committee on Long Range Planning (see Appendix A for terms of reference). This committee will be tasked with collaborating with a vendor or external consultant, with a “minimum reasonable knowledge”¹ of the Federation of Students and student unions/NFPs, to achieve the following outcomes by consulting with the various stakeholder groups that influence the Federation of Students (see Appendix B for stakeholder group list):

- A final Long Range Plan document (of no specified length) that provides a full understanding to any reader of:
  - The core, enduring, and distinguishing principles, mission, and values of the Federation of Students;
  - Encapsulates key elements of the value proposition of the Federation and the diverse portfolios overseen by the Federation;
  - Long term initiatives that members have identified as key to Feds future success for the next 3-5 years;
  - A focus on what Feds does well, while retaining the flexibility to respond to new initiatives and challenges, and to opportunities presented by evolutionary changes;
  - An assessment of room for improvement and novel directions that are well aligned with function and role or student unions;
  - Accurately reflect the current strategic climate that the organization works within from both the perspective of decision makers in the organization and influential external stakeholders, including assessment of the Board Annual plan and process, Executive Action planning plans and process, Long Term Advocacy Policy Initiatives, and Departmental plans and processes;
  - Detail tangible action items with metrics to inform whether or not outcomes have been achieved, and recommendations on the assessment of those developed performance indicators for periodic plan check-in/update;
- Achieve the following consultation goals through interviews, group consultations and surveys:

¹ Minimum reasonable knowledge shall be determined at the discretion of the President in consultation with the Select Committee on Long Range Planning
○ Consult with a total of 10% of the Feds membership over two separate terms, including:
  ■ 80% of the executives or governing bodies of the organizations representing constituencies of the Federation (Societies, AFIW associations/councils, satellite campus societies, WISC)
  ■ 100% of members of the Executive, Board, Students’ Council, and Feds full-time staff
  ■ 10% of Feds part-time staff or co-op placements from no fewer than three (3) departments
  ■ 30% of Feds full-time staff from a variety of departments
○ Consult 60% UW upper administrative staff (defined as the Provost and President and all of their direct reports)
○ Consult with 5% of members of the Senate, including nearly all undergraduate student senators
○ Meet with the director of the SSO and their direct reports (including Accessibility)
○ Meet with the director of IAP and their direct reports
○ Alumni and local Indigenous groups, where appropriate

- A separate summary of consultations conducted as well as a copy of all raw data collected in association with the process for Federation of Students records.

**Pricing**
Based on prior review of Long Range Planning expenses, it is estimated that the cost of consultation with stakeholding groups and the use of proficient external advisers would incur between $5,000 to $15,000 in expenses. If we were to follow Appendix B’s stakeholder list, there would be a total of 28 sessions to facilitate the committee in its development of the Long Range Plan with the support of external advisers and leadership.

Due to the excessive cost of prior Long Range Planning with external vendors and the poor understanding of the Federation’s mandate, responsibility as a student government, and stakeholder considerations, it is recommended that external consultation be sought that has reasonable understanding of the Federation (e.g. former student leaders) as advisory and administrative support for the process, development, and writing of the draft Long Range Plan which will be led by the select committee.

**Timelines**
A final Long Range Plan document shall be presented for an approval-in-principle (or approval, as the case may be, per corporate policy requirements) from the Students’ Council prior to the Board’s review and adoption of the plan. The following is a general proposed timeline, not including dates, and is negotiable based on the needs and/or advice of the consultants and the select committee. The committee chairperson shall be permitted to amend the timeline as needed with notice provided to the Board. If possible, the Select Committee will strive to keep Board and
Council, as well as other relevant stakeholders, updated on the progress of the Committee and process it is following.

<table>
<thead>
<tr>
<th>Date (2019)</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before June 30th, 2019</td>
<td>Agree on a project plan between the chair of the select Committee on Long Range Planning (Appendix A) complete with a consultation schedule and structure from the Appendix B list of stakeholders</td>
<td>This project plan will include draft expenses and must be approved by the Board before June 30th.</td>
</tr>
<tr>
<td>June through September</td>
<td>Consultations with satellite campuses, colleges and societies, Directors, Councillors, Executive, Club’s Exec, WISC, and Feds Service Leadership</td>
<td></td>
</tr>
<tr>
<td>June/July</td>
<td>Facilitation sessions with Executives to properly solicit feedback from SSO, Senate, and administration</td>
<td></td>
</tr>
<tr>
<td>September through November</td>
<td>Monthly consultations with students at-large. Consultations with Federation part-time and full-time staff.</td>
<td></td>
</tr>
<tr>
<td>Fall AGM (October 23)</td>
<td>Review of high level principles of development process, consultation with the AGM (for discussion only)</td>
<td></td>
</tr>
<tr>
<td>January 31st, 2020</td>
<td>Final report on consultations and a Long Range Plan Document drafted and submitted to the Feds Board by the Long-Range Planning Committee</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Socialize the Long Range Plan with members of Council and key constituent groups.</td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>February through March</td>
<td>Presentation and review by Students’ Council. Approval in principle by Council and recommendation issued on adoption to the Board.</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>Presentation of Long Range Plan final draft to the Board of Directors for adoption.</td>
<td></td>
</tr>
<tr>
<td>March through April</td>
<td>Inclusion of the newly elected Executive Officers, Board, and Council and development of action items and recommendations resulting from the Long Range Plan Action items and recommendations to be developed in concert with the incoming governance teams as soon as the Long Range Plan is adopted by Board so that they are appropriately transitioned on the Long Range Plan and develop ownership before they assume office on 1 May 2020</td>
<td></td>
</tr>
</tbody>
</table>

Note: The President shall have the power to change these terms of reference with notice to the Board.
Appendix A

Select Committee on Long Range Planning

Purpose:
Conduct long range planning for the Federation of Students for the 2020-2025 period. Focus on execution of timeline, consultation, and research necessary to have a thorough and well-managed Long Range Plan.

The Committee will be a select committee of the Board of Directors tasked with the development of the draft Long Range Plan.

Membership
Membership of the Select Committee is intended to support and drive the development and implementation of the plan.

1. The President, who shall serve as the chair;
2. Two (2) non-Executive Directors, voted in by the Board of Directors;
3. The General Manager;
4. Two (2) Student Councillors, voted in by Students’ Council;
5. One (1) Student at-Large, voted in by the Students’ Council (at the recommendation of the President);
6. External Facilitator(s), selected by the committee;
7. The Research and Policy Officer (RPO) and Stakeholder Relations Officer (SRO), as nonvoting, resources members;
8. The Director of Marketing, Communications, and Outreach or designate, as a nonvoting, resource member;
9. Other non-voting, resource members where approved by a majority of the committee.

The Committee may choose to elect a vice chair who shall have those powers delegated by the President.

The Committee shall have prioritization of resources as needed, subject to review by the Vice President Operations & Finance with consideration given to the financial, ongoing projects, and budgets. Notwithstanding the procedures of the Board to the contrary, the Vice President Operations & Finance is expressly empowered to approve additional requested funds for the purposes of the Committee, not exceeding a total of $5000 additional to the annual budgeted amount provided to the committee.

Mission
The goal of the Committee is to create a cohesive Long Range Plan that evaluates all aspects of
the Federation of Students and creates five (5) year plan before March/April, 2020 for adoption
by the Board. The project will produce a final document (of no specified length) that:

- Provides a full understanding to any reader of:
  - The core, enduring, and distinguishing principles and values of the
    Federation of Students;
  - Including review of attainment of the objects of the Corporation
    enumerated in the Charter/Letters Patent
    - Long term initiatives that members have identified as key to Feds future
      success for the next 3-5 years;
    - A focus on what Feds does well, while retaining the flexibility to respond to
      new initiatives and challenges, and to opportunities presented by
      evolutionary changes;
    - A review of the shortcomings facing the Federation and likely challenges it
      will face during the duration of the plan;
    - Accurately reflect the current strategic climate that the organization works
      within from both the perspective of decision makers in the organization and
      influential external stakeholders;
    - Detail tangible action items with metrics to inform whether or not outcomes
      have been achieved.

- Execute a sustainable planning process that includes meetings and consultation
  with all shareholders (students, staff, board, UW admin, etc.) and develops a top-
  level strategic plan, which is later, translated into a yearly annual plans established
  by the Board and operating plans set by the staff.

- Achieve the following consultation goals through interviews, group consultations
  and surveys:
  - See above.
## Appendix B

### Feds Stakeholder List

<table>
<thead>
<tr>
<th>Stakeholder Group</th>
<th>Number of Consultation Sessions Required</th>
<th>Term (Spring 2019 or Fall 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students at-large</td>
<td>4</td>
<td>2 per term</td>
</tr>
<tr>
<td>Feds Board of Directors</td>
<td>2</td>
<td>1 per term</td>
</tr>
<tr>
<td>Feds Full-Time Staff</td>
<td>2</td>
<td>2 different sessions to accommodate schedules</td>
</tr>
<tr>
<td>Feds Part-time staff</td>
<td>2</td>
<td>2 different sessions to accommodate schedules</td>
</tr>
<tr>
<td>Executive</td>
<td>2</td>
<td>1 per term</td>
</tr>
<tr>
<td>Students' Council</td>
<td>2</td>
<td>One for outgoing, one for incoming</td>
</tr>
<tr>
<td>Feds Service Coordinators</td>
<td>2</td>
<td>1 per term</td>
</tr>
<tr>
<td>Constituency Societies, satellite campus Societies, and AFIW Society execs/governing bodies</td>
<td>2</td>
<td>1 per term</td>
</tr>
<tr>
<td>Clubs Execs</td>
<td>2</td>
<td>1 per term</td>
</tr>
<tr>
<td>Applied Health Sciences</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>Cambridge Campus</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>Arts</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>Engineering</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>Environment</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>Renison</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>Science</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>St. Jerome’s</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>Kitchener Campus</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>Stakeholder Group</td>
<td>Representation</td>
<td>Time Available</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>----------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Stratford Campus</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>WISC</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>St. Paul’s</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>Conrad Grebel</td>
<td>1</td>
<td>1 during either term</td>
</tr>
<tr>
<td>University Administration</td>
<td>Ongoing</td>
<td>Spring/Early Fall Term</td>
</tr>
<tr>
<td>Student Success Office</td>
<td>Ongoing</td>
<td>Spring/Early Fall Term</td>
</tr>
<tr>
<td>Senate</td>
<td>Survey</td>
<td>Spring/Early Fall Term</td>
</tr>
<tr>
<td>Ontario Undergraduate Student Alliance</td>
<td>1-2</td>
<td>1 during either term and additional as needed</td>
</tr>
<tr>
<td>UCRU (Undergraduates of Canadian Research-intensive Universities)</td>
<td>1-2</td>
<td>1 during either term and additional as needed</td>
</tr>
<tr>
<td>Government partners (MTCU, Parliamentary assistants, other)</td>
<td>As needed</td>
<td>As needed</td>
</tr>
<tr>
<td>Other Stakeholding groups as may be recommended by the President or VP Education.</td>
<td>As needed</td>
<td>As needed</td>
</tr>
</tbody>
</table>
Selection & Vacancies of Directors

A. Classes of Directors
1. There shall exist three classes of Directors, as defined by the Bylaws:
   a. Councillor Directors — Directors elected from the membership of Students’ Council;
   b. Executive Directors — Directors by virtue of their office in accordance with §127 and §286 of the Act; and
   c. At-Large Directors — Independent Directors elected from the general undergraduate students who are full members of the Federation of Students.

B. Pre-screening and Election of Directors
1. Pursuant to §129(1) of the Act, this procedure shall regulate the time for and the manner of election of Directors, in accordance with the Bylaws and Policies of the Corporation.
2. All Directors, excluding the Executive, shall be elected by the Winter General Meeting. A pre-screened list of eligible candidates, developed by the Students’ Council or a committee thereof, shall be included with the Second Notice (GM Agenda) to the membership so as to allow proxy votes to be cast for Directors, in accordance with §88(d) of the Act and Board Procedure 26, General Meeting Proxying.
   a. The report of pre-screened Director applicants shall be published alongside the General Meeting agenda and the list of names of the candidates deemed eligible shall be listed under the appropriate agenda item.
   b. In accordance with the Act, Bylaws, and Policies of the Corporation, eligible candidates for election to directorship by the assembly must:
      i. Be full members of the corporation and expect to remain so for the full duration of the term of office;
      ii. Be at least 18 years of age;
      iii. Not be undischarged bankrupts or expect to become bankrupt during the duration of the term of office; and
      iv. Have submitted an application in advance of the General Meeting, subject to those procedures established by the Students’ Council.
3. Council-Directors may only be elected from those eligible Councillors having been duly elected to Council for the entire upcoming governing year of office.
4. At a member’s meeting in which Directors are to be elected, the candidates to be voted on shall be those applicants deemed eligible by the aforementioned screening panel who have been included with the information circular/agenda.
   a. The chair of the General Meeting shall nominate all applicants listed in the Agenda. The chair of the General Meeting shall present a brief oral summary (lasting no more than one minute per qualified candidate) of the report to the assembly.
   b. In the event that there are fewer candidates than or an equal number of candidates to the number of available seats, the chair of the General Meeting shall call for a confirmation vote of the screened applicants. Subsequently, the chair of the General Meeting shall open the floor for nominations for the remaining position(s).
   c. It shall be assumed that the candidates in question accept their nomination. However, candidates may withdraw their nominations prior to the issuance of a ballot for the election of Directors.
5. Election of Directors shall be subject to the following rules:
those applicable Elections & Referenda Procedures established by the Students’ Council, which are supreme to this procedure.

a. Each member shall be entitled to a ranked ballot to vote for the At-large seats. Each Councillor present will also be entitled to a second ranked ballot to vote for the Councillor seats. Members may rank as few or as many candidates as they desire. Ballots shall be counted according to the Single Transferable Vote (STV) system or “yes”/“no” acclamation vote, as the case may be.

b. Once the results of the ballot are announced by the chair, the motion to elect the Directors shall be read with the names of the successful candidates and then confirmed with a final vote.

C. Special Restrictions Regarding Elections of Directors

1. Other than the circumstances described in §B(5)(b) of this Procedure and elsewhere in the Policies or Bylaws of the Corporation, incoming Councillors may not be elected to an At-Large Director seat.

2. Council-Director candidates must be those Councillors having been duly elected to Council for the entire upcoming governing year of office.

3. In accordance with §127.2 of the Act, only Councillors present at the General Meeting may elect a Council Director; and, pursuant to the Policies of the Corporation, all Councillors present and voting shall note that they voted in the record.

a. In the event that no Councillors shall be in attendance, the assembly shall elect from the list of eligible screened applicants the Council-Directors.

D. Vacancies of the Board of Directors

1. In accordance with the Bylaws and Policies of the Corporation, vacancies on the Board that occur prior to the Fall General Meeting will be appointed by the Board only until the Fall General Meeting elects a qualified member to serve for the remainder of the fiscal year. The filling of such vacancies will be ratified by the Students’ Council at the next available meeting.

2. All applications for the filling of At-Large or Councillor vacancies on the Board shall be advertised and circulated to the membership or Council, respectively, for no fewer than ten (10) business days prior to the Board decision to fill such a vacancy from the eligible applicants.

3. Pursuant to §127.2 of the Act, vacancies of Council Directors may only be selected from the list of eligible Councillors having been duly elected to Council for the entire governing year of office.

a. The President and Chair of the Board shall ensure that, time permitting, the Students’ Council shall be first given the opportunity to select a new Council-Director whose appointment to fill the vacancy of Council-Directors the Board shall ratify at its next available meeting, subject to those eligibility requirements of Directors established in the Act, the Bylaws of the Corporation, and any procedures that may be established by Students’ Council for the consideration of such business.

4. Normally, Councillors shall be prohibited from filling vacancies of At-Large Directors, with the exception that if no eligible or interested applicants for At-large Directorship are submitted, the Board may then opt to open such applications to all voting members of Students Council.

5. Normally, applications for vacancies on the Board shall be submitted to the Chair and Vice-Chair, who shall review applicants for eligibility and qualifications and present a summary report to the Board of Directors from which the vacancy may be filled.
Procedure 3: DIRECTOR’S CODE OF CONDUCT

C. Confidentiality

1. Directors will not disclose to any party or person, outside of the current members of the Board, any written or oral information or materials disclosed or provided to the Board deemed to be confidential by the Board.

   a) Notwithstanding the above clause, at the discretion of the Chair and the President, confidential items of the Board may be shared with relevant communications and marketing department staff members, in preparation for upcoming media and communications issues impacting the corporation. This does not apply to In-Camera discussions.

2. Information deemed to be confidential by the Board will include, but not be limited to, matters related to: employee and personnel salary, benefits, appointment, promotion, demotion, performance evaluation, disciplinary action and/or grievance, and any other information or material obtained in confidential session of the Board.

3. Once a Director’s term ends, confidential information and material obtained during the Director’s term will remain undisclosed to any party or person. Notwithstanding the foregoing, this nondisclosure will be exempt where:

   a. Consent to do so has been obtained by resolution of the Board and by any affected party or person; or
   
   b. There is a legal right or duty to disclose; or
   
   c. Disclosure is compelled by process of law.