

AGENDA

Board of Directors Meeting # 4

July 23, 2025 – 6:00 pm



Agenda – July 23, 2025

4.0	Call to Order	
4.1	Land Acknowledgement Ash Ames	
4.2	Adoption of the Agenda 4.2.1 Approve the Agenda 4.2.2 Declarations of Conflicts	1
4.3	Ratifications and De-Ratifications 4.3.1 Amend Position Titles of At-Large CEPS Directors	2
4.4	Comments from the Chair 4.4.1 Introductions and Pronouns	
4.5	Approval of Past Minutes	
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4.11	Business 4.11.1 Student Events and Initiatives Funding (SEIF) Deadlines and Meetings 4.11.2 Appoint Student Events and Initiatives Funding (SEIF) Committee 4.11.3 Appoint Member to theCannon.ca Operating Committee 4.11.4 Appoint Member to the Sustainability Action Fund (SAF) Working Group 4.11.5 Board Chair Correspondence and PBRC Referral re. Item 3.11.2 4.11.6 Appoint CSA Representatives to the Athletics Advisory Council 4.11.7 Notice: Amendment to Bylaw 1 (Organizational) re. PBRC 4.11.8 Notice: Amendment to Appendix G (Electoral) re. PBRC	65 66 74 79 80 81 82 84

AGENDA

Board of Directors Meeting # 4
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4.12	New Business	
4.13	Announcements	
4.14	In Camera Session	
4.15	Adjournment	86

Motion

Board of Directors Meeting # 4
July 23, 2025



Item 4.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 4 on July 23, 2025, be approved as printed and distributed.

Moved:

Seconded:

Item 4.2.1 (b) Amend the Agenda

MOTION TO AMEND: to reorder the agenda so that item 4.9.1: Fall 2024 – Summer 2025 FoodBank Report is just after item 4.4.1: Introductions.

Moved:

Seconded:

Item 4.2.1 (c) Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 4 on July 23, 2025, be approved as amended with:

- the reordering of the agenda so that item 4.91: Fall 2024 – Summer 2025 FoodBank Report is just after item 4.4.1: Introductions.

Motion

Board of Directors Meeting # 4
July 23, 2025



Item 4.3.1

Amend Position Titles of At-Large College of Engineering and Physical Sciences Directors

WHEREAS as of July 1, 2025 the College of Engineering and Physical Sciences has been dissolved and two new colleges have been formed;

WHEREAS on July 2, 2025 the Board of Directors approved an amendment to Bylaw 1 (Organizational) to install two at-large director seats for the College of Engineering and two for the College of Computational, Mathematical, and Physical Sciences;

BE IT RESOLVED that the following College of Engineering and Physical Sciences representatives receive the following amended position titles:

Marcus Aldred-Ganhao	At-Large Representative - College of Engineering
Ethan Warren	At-Large Representative - College of Computational, Mathematical, and Physical Sciences

Moved:

Seconded:

Motion

Board of Directors Meeting # 4
July 23, 2025



Item 4.6 Executive Committee Minutes

MOTION: That the Minutes be received as information for the following Executive Committee Meetings:

Agenda Item #	Meeting #	Meeting Date
4.6.1	Meeting # 3	June 24, 2025
4.6.2	Meeting # 4	July 4, 2025

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)
Meeting #3 – June 24, 2025 – 12:00 pm
CSA Boardroom



Members: Nate Broughton (President, Chair), Pawandeep Singh (VP Student Experience, Secretary), William Coleman (VP Academic)

Regrets: None

Guests: None

1.0 Call to Order @ 12:00 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Meeting #2 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Met with core staff about VPSE/Social Media job descriptions, clarifying roles & responsibilities for each position
- Targeting to post a few key roles in the next 2 weeks or so
- Nate to get update from Lee Anne on HR/Admin assistant hiring

5.1.2 Committees

- **TheCannon.ca:** Discussed promo for next year, ordered TheCannon.ca magnets for O-Week residence room stuffers
- **CSA/GSA Transit:** late night contract approved by the committee
- **Sustainability Action Fund:** Working on clarifying the agreement with the University to make sure funds are matched correctly

5.2 VP Student Experience

5.2.1 Supervisory

- **Clubs:** N/A
- **SafeWalk:** N/A

5.2.2 Committees

- Food Security Committee

Minutes

Executive Committee Meeting (ECM)
Meeting #3 – June 24, 2025 – 12:00 pm
CSA Boardroom



- TheCannon.ca Committee

5.2.3 Miscellaneous

- N/A

5.3 VP Academic

5.3.1 Supervisory

- **SHAC:** Trying to organize meeting with PSC to discuss O-Week event promo.
- **FoodBank:** Was at the FB most of yesterday; got all of the FB Coordinator applications this morning, scheduling interviews for next week; taking a look at how visitor data is organized, how to reduce manual admin work required?

5.3.2 Committees

- **UC Executive Committee:** Talked about a few major capital improvement projects for the UC
- **Student Food Security Committee:** Talking about schedule/format of presentations for September; GSA folks want to get involved in one of my projects – Student Work Income
- **Calendar Review Committee:** Going through a number of changes from the School of Engineering
- **CELIC:** Meeting on Thursday, going through a few proposals

5.3.3 Miscellaneous

- **Student Memorial Service:** All of the University folks have received their invites, a few have confirmed; looking for a dedication quote
- **Bill 33:** Put together an email draft to student orgs who collect student fees; reached out to SFS to see if they have information on implementation cost for SCI – Davida will need some time to look into it; sent an email to Ontario University Registrar's Association to see if they have sector-wide data for SCI implementation cost

5.4 ~~VP External (vacant)~~

6.0 Business

6.1 Social Media

- **Convocation Reel:** VPSE finished
- **Indigenous Peoples Day:** ISS didn't get back to us, so we put together a short information/resource post, went up last Friday.

Minutes

Executive Committee Meeting (ECM)
Meeting #3 – June 24, 2025 – 12:00 pm
CSA Boardroom



- **CFS Skills:** Get photos from Skills Google Drive.
- **Exec Video:** VPSE part needs to be filmed, wear full-zips on Thursday for all execs video.

6.2 ROADS 2025 – Ontario Student Union Skills Conference

Nate received an invitation from the McMaster Students Union to attend the Ontario ROADS (Regional Opportunities for Advancement & Developing Skills) Conference. This is the second year that the conference has been run, my understanding is that it was a valuable experience last year.

The conference is from July 24-25, 2025 at McMaster University. Registration is \$78.58/person.

MOTION: Approve \$235.43 from #23392 (Travel & Conference: Student Leadership) for the President, VP Student Experience, and VP Academic to attend ROADS from July 24-25, 2025.

Moved: Nate Broughton (President)

Seconded: William Coleman (VP Academic)

Motion Carried.

7.0 New Business

8.0 In Camera

There was no *in camera* session.

9.0 Adjournment @ 12:38 pm

Minutes

Executive Committee Meeting (ECM)
Meeting #4 – July 4, 2025 – 12:00 pm
CSA Boardroom



Members: Nate Broughton (President, Chair), Pawandeep Singh (VP Student Experience, Secretary), William Coleman (VP Academic)

Regrets: None

Guests: None

1.0 Call to Order @ 12:00 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Meeting #3 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Next week big HR week – social media, events coordinator, poster runner, FB assistant, scribe
- On-site audit begins next week

5.1.2 Committees

- Next week we have PBRC on Monday, agenda will be sent out soon!
- CSA/GSA Transit Committee on Thursday – going to discuss the committee Terms of Reference, and chat about promo & marketing.

5.1.3 Miscellaneous

- Bill 33 – meetings with other student unions

5.2 VP Student Experience

5.2.1 Supervisory

- **Clubs:** Dealing with a few complaints from clubs, reviewing, creating a draft message for Bill 33 awareness.
- **SafeWalk:** Not operating during summer.

5.2.2 Committees

Minutes

Executive Committee Meeting (ECM)
Meeting #4 – July 4, 2025 – 12:00 pm
CSA Boardroom



- Harm Reduction and Substance Use Committee

5.2.3 Miscellaneous

- Social media posts.
- OVC events manager contact.
- Reached Odesia for meetup.

5.3 VP Academic

5.3.1 Supervisory

- **SHAC:** Working on promo for next year; staff meeting on the 21st, dealing with a few academic appeals
- **FoodBank:** FB Coordinator hiring ongoing; food will be moved to the UC for the electric shutdown; preparing to hire the FB Assistant – waiting on Job Description confirmation from Lee Anne.

5.3.2 Committees

- **Food Security:** Working group presentations being worked on, will be presented in front of the whole committee in the Fall.
- **O-Week Innovation Fund:** Started reviewing proposals for the Innovation Fund. Lots of first-time clubs running O-Week events, which is exciting!
- **CELIC:** Approved a number of proposals for experiences granting Professional and Career Development Record (PCDR)s on Experience Guelph.

5.3.3 Miscellaneous

- **Student Memorial Service:** Working on scheduling, inviting speakers to the event.

5.4 ~~VP External (vacant)~~

6.0 Business

6.1 Social Media

- Bill 33 press release posted – received good engagement
- Executive Welcome video posted by the end of next week
- Executive monthly recap to be posted next week

7.0 New Business

There was no new business.

8.0 In Camera

Minutes

Executive Committee Meeting (ECM)
Meeting #4 – July 4, 2025 – 12:00 pm
CSA Boardroom



There was no *in camera* session.

9.0 Adjournment @ 12:52 pm

Motion

Board of Directors Meeting # 4

July 23, 2025

**Item 4.7
Executive Updates****MOTION:** That the following Executive Updates be received as information:

4.7.1	President	July 23, 2025
4.7.2	VP Student Experience	July 23, 2025
4.7.3	VP Academic	July 23, 2025

Moved:**Seconded:**

Executive Update

President

July 23, 2025



Hello Board!

As we quickly approach the end of July, we're getting more and more excited to welcome a new cohort of students at O-Week! Stay tuned for more on our O-Week plans throughout August!

Ongoing Projects:

Social Media / Engagement:

We are putting the finishing touches on the Social Media Assistant job descriptions, so we can get those positions filled as soon as possible, as they will play a key role in improving CSA's engagement on campus this year.

Orientation Week:

We're all booked and ready for O-Week! Stay tuned for more throughout August!

SEIF Enhancements:

We've begun training our staff on the new Student Events & Initiatives Fund application process. We've made a few key improvements to the form that should cut down on staff time spent to process applications fairly significantly.

Bill 33 Update:

Press Release:

- Our press release is now live on our website at <https://csaonline.ca/bill33>
- Following the press release going live, I spoke with Guelph Today about the issue, that article is available here: <https://www.guelphtoday.com/local-news/u-of-g-student-association-warns-bill-33-threatens-university-autonomy-10901134>
- We are following up with other news organizations to see if they would like to speak with us about Bill 33.

Ongoing:

- I continue to meet with other student unions across Ontario to discuss our concerns about Bill 33 and determine strategies for addressing the problems that come along with it.

Upcoming:

- We will be meeting with MPP Mike Schreiner about Bill 33 in mid-late August. The executives are working on a report/lobby document to provide MPP

Executive Update

President

July 23, 2025



Schreiner, so that we can provide some CSA-specific and sector-wide information that can be used during his speaking time in second/third reading.

- We are working on an informational social media post about Bill 33 that is easier to digest than the full press release. It would be a much-simplified version focusing more on the impacts of the bill on the UofG campus.
 - Along with this post, we will publish a similar page on the CSA website
 - Coming with this post, we also intend on releasing the "email your MPP" tool, so that students can contact their home MPPs directly and flag their concerns about Bill 33
 - CFS-Ontario is working with us on making this an Ontario-wide campaign, which could be rolled out to other student unions.

Committee Updates:

CSA/GSA Transit Committee:

We have approved the Late-Night service contract for 2025-26! We are pleased to be able to continue with similar levels of service without needing to increase the student fee, due to the increased enrolment.

If you didn't already know, Guelph Transit has a partnership with the [Transit app](#), which grants riders free access to premium features while in Guelph. We'll be promoting the app to our members for trip planning throughout the year!

Homecoming Planning Committee:

University units are beginning planning for Homecoming 2025! If you haven't yet heard, Homecoming will be on October 4th this year. The CSA is responsible for the half-time show. We are working on looking into finding an artist to play the half-time show.

Finance Committee:

The CSA Finance Committee met for the first time this year, getting new members up to date with everything related to the CSA's finances. We also reviewed last year's numbers as at year end. The Finance Committee will be putting a substantial focus on new initiatives that could be pursued by the CSA this year.

Policy & Bylaw Review Committee:

We held two PBRC meetings since the past Board meeting. You can refer to the Committee Updates & Reports for further information, but we have been making good progress on some of the policy items for review this year. More to come soon!

Health & Dental Plan Committee:

As a bit of an update from a project near the end of last year, we are working with our Health & Dental Plan Committee and Gallivan, our insurance broker, to improve the

Executive Update

President

July 23, 2025



service provided by our Health & Dental Plan. Effective in September, students will submit claims on a new platform by Gallivan. This will allow faster claim processing times and more customized support, as this no longer has to go through Canada Life. More details to come soon on this!

Coming Up:

ROADS 2025:

The Executives will be attending ROADS 2025, Regional Opportunities for Advancement & Developing Skills this Thursday/Friday. This is another great opportunity to build our skills and solidarity network, especially with Ontario student unions who are not members of CFS.

As always, if you have any questions about what we're up to, feel free to reach out!

A handwritten signature in black ink that reads 'Nate Broughton'.

Executive Update

VP Student Experience

July 23, 2025



General Update

It has been another successful month filled with momentum and strong alignment as we prepare for O-Week and a busy lineup of events throughout the year. Work is actively underway on multiple fronts, with key organizational steps already taken in support of our response to Bill 33, including the development of relevant informational documents and content planning.

Ongoing Projects:

We've officially kickstarted strategic planning for upcoming months, with a major focus on both O-Week and Bill 33 awareness. Initial social media strategy meetings have been held to bolster our online engagement and event promotion efforts. I've also initiated contact with OAC Student Affairs and CFRU to coordinate cross-campus outreach and increase student interaction.

We are also gearing up for the upcoming ROADS Conference next week, which will provide valuable insights and networking opportunities to support our fall programming and advocacy initiatives.

Committees:

This month, I participated in the **Harm and Substance Use Committee**, where we focused on:

- **Naloxone protocols:** including expiry checks and accessibility on campus.

I also attended the **Homecoming Planning Committee**, where we began shaping a comprehensive, harm-reduction-based response to Homecoming challenges. The committee's work will culminate in a formal report that outlines coordinated mitigation strategies, to be shared with University Executive members.

Services:

Clubs:

Planning is underway for several club events, including finalizing deadlines for club registrations and accreditation. I've been actively managing club complaints and conflict resolution in alignment with CSA bylaws. The Clubs social media presence has been running smoothly in collaboration with the Clubs Coordinator. Once we receive final details, we will begin integrating Bill 33 messaging across our platforms.

Executive Update

VP Student Experience

July 23, 2025



Student Events & Risk Management (SE&RM):

I've continued to oversee SE&RM approvals and have kept all club event submissions up to date, ensuring we remain in compliance with required processes and timelines.

Miscellaneous:

I've remained in regular contact with both the Student Experience Department and various student groups to support smooth operations, particularly ahead of large-scale events. Communication with the CSA President and core staff continues to ensure alignment on all procedural decisions related to O-Week and broader campus activities.

Message from the VP:

With strong momentum going into August, I'm confident in our team's ability to deliver a meaningful and well-organized O-Week. Simultaneously, we are laying the groundwork for impactful advocacy, with a thoughtful approach to engaging students around Bill 33. I'm looking forward to another productive month ahead.

Executive Update

VP Academic

July 23, 2025



General Update:

It has been a very eventful month around the CSA office! A lot of work has been going on around Bill 33, in connection with other student unions and campus organizations. We're also getting ready for all our events during O-Week and communicating to students about what services are available to them through the CSA! I've also recently been in conversation with the Registrar's Office to provide some feedback and information around course selection for next year, especially with the series of changes that we saw over the summer.

Ongoing Projects:

Bill 33 Report: The Executives are preparing a document with information on Bill 33 to distribute to MPPs, including for our meeting with Mike Schriener. I have been working to summarize all the information about how student fees are managed at the University, and on what the impact of the Student Choice Initiative was at CSA.

Student Memorial Service: Information on speeches has been sent out to all the speakers that are a part of the Memorial Service. CSA/GSA have also decided together on this year's dedication quote:

"There are no goodbyes for us. Wherever you are, you will always be in my heart." - Mahatma Gandhi

Committees:

Student Food Security Committee: I have participated in two working groups as a part of this committee- the Needs-Based Bursaries Group is presenting recommendations to improve how we distribute. Additionally, the Employment Income group is looking to improve supports for students that are working during their studies and build in work-integrated learning to more degree programs. As a part of the project, EL Hub is also looking for student leaders to participate in focus groups related to work-integrated learning: feel free to send me a message if you're interested!

Policy & Bylaw Review Committee: I attended PBRC to present updates to the Accessibility Committee terms of reference. This will be coming back to PBRC at a future meeting after some small edits. I am also meeting with a working group to discuss updates to the procedure for Director appointments.

Board of Undergraduate Studies: This committee has not met since our last meeting. However, I recently met with the AVP Academic and discussed some of the items that will be coming forward early in the fall. This includes changes to the exams policy,

Executive Update

VP Academic

July 23, 2025



academic integrity policy, and the regulations around re-taking courses. In other news, I am also running to be Vice-Chair of this committee!

Services:

FoodBank: Hiring has concluded for FoodBank Coordinator, we have recently welcomed our new Coordinator, Rozhan. Opening registration for the FoodBank at the end of this month for the upcoming Fall semester, connecting with ORS to see if enrolment confirmation can be automated. Hoping to pilot a pre-order/pickup-based system next month to further expand our capacity.

SHAC: Moved to a new case tracking sheet that will make reporting significantly easier and keep track of key milestones for each case. Meeting to review our practices around the information forms that we give to students. Isabela has managed 30 cases since April, with 5 currently open. Merchandise and postcards with service information have been ordered for O-Week.

That's all for now folks- hope you're having a great summer!
-Will

Motion

Board of Directors Meeting # 4

July 23, 2025



Item 4.9.1

Fall 2024 – Summer 2025 FoodBank Report

(a) Speaking Rights: FoodBank Coordinator

MOTION: to extend speaking rights to Alitha Griffith for discussion of the Fall 2024 – Summer 2025 FoodBank Report.

Moved:

Seconded:

(b) Receive Report

MOTION: That the Fall 2024 – Summer 2025 FoodBank Report, as provided in the Board Agenda Package, be received as information.

Moved:

Seconded:



F24-S25 Foodbank Report

Witten By Alitha Griffith,
FoodBank Coordinator

Service Activity Data

Visitor Activity Data:

This year the Guelph Student FoodBank served **369** unique individuals. This is compared to **363** individuals in **2023/2024**. Meanwhile **380** visitors applied for the FoodBank services. This is compared to **397** individuals in **2023/2024**.

The difference between applications and students served, is a result of students not completing registration once spots opened or students not being eligible. The former was more common.

Over the course of the service, **158** visitors were removed for varying reasons including graduation, loss of eligibility, referral to other services, decreased need for the service and many more reasons.

Relevant Service Updates:

September 2024

- New Foodbank Assistant was hired
- New Fridges installed
- New Assistant training manual created and implemented

October 2024

- Total transition to electronic access locking system
- Increased spending budget to \$3000 per week
- Increased donations from community as well as via collaboration with the Gryphon Greenhome growers and the Guelph Centre for Urban Organic Farming
- Notion database implemented to streamline tasks, inventory, staff schedules, notes and brainstorm ideas to aid in logistics
- Reached capacity; waiting list opened

November 2024

- Excellent and successful Public Health Inspection
- Winter Clothing drive organised for foodbank visitors

December 2024

- Freezer maintenance and repair
- “Foodbank Refresh” – major renovations commenced on Foodbank space
- Maintenance log created and implemented for maintenance of Foodbank equipment
- Public intake form was closed due to full waitlist

March 2025

- Capacity officially increased to 252 visitors: waitlist down to 0

May 2025

- Many new visitors were registered to replace many inactive/graduated visitors

June 2025

- Food audit conducted to review and modify food offerings and visitors diet
- Temp assistant hired

July 2025

- New Coordinator hired.
- Annual reregistration schedules to begin for 2025/2026 Year

FoodBank Refresh

The following updates were made during the Foodbank Refresh renovations for the 20th Anniversary

FOODBANK SPACE & EQUIPMENT:

- New cabinets, shelving, and window treatments were installed.
- 2 stainless worktables, on wheels, with lower shelves were purchased.
- 2 stainless wire shelving units, on wheels, were purchased.
- A total of 13 ventilated green bins, 9 small and 4 tall, were purchased.
- A new checkout desk was purchased.

FOYER:

- The foyer was painted, and the doorframe was repaired and painted.
- Metal protection panels were installed.
- The wall going downstairs was painted.
- 3 large prints were installed.
- A fixed unit for resources was created on top of the half-wall/stair side.

PRIMARY:

- The walls were painted.
- New shelving was installed.
- New cork boards were installed.

FRIDGE ROOM:

- Fixed shelving was removed and updated.
- A paper towel dispenser was installed.
- New shelving and sink storage were added.

BACK STORAGE/FREEZER ROOM:

- A new shelving unit was added.
- The door was removed.

WASHROOM FOYER:

- The washroom exterior door and entrance casings were repainted/freshened up.
- The room was cleaned.
- Windows were cleaned, and floors were scrubbed after painting.

BACK OFFICE:

- The walls were painted.
- Shelves were installed in the nook for staff bags/purses.
- The desk was replaced.
- Wall shelves were installed.
- A microwave was purchased.
- A cork board was installed.

Visitor Statistics

The following information is gathered from the Intake Form and the University of Guelph Factbook 2022/2023.

Active Visitors This Year

<u>Fall:</u>	240 (capacity)
<u>Winter:</u>	252 (capacity)
<u>Summer:</u>	215

Student Type

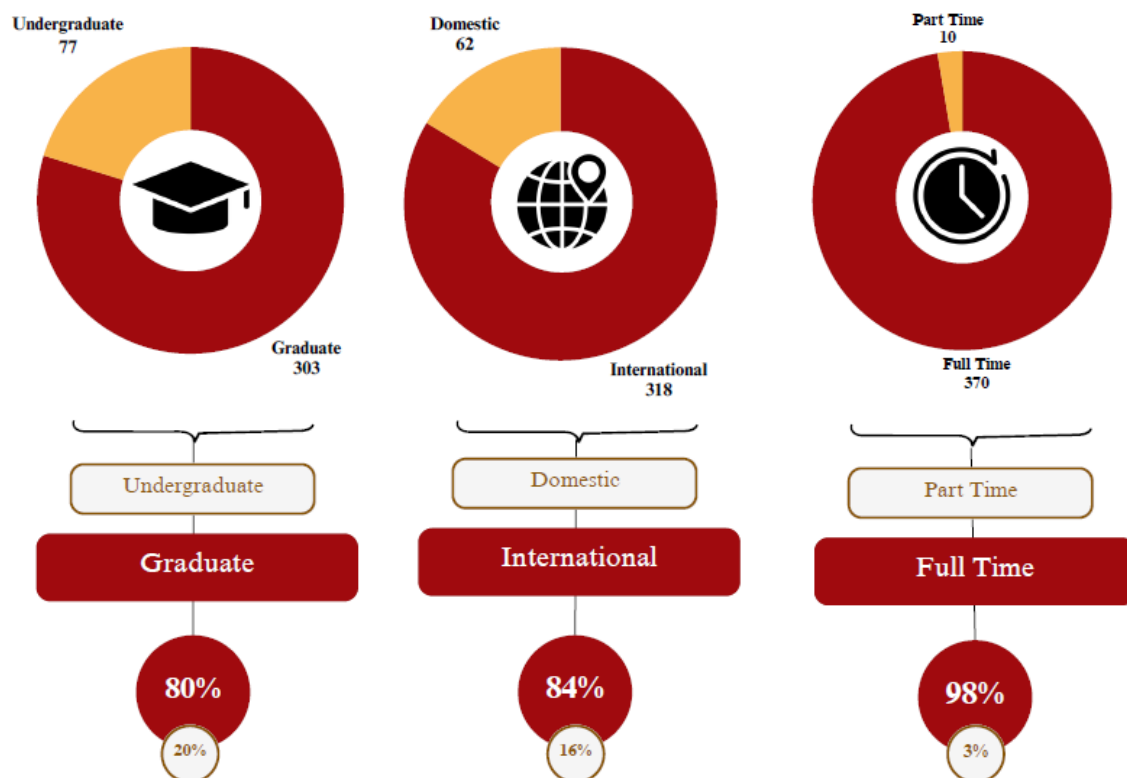
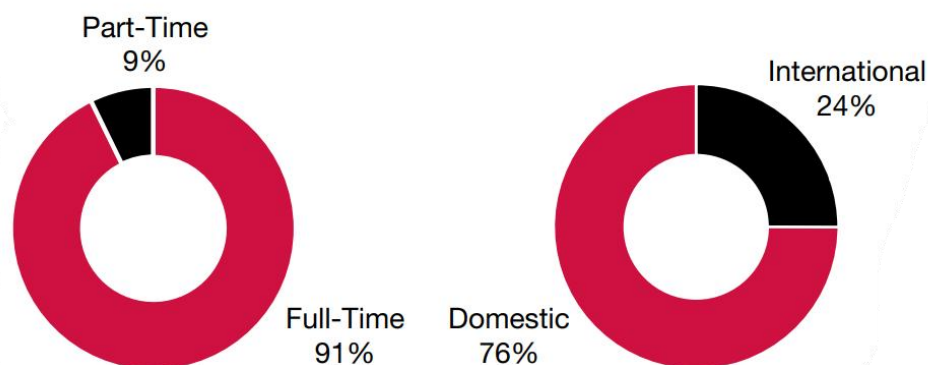


Figure 1: Figure Summarizing the Student Types Who Registered for the Guelph Student Foodbank 2024-2025 Academic Year

Total U of G Graduate Enrolment Demographics, 2022/2023



Note 1: Graduate headcount enrolment as of Nov. 1, 2022 and as reported to MCU.

Source: Student Information System

Figure 2: Figure Showing the Enrolment Demographic of Students for the Academic Year 2022/2023. (FACTBOOK,2023)

Highlights

Students served are majority:

Graduate Students (80%) – compared to **81%** in the previous year.

International Students (84%) – compared to **83%** in the previous year.

Full-time Students (98%) – compared to **83%** in the previous year.

74% of international students identified are also graduate students. This is a huge decrease from the 91% reported last year.

82% of international students identified are also full-time students. This is a huge decrease from the 96 % reported last year.

However, a significant percentage of visitors to the FoodBank are international students and graduate students, a disproportionate representation when compared to their overall population size on campus. Based on the most recent enrollment trends, domestic students account for approximately 76% of the total student population. In contrast, international students, while making up only about 24% of the total student body, represent a striking 84% FoodBank's population. This discrepancy highlights the critical issue of international students accessing the FoodBank at a much higher rate than their domestic counterparts. This inconsistency strongly suggests that there are specific, perhaps systemic, factors contributing to food insecurity among international students.

College or Department

Humanities and Social Sciences

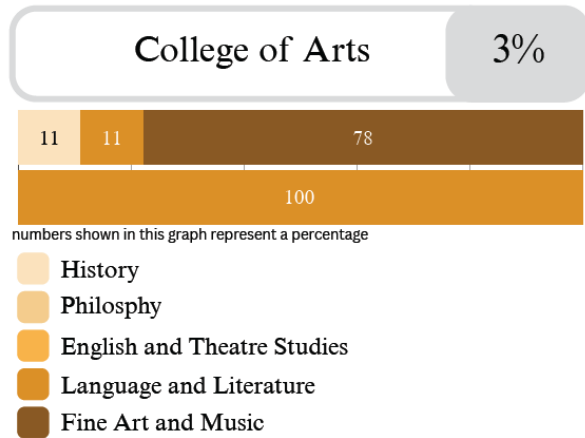


Figure 3: Proportional Bar Graph Depicting the Percentage of Undergraduate (Top Bar) And Graduate (Bottom Bar) Students from The College of Arts who Applied for Food Bank Services During The 2024-2025 Academic Year.

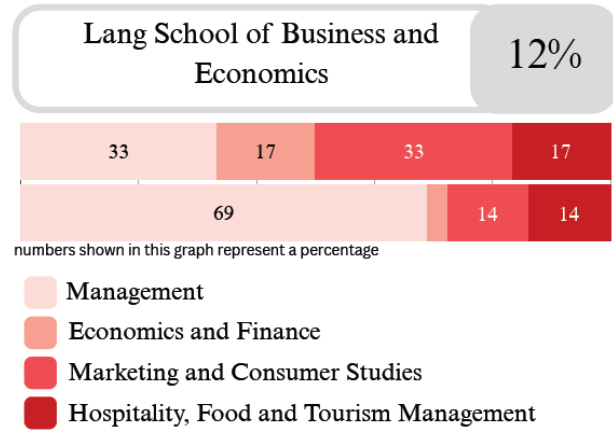


Figure 4: Proportional Bar Graph Depicting the Percentage of Undergraduate (Top Bar) And Graduate (Bottom Bar) Students from The LANG School of Business Who Applied for FoodBank Services During 2024-2025 Academic Year.

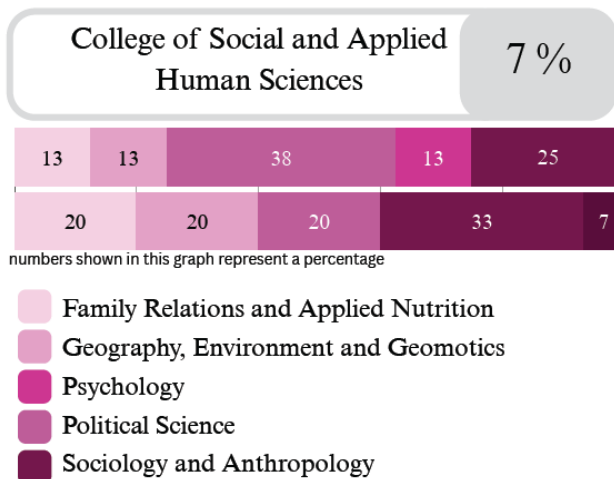


Figure 5: Proportional Bar Graph Depicting the Percentage of Undergraduate (Top Bar) And Graduate (Bottom Bar) Students from The College of Social and Applied Human Sciences Who Applied for FoodBank Services During 2024-2025 Academic Year.

Physical and Life Sciences

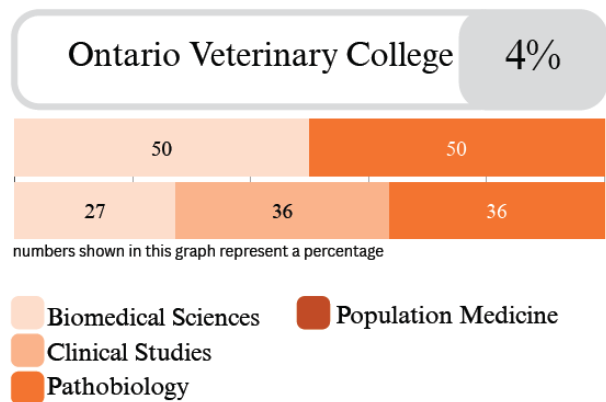


Figure 6: Proportional Bar Graph Depicting the Percentage of Undergraduate (Top Bar) And Graduate (Bottom Bar) Students from The Ontario Veterinary College Who Applied for Food Bank Services During 2024-2025 Academic Year.

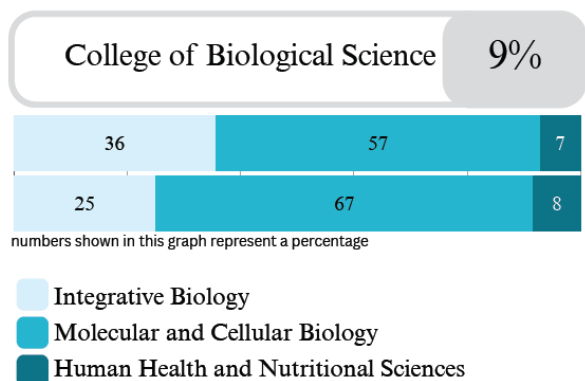


Figure 7: Proportional Bar Graph Depicting the Percentage of Undergraduate (Top Bar) And Graduate (Bottom Bar) Students from The College of Biological Sciences Who Applied for FoodBank Services During 2024-2025 Academic Year.

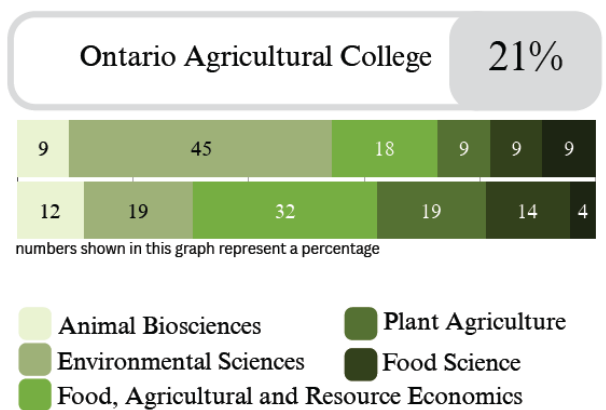


Figure 8: Proportional Bar Graph Depicting the Percentage of Undergraduate (Top Bar) And Graduate (Bottom Bar) Students from the Ontario Agricultural College Who Applied for Food Bank Services During 2024-2025 Academic Year.

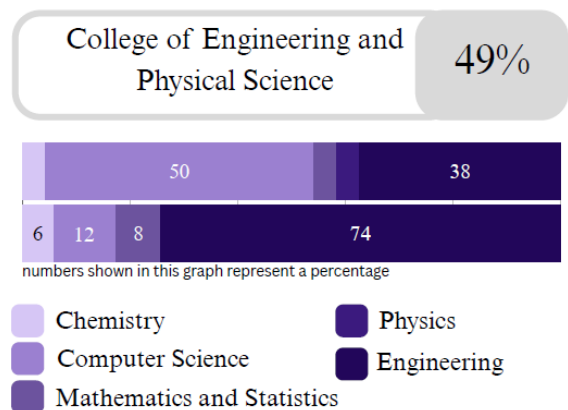


Figure 9: Proportional Bar Graph Depicting the Percentage of Undergraduate (Top Bar) And Graduate (Bottom Bar) Students from The College of Engineering and Physical Science Who Applied for FoodBank Services During 2024-2025 Academic Year.

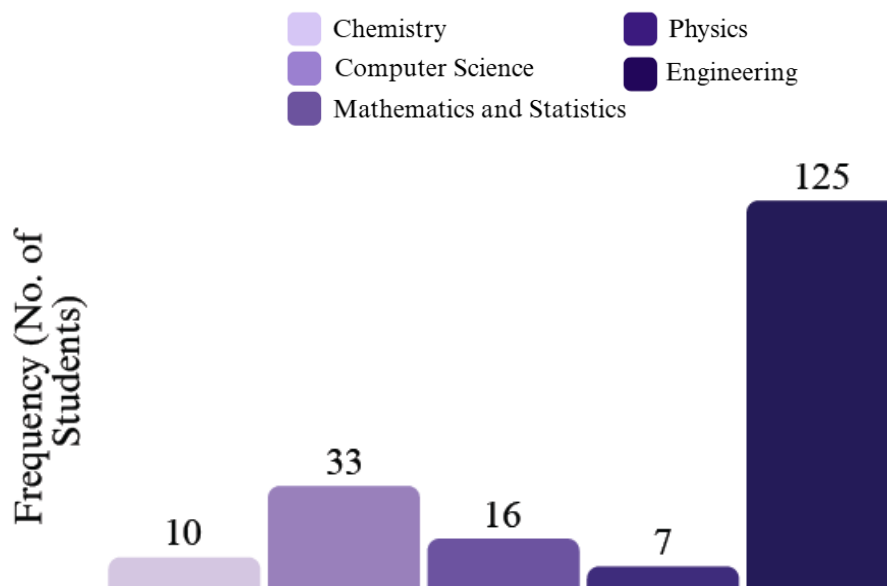


Figure 10: Bar Graph Showing the Application Distribution of Students in the College of Engineering and Physical Science for Foodbank Services 2024-2025

Total Number of University of Guelph Undergraduate Students - Distribution by College, 2022/2023

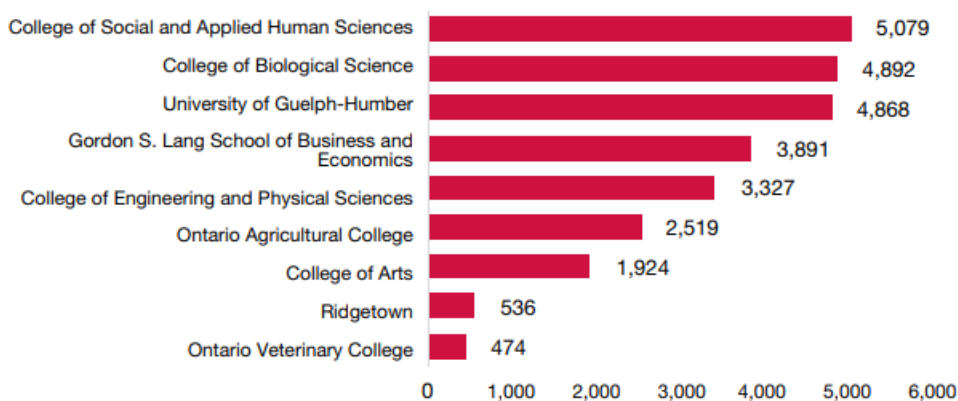


Figure 11: Stacked Bar Graph Showing the Distribution of Guelph Undergraduate Student Distribution by College. (FACTBOOK,2023)

Total Number of University of Guelph Graduate Students - Distribution by College, 2022/2023

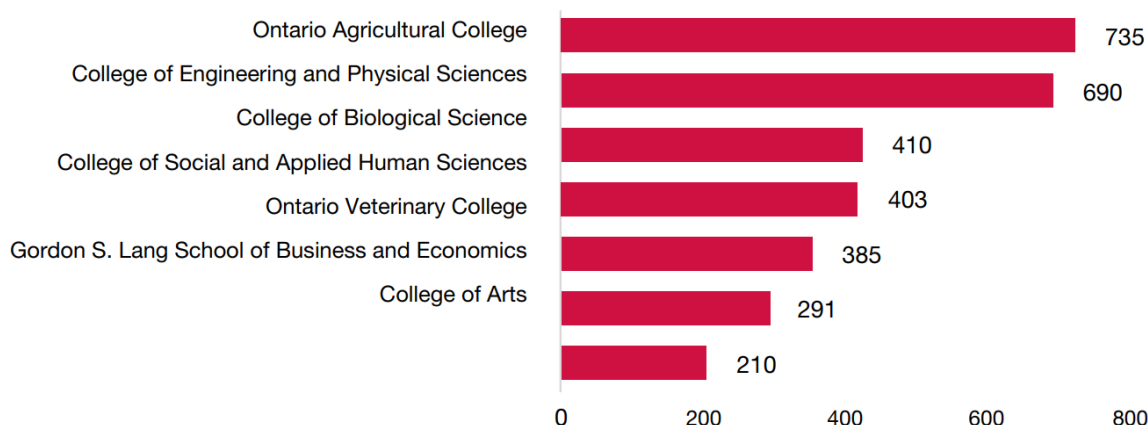


Figure 12: Stacked Bar Graph Showing the Distribution of Guelph Graduate Student Distribution by College. (FACTBOOK, 2023)

Highlights

- College of Arts had the lowest visitor applications (3%)
- College of Engineering and Physical Science had the highest visitor applications (49%)

In general, the Physical and Life Sciences departments see more applicants for the CSA FoodBank services than the Humanities and Social Sciences disciplines. The lower application numbers from the College of Arts and the Ontario Veterinary College (OVC) align with their generally relatively lower enrollment figures.

However, almost half of the FoodBank's visitors are Engineering students. This group, while large in comparison to others, is disproportionately represented when considering their enrollment size. Engineering students, account for a notable amount of FoodBank users, even though their enrollment represents only about 10% of undergraduate students and 22% of graduate students.

These findings call for more research into the financial and personal challenges faced by these students in relation to food insecurity. Engineering students are known for high academic workloads and rigorous programs, which may be contributing to additional stress and financial strain. Their intensive program requirements, the potential lack of flexible work opportunities, and the higher costs associated with their field of study could all be factors driving food insecurity among them.

Visitor Demographics

The following information is gathered from the Intake Form.

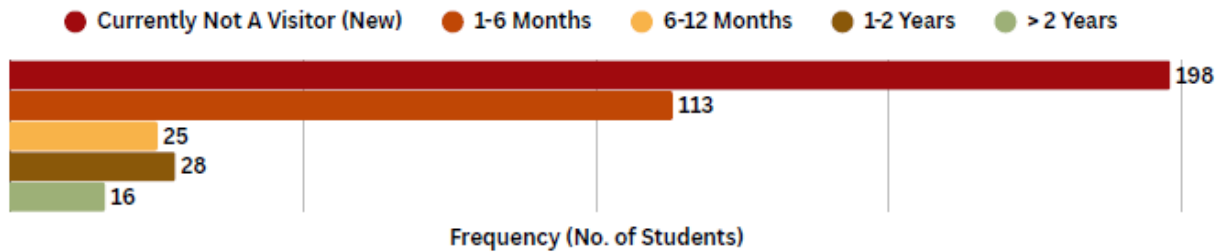


Figure 13: Stacked Bar Graph Illustrating the Length of Time Each Visitor had been using the FoodBank at the Time of Registration.

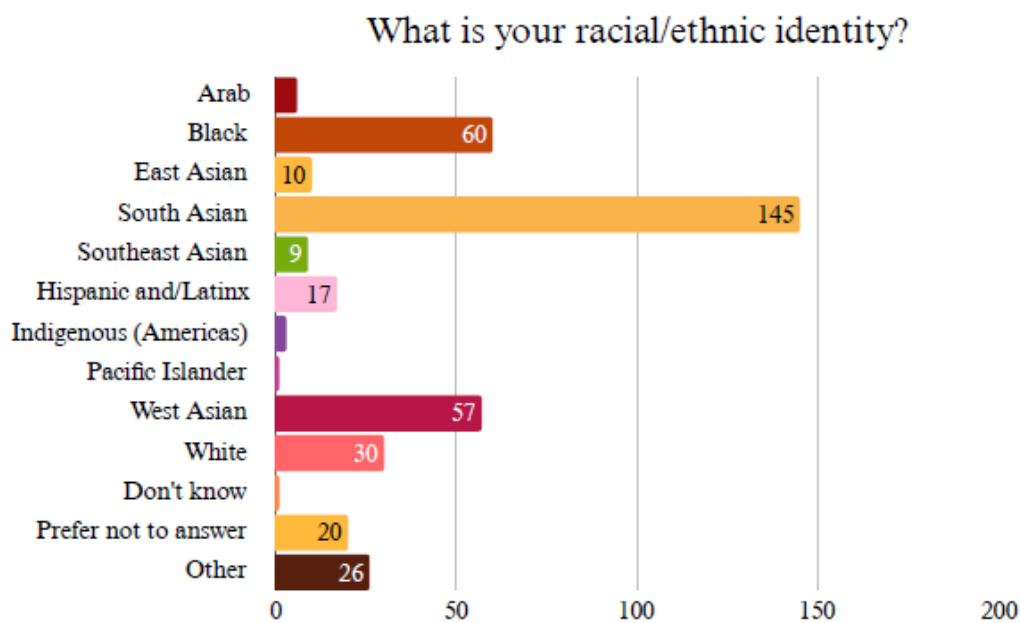


Figure 14: Stacked Bar Graph Illustrating the Racial/Ethnic Identification of Visitors

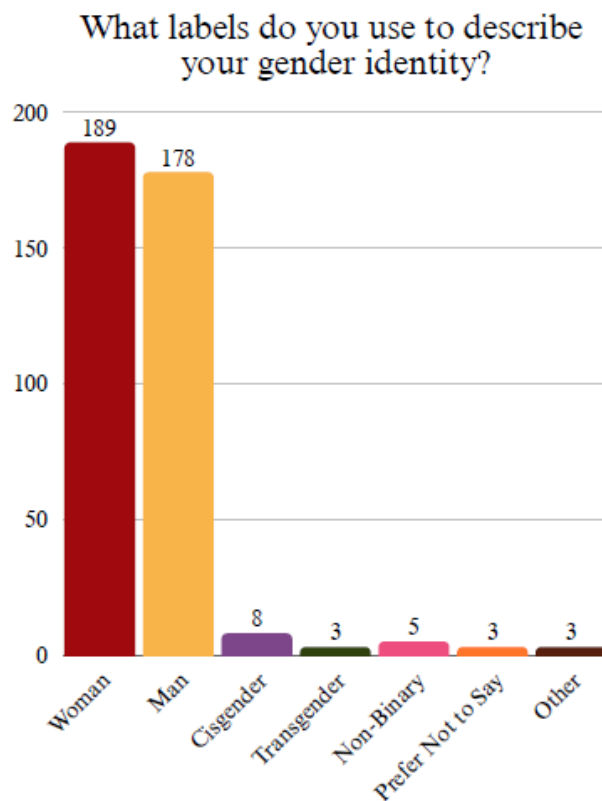


Figure 15: Stacked Bar Graph Illustrating the Gender Identification of Visitors

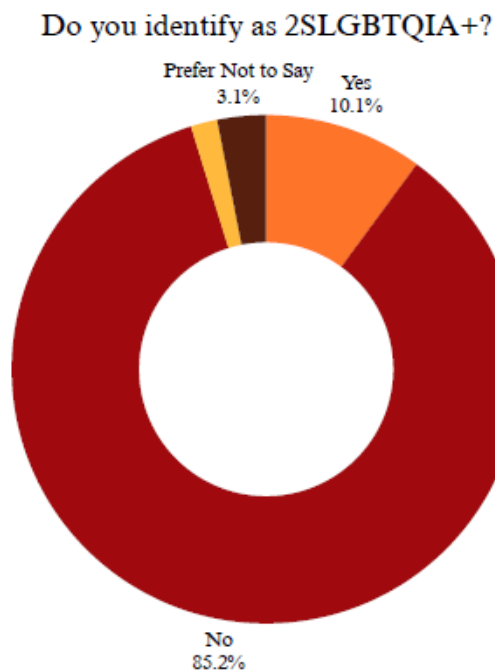


Figure 16: Donut Chart Illustrating the Gender Identification of Visitors

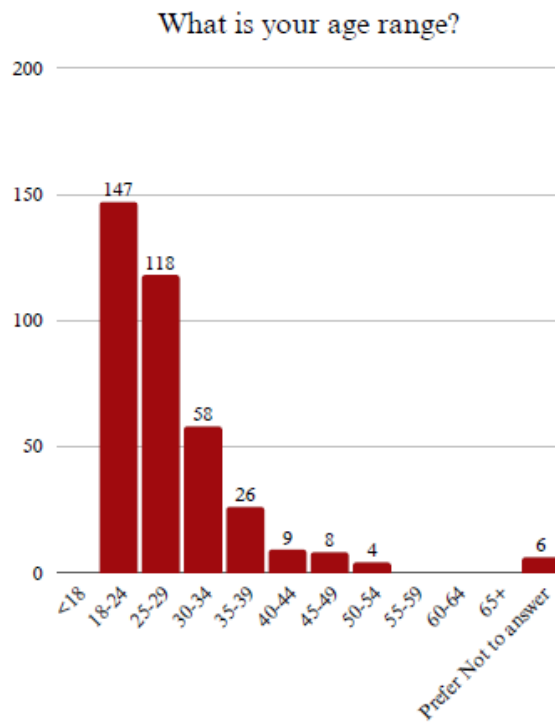


Figure 17: Stacked Bar Graph Illustrating the Age Range of Visitors

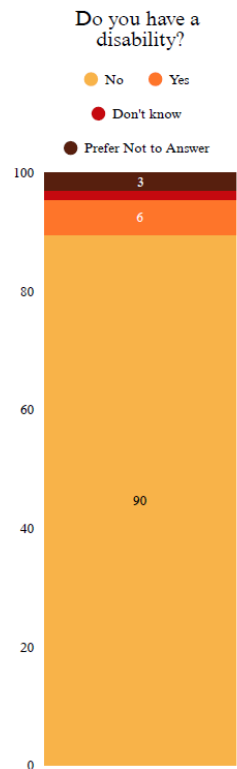


Figure 18: Stacked Bar Graph Illustrating the Ability Identification of Visitors

Highlights

- **Many visitors were new**
- **An estimated 38% of visitors are South Asian.**
- **The majority of our visitors (estimated 38%) are between the ages 18-24.**
- **An estimated 50% of visitors identify as women and 47% identify as men.**
- **An estimated 10% of visitors identify as 2SLGBTQIA+ and 1.3% visitors identify as non binary.**
- **An estimated 2% of visitors reported a disability.**

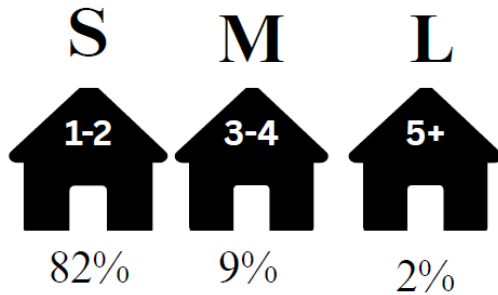
The demographic breakdown of Foodbank visitors reveals significant insights into the diversity of individuals seeking assistance. An estimated **38% of visitors** identify as South Asian, suggesting that this community may have a higher demand for FoodBank services compared to other ethnic groups. This trend could reflect unique socio-economic challenges faced by South Asian students, such as financial strain related to tuition fees, limited access to support networks, or cultural barriers that may prevent seeking alternative forms of assistance.

A notable finding is that approximately **60% of FoodBank visitors are over the age of 25**, a trend that aligns with the higher usage rates among graduate students.

In terms of gender identity, the data shows that approximately **50% of visitors identify as women**, and **47% identify as men**, suggesting that food insecurity is evenly distributed between genders within the student population. However, the slight imbalance may reflect broader societal trends, where women sometimes face additional socio-economic challenges due to gendered expectations or barriers, such as lower average wages or increased caregiving responsibilities.

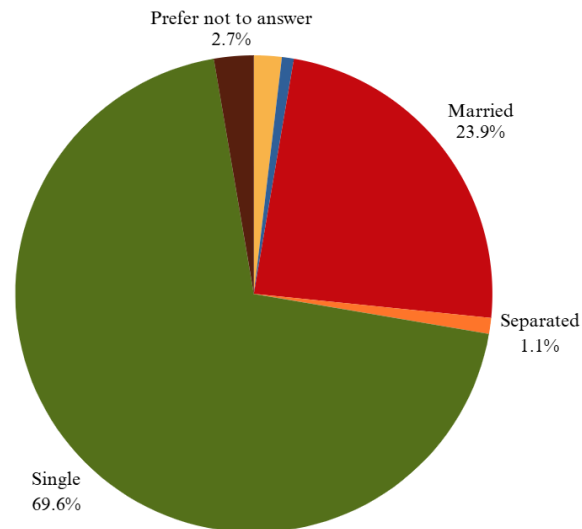
Household Statistics

Household Statistics



3% preferred not to say

What is your marital status?



Main Sources of Income Included:

- Part Time On Campus Jobs
- Full Time On Campus Job
- Part Time Off Campus Jobs
- Full Time Off Campus Jobs
- Teaching Assistant Positions
- Scholarships
- OSAP
- Bank Loans
- OSDP (Disability)
- Family

Highlights

- **Approximately 82% of visitors have 1 or no dependents present in their household.**
- **69% of visitors identify as single**

Approximately 82% of visitors report having one or no dependents in their household, suggesting that a large portion of FoodBank users do not have additional financial responsibilities in terms of children or other dependents. This could indicate that food insecurity among these students is driven more by individual financial pressures. This data further suggests that food insecurity is not necessarily linked to family structure, but rather to the financial pressures of individual students. For those without dependents or a significant other, managing

living expenses and academic costs on a single income can still be overwhelming, particularly in environments with high living costs or limited access to work opportunities.

Statistics Regarding Food Security

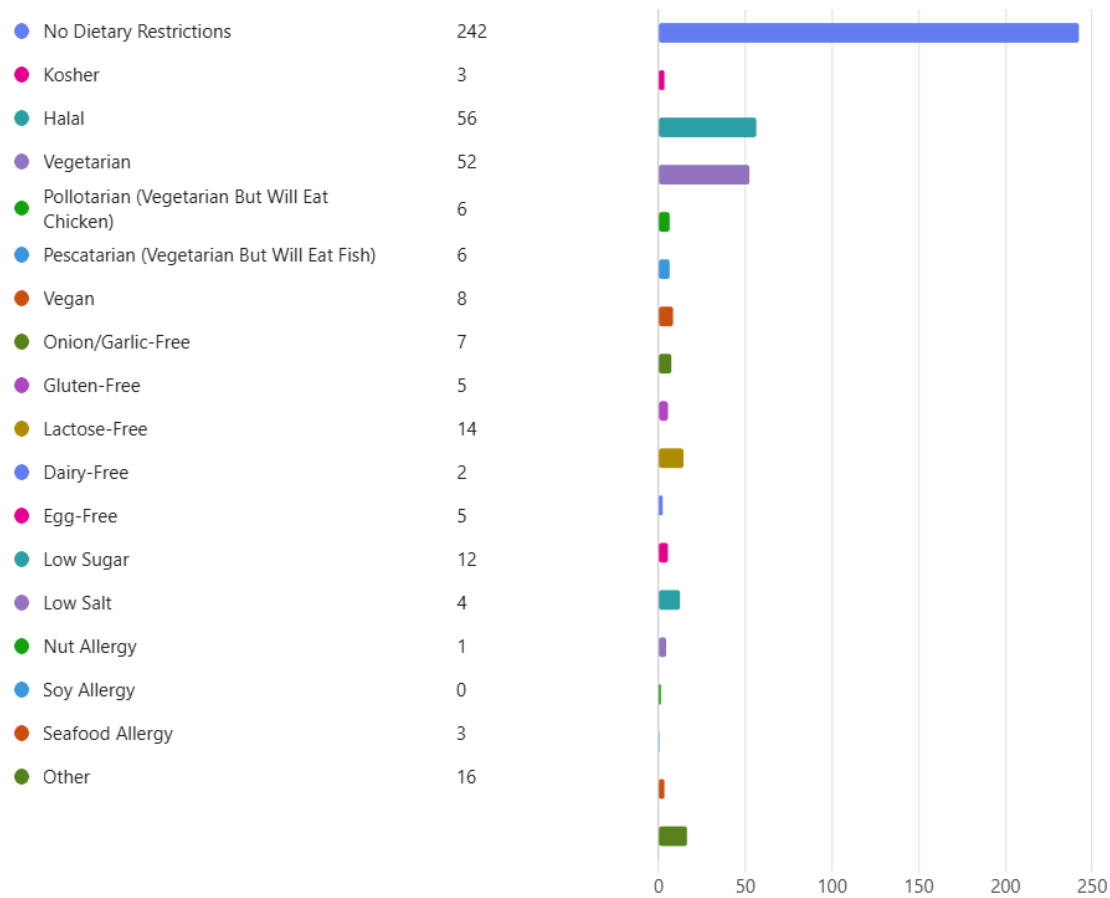


Figure 19: Stacked Bar Chart Showcasing the Dietary Preference of Visitors

In the previous 8 months, how difficult was it for you to:

Not Difficult Rarely Difficult Sometimes Difficult Often Difficult Always Difficult

Find the types of foods you prefer to eat

Afford the types of foods you prefer to eat

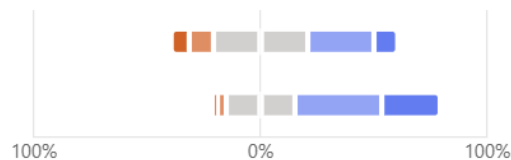


Figure 20: Figure showing recorded difficulty of visitors to find and afford their preferred food



Figure 21: Figure showing specific foods visitors recorded as difficult to find.

What foods are the most difficult for you to **afford**? You may select more than one option.

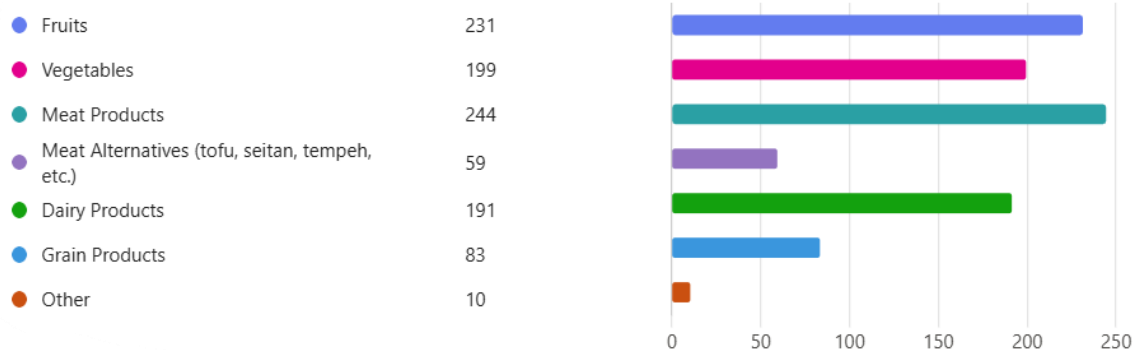


Figure 22: Figure showing specific foods visitors recorded as difficult to afford.

Highlights:

- **Most visitors find it:**
 - o **Sometimes Difficult** to FIND the foods they prefer to eat, especially cultural foods
 - o **Often Difficult** to AFFORD the foods they prefer to eat
- **Students have the most difficulty affording:**
 1. Fruits
 2. Dairy Products
 3. Meat Products
 4. Vegetables
 5. Grain Products
 6. Meat Alternatives

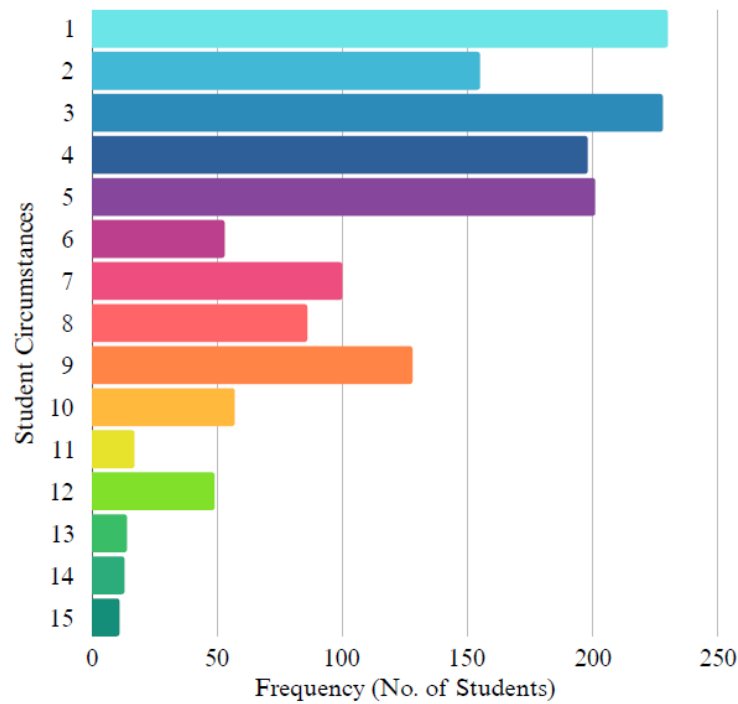
- Other products students specified struggling to afford include **Nutrient dense/cultural foods**
- **63% of visitors** do not have any dietary restrictions.
- Most popular dietary restrictions include: **Halal preferences, Vegetarian preferences, Lactose-Free and Low sugar**

Upon review, it was apparent that a variety of new dietary preferences were increasingly evident at the FoodBank. To address this, a diet audit was conducted to ensure that the most common diets such as halal, vegetarian, lactose-free, and onion and garlic-free were properly accommodated across all food groups. This was done in Notion and then inventory was adjusted to reflect better representation diet-wise. Since international students make up the largest portion of our visitors, many of the items reported as difficult to find are cultural food items. This was also an important part of our audit in terms of ordering more culturally diverse foods and stresses the importance of the FoodBank providing cultural foods, especially around significant holidays.

Product	# On Hand	# On Order	Stock Alert	Status	Diet Accommodation	Allergy Info	Food Group
2% Milk	16i	2	In Stock	Ordered			
Vegetable Mix (Frozen)	10i	1	Low in Stock	Ordered	Plant-Based Raw Vegan Gluten Free Onion/Garlic Free Traditional		Fruit/Veg
Almond Milk	4i	1	In Stock	Ordered	Plant-Based Raw Vegan		Dairy
Appetizer Perogy Potato/Onion	1 box	0	In Stock		Plant-Based Traditional		Other
Apples	0.5	1	Low in Stock	Received			Fruit/Veg
Applesauce	3	1	In Stock	Ordered	Gluten Free Plant-Based		
Avocados	1.5		In Stock				Fruit/Veg
Bag Plastic Clear 8lb Regular	1		In Stock	Received			
Ball Vegetarian Falafel	1	1	In Stock	Ordered	Plant-Based Traditional		Protein Other
Bananas	0.5	2	Low in Stock	Ordered			Fruit/Veg

Figure 23: Figure Showing an Example of The Notion Inventory Used to Organize and Conduct the Diet Audit.

Concerns about Food Insecurity



- In the past month I have worried that food would run out before I got money to buy more.
- In the past month I have been unable to afford groceries after the food I have has run out.
- In the past month I have been unable to afford nutritious, balanced meals.
- In the past month I have relied on only a few kinds of low-cost and/or nutrient-poor foods because I was running out of money.
- In the past month I have cut the size of my meals or skipped meals because there wasn't enough money for food.
- In the past month I have not eaten for a whole day because there wasn't enough money for food.
- In the past month I have been hungry but didn't eat because I couldn't afford enough food.
- In the past month I have been losing weight because I didn't have enough money for food.
- In the past month I have been unable to afford culturally relevant food.
- In the past month I have been unable to locate culturally relevant food.
- In the past month I have experienced difficulty accessing food due to a disability.
- In the past month I have been unable to provide my dependents with nutritious, balanced meals because I can't afford it.
- In the past month I have had my dependents say they were hungry but I couldn't afford food.
- None of these apply to me
- Other

Figure 24: Stacked Bar Graph Showing the Main Concerns and Circumstances regarding Food Security in Visitors

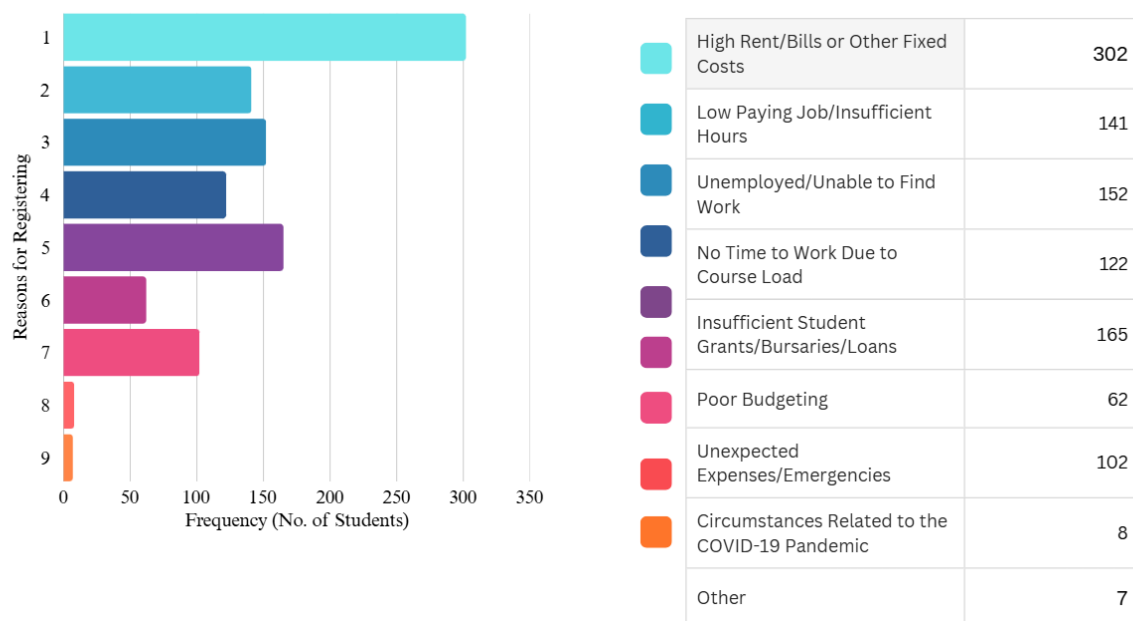


Figure 25: Stacked Bar Graph Showcasing the Main Factors of Food Insecurity in the Student Population

Highlights:

- The most significant factors that identify students as food insecure are:
 - **Not being able to afford nutritious foods, worrying about running out of money/food, inability to afford culturally familiar food and not eating.**
- Most students are registering for the GSFB because they:
 - 1. Have high rent**
 - 2. Have a low paying job**
 - 3. Experience unexpected expenses**

Given their typically more limited access to financial resources, international students may face unique challenges, such as higher tuition fees, limited work opportunities due to visa restrictions, and the absence of financial support networks that many domestic students have. Additionally, they may lack the familiarity with local resources or face cultural and language barriers that prevent them from seeking assistance before reaching a crisis point. These factors together create an environment where international students are particularly vulnerable to food insecurity. This situation calls for a deeper examination of the specific challenges international students face and the development of tailored interventions to address their needs effectively. Similarly, rent control in general, and jobs that pay living wages could aid in the mitigation of student poverty.

Reflections

1. Community Collaboration

This year, I worked diligently to embrace and strengthen the community of campus partners available to us, fostering connections that proved invaluable to the FoodBank's growth and success. As a result, we were able to forge important relationships with both on-campus partners, such as the Gryphon Greenhome Growers and the Guelph Centre for Urban Organic Farming, as well as off-campus donors. These collaborations enabled us to access a wider array of resources and support. In terms of donations, we received an impressive \$14,981 in monetary solicitations, excluding the monetary value of in-kind donations, far surpassing our initial expectation of \$5,000 by over 100%. One of the standout contributions this year was from the Aggie Hockey Night, a fantastic initiative where they reached out to support the FoodBank. Their successful event generated multiple weeks' worth of donations, and they have expressed a strong desire to make this an annual or even permanent tradition moving forward. Additionally, we partnered with various faculty to host clothing drives, securing six collection bin locations across campus for winter clothing donations. This effort, along with the establishment of a Winter Clothing Room, was a huge success, providing students with much-needed warmth during the colder months. These community-driven partnerships not only helped expand our services but also reinforced the strong sense of collaboration and support we continue to build on and off campus.

2. Space

In the previous report, there were concerns about space and capacity regarding the FoodBank. These concerns continue as the FoodBank currently operates in a limited space (51.13 m²) within the Federal Annex, which constrains its food storage and visitor capacity. For comparison, an average classroom at MacKinnon (MCKN) is 72.36 m². The space includes a hallway, office, and storage areas, but it's insufficient for the increasing demand. Looking ahead, the CSA is advocating for a larger, more accessible space. The new space should be bigger, close to the bus loop for easy access, have low foot traffic to reduce stigma, and be fully accessible for students with disabilities, which is currently a limitation (e.g., no accessible washroom).

However, this year, we underwent significant renovations that greatly enhanced our storage capacity, particularly for dry goods. The addition of new storage solutions has made a noticeable difference, allowing us to organize items more efficiently and create a much less cluttered environment. Along with the increased storage, we also refreshed the space with a

fresh coat of paint and aesthetic improvements, which have contributed to making the area feel brighter and more welcoming. These changes have been met with positive feedback from both staff and visitors, and the improved layout has helped foster a more comfortable and accessible environment for everyone who relies on the space.

3. Staffing

Similarly, last year's report listed staffing as a limitation to service execution. This year, staffing levels have for the most part remained the same. The FoodBank still portions during appointments, which has led to stress, stock shortages, and sometimes a brief decline in service quality. To maintain the high level of service, the FoodBank should have at least two part-time assistants year-round. This would help ensure the Coordinator can manage administrative duties and outreach while preventing burnout among staff. Summer months are particularly challenging, as the team operates with one assistant instead of two, leading to a heavier workload and reduced quality of service, even though demand remains consistent.

The introduction of volunteers could help, but the current lack of space and a formal volunteer policy makes this difficult. Additionally, current contingency plans have been improved insufficient if the Coordinator or Assistant falls ill, the FoodBank closes, leading to service backlogs. Improving staff coverage and contingency plans is crucial to ensure continuous support for students in need.

To mitigate staffing challenges this year, we implemented the Notion database, which replaced the previously analog inventory system. This upgrade has allowed for better organization, real-time access to stock information, and enabled supervisors and offsite staff to place orders remotely, ensuring a smoother operation. Additionally, a temporary hire was brought on this summer to help with the increased workload, and this proved to be an invaluable support, alleviating some of the pressure on the core team.

Looking ahead, a future with volunteer support would be ideal, particularly in a larger space. Volunteers could assist with tasks like food portioning, administrative work, and general operations, helping to manage peak periods without overburdening the staff. The good news is that intense training for volunteers wouldn't be necessary, only the presence of a trained staff member, is required. Moreover, with a larger, more organized space, we could comfortably accommodate volunteers, ensuring the FoodBank continues to serve students efficiently while fostering a greater sense of community involvement.

4. Data Management:

However, as we continue to increase capacity and grow, there's an urgent need to address the logistical handling of visitor data. Currently, we rely on Excel to track visitor information, which requires frequent revisions upon the addition, removal, or inactivity of visitors. This manual process is time-consuming and prone to errors, and as our service expands, the demand for a more automated or better-programmed system becomes critical. An improved system would alleviate much of the administrative labor, reducing the workload for staff and allowing them to focus more on direct service to visitors.

Upon further reflection, this has been one of the most life-changing jobs I've had. I had the privilege of working in a space where my ideals were constantly challenged, my perspectives were broadened, and the people I encountered had a profound impact on my growth. I developed a deeper sense of community and a stronger passion for working with others, connecting daily with many cherished visitors. I am incredibly grateful and do not take this position for granted. Thank you for allowing me to serve as your FoodBank Coordinator.

With love and the utmost respect,

Your Coordinator,

Alitha signing out. 🍎

Information Report

Board of Directors Meeting # 4

July 23, 2025



Item 4.10.1

Summary of Committee Appointments

MOTION: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

Moved:

Seconded:

Information Report

Board of Directors Meeting # 4

July 23, 2025



The following Summary of Committee Appointments is provided as information:

Policy and Bylaw Review Committee

Ratified: July 17, 2025

Ethan Warren	Director
William Coleman	VP Academic

Elections and Referendum Committee

Appointed: July 2, 2025

Jonah Greenhut	Director
Yael Lazebnik	Director

Student Health and Dental Plan Committee

Appointed: June 11, 2025

Keira Gayowsky	Director
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Finance Committee

Appointed: June 11, 2025

Nate Broughton	President
Pawandeep Singh	VP Student Experience
Noel Johnston	Director
Ethan Warren	Director
Marcus Aldred-Ganhao	Director

Policy and Bylaw Review Committee

Appointed: May 28, 2025

Nate Broughton	President
Noel Johnston	Director
Jonah Greenhut	Director
Marcus Aldred-Ganhao	Director
Alex Song	Director

Hiring Committee Report

Foodbank Coordinator

July 23, 2025



Item 4.10.2

Hiring Committee Report

Foodbank Coordinator

Posting Date: June 9, 2025

Closing Date: June 23, 2025

Hiring Committee Members:

William Coleman (VP Academic)

Alitha Griffith (Foodbank Coordinator)

Amy Lee Chong (Office Coordinator & Service Support)

Number of Applicants: 51

Number of Interviews: 4

Successful Candidate: Rozhan Mokhtari

Start Date: July 21, 2025

MOTION: That the hiring of Rozhan Mokhtari for the position of Foodbank Coordinator be approved, as recommended by the Hiring Committee.

Moved:

Seconded:

Committee Report

Board of Directors Meeting # 4
July 23, 2025



4.10.3

Policy & Bylaw Review Committee Report re. Item 2.11.3

WHEREAS at the Board of Directors meeting on June 11, 2025 the Board approved a motion to refer business item 2.11.3: Member's Motion: Amendment to Bylaw 1 (Organizational) to the Policy & Bylaw Review Committee (PBRC) for further discussion;

WHEREAS the PBRC reached consensus on a proposed amendment and requested a report be submitted to the Board of Directors on the topic;

BE IT RESOLVED that the Board of Directors receive the attached report as information.

Moved: Nate Broughton, President

Seconded:

Committee Report

Board of Directors Meeting # 4

July 23, 2025



Topic Overview

This topic was referred to the Policy & Bylaw Review Committee at the June 11, 2025 Board of Directors meeting in response to a members' motion regarding mandatory board training. The proposed bylaw amendment was for board training sessions to not be mandatory for returning members who have attended a training session previously.

Committee Discussion

The Policy & Bylaw Review Committee met on July 7, 2025 and discussed the referred item. A full overview of the discussion can be found in item 4.10.5: PBRC Minutes # 1. The committee determined that while training material, particularly the CSA Orientation training in the summer semester, may be less useful for returning members due to repetition, there are valid reasons for members repeating some training sessions. In particular, the Robert's Rules of Order training segment was cited as a helpful refresher given the complex nature of the material. Members also noted that the summer training session is the first opportunity for all board members to meet, which would be interrupted if attendance was optional for returnees. The committee reached consensus that in order to retain flexibility for returning members to be excused from training sessions when deemed appropriate, the bylaw should specify that required completion of training sessions is at the discretion of the Policy & Transition Coordinator (PTC) and Board Chair.

The committee also discussed the importance of having training material and the structure of the sessions be efficient and engaging to further the informational value and retention of all members. The committee was in agreement to recommend allowing training session attendance to be at the discretion of the PTC and Chair only if the President and PTC make a commitment regarding efforts to enhance training content and make sessions more engaging. Members requested for a report to be submitted to the Board regarding the recommended bylaw amendment and the agreed upon commitment.

Outcome

The Policy & Bylaw Review Committee has recommended forward an amendment to Bylaw 1 (Organizational) section 4.10, which can be found in item 4.11.7 as notice. The President and PTC have agreed to the requested commitment regarding exploring and implementing improvements to board training material.

Motion

Board of Directors Meeting # 4
July 23, 2025



Item 4.10.4 Policy & Bylaw Review Committee (PBRC) Minutes # 3

MOTION: that the minutes for the following PBRC meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
4.10.4	Meeting # 3	March 27, 2025

Moved:

Seconded:

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – March 27, 2025 – 4pm – 5pm
Microsoft Teams



Attendance

Members

Colleen Bovay	Policy & Transition Coordinator	Present
Nate Broughton	President	Present
Naomi Amayaevbo	VP Student Experience	Regrets
Jake Levy	Director	Regrets
Manpreet Rattan	Director	Present
Noel Johnston	Director	Present
William Coleman	VP Academic	Present
Charandeep Dhillon	CSA Member	Regrets
Natalie Wilkinson	VP External	Present
Jonah Greenhut	CSA Member	Present

Scribe

Colleen Bovay	Policy & Transition Coordinator
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Guests

3.0 Call to Order

‘Quorum shall be three ratified members, one of which must be a Director of the CSA.’

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – March 27, 2025 – 4pm – 5pm
Microsoft Teams



Called to order at 4:03pm 3.0.1 Attendance 3.0.2 Chair Member Nate Broughton was selected as the Chair for this meeting. 3.0.3 Introductions	
3.1 Adoption of the Agenda	3.1.1 Approve the Agenda Agenda approved with no additions. 3.1.2 Declarations of Conflicts No conflicts were declared.
3.2 Ratifications and De-Ratifications	3.2 Natalie Wilkinson and Jonah Greenhut were ratified as members.
3.3 Comments from the Chair	The President welcomed members to the meeting and noted that we have some smaller policy items on the agenda to address before the end of the term, and then there are plans to continue to work on some larger policy projects over the summer semester.
3.4 Approval of Past Minutes	3.4.1 Meeting # 2 – November 6, 2024 Minutes were approved with no additions.
3.5 Working Group Updates and Reports	No working group updates or reports were provided.
3.6 Business	3.6.1 Bylaw 2 and Appendix G re. Elections Supervision The PTC explained that this item arose since three out of four executives were running for re-election, and it makes sense to improve the policy for elections supervision if all executives are candidates. This amendment would specify that if all executives are running, the “executive supervisor” of the Elections Office would be the two board directors that sit on the Elections and Referendum Committee, rather than the current policy that states the board will

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – March 27, 2025 – 4pm – 5pm
Microsoft Teams



appoint a committee of directors to supervise. The directors on ERC are already more informed of elections processes due to their roles on the committee, so it's a natural fit. In addition to this amendment to Bylaw 2, there is also a proposed change to the terms of reference for ERC, to state that if all executives are candidates, then no executives will be members of ERC.

The Committee reached consensus to recommend these amendments forward to the board.

3.6.2 Appendix C re. Staff Evaluation, Salary, Benefits

The PTC explained that this amendment is coming forward as part of the comprehensive review of the HR Policy. While the review is still ongoing, it's preferable to have these amendments approved prior to the end of the term, given that this is when annual employment contracts are being drafted, and some of this language will be included in contracts. The amendments include changes to the staff evaluation process and to the salary and benefits sections. Regarding vacation time, the current structure isn't sustainable with the amount employees would be entitled to after working here for many years, given that three weeks are also given over the winter break.

The Committee reached consensus to recommend these amendments forward to the board.

3.6.3 Bylaw 1 re. Executive Committee Quorum

The PTC explained that a discrepancy was found in Bylaw 1 regarding quorum for Executive Committee meetings. In one section it states 'not less than half of the members' and in another it states 3 executives constitutes quorum. Given that it's possible to have less than 3 executives for a short period of time, as we saw this past fall semester, it makes sense to have quorum as not less than half of the members. The quorum requirements are also proposed to be amended to state at minimum it must be the President and one Vice President, or all the current Vice Presidents, if the President cannot attend.

The Committee reached consensus to recommend these amendments forward to the board.

3.6.4 Appendix D re. Committee Minutes

The PTC explained that minutes for our standing committees must be approved by the committees at a subsequent meeting and submitted to the board as information. As we have a lot of turnover annually for the executive

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 3 – March 27, 2025 – 4pm – 5pm
Microsoft Teams



and directors, that means there is a lot of turnover within committee memberships. This leads to issues with the final set of committee minutes from the term getting misplaced or not being completed by the sitting executives. In addition, the committee minutes are then later approved by the newly appointed committee, which may not have any members from the previous term to verify the accuracy, and it may be a large gap in time since the last meeting. This amendment proposes to allow committees to approve their last set of meeting minutes of the term via email, to ensure that they can be received by the board promptly, and they're being approved by the current committee members. This will be particularly helpful for committees like the Statement Making Committee, that only meets when called upon.

The Committee reached consensus to recommend these amendments forward to the board.

3.6.5 Appendix G re. Referendum Petition Signatures

The PTC explained that this topic was first discussed at the Elections and Referendum Committee, and they have provided a recommendation for PBRC to discuss. The current policy states that any referendum coming forward, either a new question or a proposed change to an existing referendum question, have to collect signatures from 10% of the student body to get their question on the ballot. They then need at least 20% of the student body to vote on the question with a majority in favour for it to be approved. The Guelph Black Students Association has an existing referendum question that they have been trying to get on the ballot for the last two years to increase the current fee by 25 cents and have the fee increase with CPI, as it currently doesn't. They've had the same fee for approximately 20 years, and it's now standard for new fees to increase with CPI annually. We've been having conversations with the executives of the GBSA as they're struggling as a growing organization with no increase to their fee, and the question of fairness has been raised with the referendum signature collection process. They've submitted a summary of their approach and efforts with signature collection over the last two years, and it demonstrates that it's extremely challenging to reach the signature threshold despite the time and effort put in. Particularly for groups that may not relate to or impact all students, it's showing that it's increasingly challenging to get signatures. The Elections and Referendum Committee reached consensus to recommend that the signature threshold be lowered to approximately 7-7.5% for existing questions that are asking to increase their fee by CPI.

The President added that he has met with the Director of Student Experience who voiced similar frustrations with the process, having gone through the process with assisting the GBSA and doing it for a similar purpose with the

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existing OUTLINE fee. It is arising as a significant barrier, particularly for equity seeking groups, and with the sharp increase in enrolment. The President is in favour of considering an even lower quorum for the signature collection, as all questions will still need to get 20% quorum in the election, which we don't intend on changing.

Member Greenhut agreed that he's open to a change that remains a high enough barrier that prevents too many new fees, but also low enough that it's not prohibitive for any groups to get their question on the ballot. He inquired if it would be possible to run a referendum that would allow all current fees that don't increase by CPI to have that added moving forward.

The VP Academic noted that having referendum questions on the ballot is advantageous for helping us reach quorum. He doesn't think there are many other fees that don't increase by CPI. He proposed changing the policy from a quorum percentage to a flat number for signature collection, given the added difficulty as result of the increase in enrolment.

Member Johnston noted that he was part of the recommendation from the ERC and is adamant that the quorum should not be lowered other than for groups seeking to increase their existing fee by CPI. While these fees were already approved in the past, they were not approved by the current students who would be paying the increased fee, so they should be held to the same standard of 10% quorum like new fees if they want a base fee increase.

The VP External noted the importance of removing barriers for equity deserving groups, and the attempts from the past years paired with increasing enrolment shows the need for a change. She suggested lowering the petition signature quorum to 6%.

The President noted that adjusting the threshold for petition signatures is much different than lowering quorum for voting, as groups will still have to put forth significant effort to reach the 20% quorum to have the referendum pass. While the standard needs to be high enough to prevent frivolous questions from being on the ballot, the signature threshold could be lowered and still preserve a high bar for student fees to be adopted.

Member Greenhut noted that the Arboretum referendum team contributed hugely to reaching quorum in those elections, which ties into the larger conversation about elections engagement and getting more students to vote. Having referendums on the ballot could encourage more students involved in these groups to vote. He agreed that a lowered threshold should be specific to questions wanting to increase by CPI and also agreed with previous points regarding equity deserving groups. He suggested 6.5% or possibly a flat number.

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Member Johnston acknowledged the points made regarding equity deserving groups and the difficulties occurring. He motivated that his issue is the standard exists to ensure that groups have to be very dedicated to get their question on the ballot and to collect money from students. He noted that while referendums on the ballot do help with reaching quorum, we should instead be encouraging students to vote for and care who their representatives are rather than just to support or vote against a referendum question.

The President noted that with increasing enrolment, referendum teams would need to collect approximately 2600 signatures to have their question on the ballot, whereas executives only need 50 signatures, though substantial student fees also go towards executive salaries, which feels unbalanced. The President reiterated that the barrier seems too high, especially when reviewing the outreach strategies undertaken by the GBSA who has been unable to reach the signature threshold.

Members asked for clarification if there is a motion on the table that can be voted on. The PTC explained that this was intended to be a discussion based on the information gathered and the recommendation that the Elections Committee submitted to gauge opinions from PBRC on how to proceed. The PTC recommended that based on the range of opinions, it may be useful to continue doing research on what standards other student unions have for referenda and then return to this discussion in the summer semester.

Member Greenhut agreed and noted that it would be good to continue the discussion regarding executive signature thresholds and how it compares to referendum signatures.

Member Johnston agreed that there may be issues with the executive signature thresholds but noted that referendum teams have many months to collect signatures whereas executive have only a short nomination period.

The Committee reached consensus for more background research to be done and for the topic to return to the committee in the summer semester.

3.6.6 Bylaw 2 re. Director Appointment Process – Member Submission

Member Greenhut explained that the submitted business item is a pared down and more simplified version of the motion discussed by the board in the fall semester regarding the director appointment process. This motion is proposing an interim director appointment process to take place following the winter general election to ensure there is college representation over the summer and until the by-election concludes. To prevent members from repeatedly using the appointment processes instead of running in the elections, the reappointment

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voting threshold will be higher. All individuals seeking appointment must also attend the board to make a verbal statement, instead of the current written statement.

The PTC provided members with a reminder that this topic was referred by the board in the fall semester and a working group was formed to consider amendments. Member Greenhut was not a committee member at the time, so he was unable to participate in the working group. Since Member Greenhut submitted this updated version, it seemed appropriate to discuss as a committee, and the working group can take it into consideration as well if further amendments are desired, and he could now join the working group.

The President agreed with the change to have nominees make a verbal statement at a board meeting. Regarding the interim process, he worried that members would opt to not partake in the elections and instead do the appointment process, despite the higher voting threshold. He also noted that logistically this may overcomplicate our schedule with the numerous appointment processes, which adds additional work for the CRO and PTC during busy times of the year.

Member Greenhut noted that the key issue to be addressed is ensuring the college representation over the summer, given that some of the college governments are not consistent in appointing their members in the summer as they go through a transitional time as well, so any colleges without elected representatives are then unrepresented for potentially 6 months. He doesn't think the interim process would deter interested members from running in the elections.

Member Johnston agreed with the issue regarding representation for the colleges over the summer. The recent election had few candidates which is the result of overall apathy and the image problem that the CSA has that prevents students from getting involved or voting. He noted that he doesn't disagree with a director appointment process but thinks we need to address that root issue in order to solve the lack of representation.

The President agreed that he would like to improve the college representation on the board but noted he doesn't think a second chance to get involved after the winter election will turn up new candidates. He thinks that addressing the issue of better promoting the elections and promoting the importance of involvement with the CSA to get students interested in the election should be the priority.

Member Greenhut noted that the promotional strategy and outreach for the winter election this year was increased from years past and still did not improve the number of candidates or quorum. This has been an issue for a number of

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years and we should continue trying to improve voter engagement, but adding the interim appointment process is a partial solution for the time being to help with the representation issue specifically.

The President proposed bringing this updated item back to the working group to do some additional wordsmithing and make it more streamlined before bringing it back to the committee.

Member Greenhut agreed and requested for a timeframe to be added for recommendations to be brought to the board. After discussion he proposed the first board meeting in July.

The committee reached consensus to send the item back to the working group and to add Member Greenhut to the working group.

3.7 New Business

3.7.1 No new business was discussed.

3.8 In Camera Session

No in camera session was held at this meeting.

3.9 Adjournment

3.9.1 Adjourn

Meeting adjourned at 5:12pm

Motion

Board of Directors Meeting # 4
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Item 4.10.5 Policy & Bylaw Review Committee (PBRC) Minutes # 1

MOTION: that the minutes for the following PBRC meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
4.10.5	Meeting # 1	July 7, 2025

Moved:

Seconded:

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Attendance

Members

Colleen Bovay	Policy & Transition Coordinator	Present
Nate Broughton	President	Present
Noel Johnston	Director	Present
Marcus Aldred-Ganhao	Director	Present
Alex Song	Director	Present
Jonah Greenhut	Director	Present

Scribe

Colleen Bovay	Policy & Transition Coordinator
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Guests

William Coleman	VP Academic
Ethan Warren	Director
Bethany Harripersad	CSA Member
Nicholas Grigg	CSA Member
Philip McMorran	CSA Member

1.0 Call to Order

‘Quorum shall be three ratified members, one of which must be a Director of the CSA.’

Called to order at 7:09 pm

1.0.1 Attendance

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1.0.2 Chair Member Jonah Greenhut was selected as the Chair for this meeting. 1.0.3 Introductions
1.1 Adoption of the Agenda 1.1.1 Approve the Agenda Agenda approved with no additions. 1.1.2 Declarations of Conflicts No conflicts were declared.
1.2 Ratifications and De-Ratifications No Ratifications or De-Ratifications were considered.
1.3 Comments from the Chair The Chair welcomed members to the meeting and encouraged guests, particularly those that haven't attended a committee meeting before, to ask questions as needed.
1.4 Approval of Past Minutes 1.4.1 Meeting # 3 – March 27, 2025 Minutes were approved with no additions.
1.5 Working Group Updates and Reports 1.5.1 Overview of Ongoing Working Groups The PTC explained that the purpose of this item is to provide an overview of all ongoing working groups that have carried over into the new school year, for the benefit of new members to understand what projects we're currently working on. The first is the HR Policy review, which is being carried out by the Business Manager and the External HR Consultant. Hiring is in progress for a full-time HR staff member, who will be able to take on some of this work as well. Some proposed amendments from this working group have already been approved by the board. The next is the Committees appendix, which primarily consists of the Terms of Reference for a number of our committees. The appendix is out-of-date with some committees listed that are inactive or dissolved, so changes are needed. A comprehensive review is also needed for the Issues Policy appendix, which is intended to be reviewed annually by the Executive Committee. A comprehensive review is also ongoing for the Clubs Handbook, which is out-of-

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date in part due to structural changes since the last review. The final active working group is regarding the director appointment process, specifically considering possible changes to the process of appointing directors following a by-election or possibly general election to help ensure more representation of all colleges. One additional policy topic that does not have a formed working group but research is underway to bring to the committee for further discussion is referendum petition signatures rules.

1.6 Business

1.6.1 Bylaw 1 (Organizational) re. Board Training

The Chair read the proposed board motion regarding training requirements for returning board members that was referred to PBRC for discussion.

Member Aldred-Ganhao explained that the motivation for this item is that it may not be necessary for returning board members to repeat training sessions they've previously completed, as they're already familiar with the material. He thinks the initially proposed version needs to be reworded as it's too broad but thinks it would be reasonable for returning members to be able to opt out of the summer training specifically.

Member Johnston agreed that an opt out for summer training could be suitable for members who have previously completed it as it's repetitive information.

Member Warren noted that he doesn't agree with this amendment as it could become complicated if the organization wants to implement new training material in the summer. He also motivated that the summer training session is the first opportunity for the new board to meet as a group, so it's helpful to have all members there. He suggested finding ways to make the training sessions more engaging.

The President motivated that the training serves a useful purpose for all members, noting that Robert's Rules is complicated so a refresher can be helpful for returnees as well. He agreed with previous points regarding the possibility of new training material and exploring making trainings more engaging.

Member Aldred-Ganhao agreed with the Robert's Rules refresher being helpful but noted other material from that session is less pertinent for returning members. He noted that the sessions could also be condensed and presented more efficiently.

Member Johnston suggested re-arranging the segments of the first training so that returning members could depart after mandatory sections are covered, as

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the full session is an hour and half long, which given the length and repetitive information could lead to returning members not paying attention.

Member Warren proposed for the committee to submit a report to the Board indicating a mandate and commitment from the President and PTC regarding efforts being made to update training material to be more engaging for both new and returning members. He also proposed adding an amendment to indicate that the organization can create trainings that are mandatory only for certain segments of the board to allow for more flexibility.

The President suggested that the amendment should specify that determining which sessions are mandatory for which members based on previously attended trainings should be at the discretion of the PTC. He suggested amending 4.2.1 C to be: attend all board meetings, board retreats, annual general meetings and general members meetings along with board training sessions as determined by the PTC.

Member Johnston suggested separating board trainings to its' own point, as all the other listed items should remain mandatory for all members. He suggested adding that the determination is made by the PTC and Board Chair.

The Committee discussed various wordsmithing options for the new section and agreed upon: Attend Board training sessions as required by the Policy & Transition Coordinator and Chair.

Members requested verbal confirmation from the President and PTC regarding their commitment to working on improvements to board training content to make the sessions more engaging for members. They requested this in addition to a written commitment included in a report to the board. The President and PTC both agreed to this commitment.

The PTC explained that as requested by members, she can draft a report to be submitted to the board detailing the reasoning behind our recommendation and the other discussed information regarding the actual content of the training sessions.

The committee reached consensus to recommend the amendment to the board and to submit a written report regarding this topic to the board.

1.6.2 Appendix D (Committees) re. Accessibility Committee

The VP Academic explained that this committee hasn't been active in recent years, and the Terms of Reference is undergoing a review which Member Johnston and the PTC have been assisting him with. The item is being brought to PBRC to seek feedback on some of the specific sections of the amended

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Terms of Reference. The VP Academic highlighted some of the key amendments, including splitting the committee responsibilities/mandate into sections and updated membership requirements, including an application process. They explained that section 9.5, removal of members, has yet to be updated as they would like the committee to discuss possible amendments. The current language is too broad and difficult to implement in practice. Section 9.6.5 regarding ensuring the meeting environment is a safe space would also benefit from discussion.

Member Johnston noted that the powers of board may be undermined if duly appointed members can be easily removed from the committee without clear guidelines. He also noted that more clarity is needed for how the directors are appointed and given the confidentiality piece, are they still able to report on their activities on the committee during director reports at board meetings.

Member Warren noted that the wording implies that directors will be selected through the same application process as general members. He motivated that maintaining confidentiality makes sense for general members but should not be extended to directors selected for the committee. It's more appropriate for the Board to publicly appoint the directors rather than having them selected by the VP Academic.

Member Aldred-Ganhao noted that the current wording for removing members could allow the committee to remove members just on the basis of not liking them. He motivated to use a similar structure as other committees with rules regarding attendance at meetings. Members can then be de-ratified for missing too many meetings or for failing to perform their duties.

The VP Academic noted that the intent with having the directors also submit applications and remain confidential was to help members that may not feel comfortable self-identifying. He noted that he's open to having the directors be publicly appointed by the Board but would prefer for general members and staff members to remain confidential.

Member Greenhut suggested that if the board members are appointed by the board, they can then assist the VP Academic in selecting general members privately. He noted that the application process may not be accessible due to barriers with writing and communication skills, and sending agendas 24 hours in advance may not be sufficient for those who have difficulty processing information. For removal of members, he suggested an in-camera session of the board or a small committee.

Member Song motivated that it's important for members to know who is representing them on a committee promoting accessibility. He thinks the

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membership list should be public information, with some personal information redacted as appropriate.

Member Johnston motivated that there is value to both approaches and suggested we could take the confidential approach for this year as a trial. Board members could be appointed in an in-camera session of the board and then approve the general member applications with the VP Academic. He motivated that removal of members should have to be approved by the board in an in-camera session.

Member Warren motivated that there should be two seats for directors that are ratified by the board in the same manner as other committees, and the selected members will select the general members who have applied with the VP Academic. General members can retain confidentiality. Students deserve to know who is representing their interests on the board and committees, so board members should not be confidential.

Multiple members voiced that the item should continue to be worked on in a working group for further amendments.

Member Aldred-Ganhao proposed to form a working group consisting of the VP Academic, Member Johnston, and the PTC to continue exploring these recommendations.

The Committee reached consensus to form the proposed working group.

1.7 New Business

1.7.1 No new business was discussed.

1.8 In Camera Session

No in camera session was held at this meeting.

1.9 Adjournment

1.9.1 Adjourn

Meeting adjourned at 8:58 pm

Committee Report

Board of Directors Meeting # 4
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4.10.6

Policy & Bylaw Review Committee Report re. Item 3.11.6

WHEREAS at the Board of Directors meeting on July 2, 2025 the Board approved amendments to Bylaw 1 regarding the dissolution of the College of Engineering and Physical Sciences and formation of two new colleges;

WHEREAS the Board also approved a motion for additional amendments to be determined and brought as notice by the July 23, 2025 meeting regarding the College Government seats on the Board of Directors for the new colleges;

WHEREAS this topic was brought to the Policy & Bylaw Review Committee for discussion and the committee reached consensus for a recommendation to the Board;

BE IT RESOLVED that the Board of Directors receive the attached report and recommendation as information.

Moved: Nate Broughton, President

Seconded:

Committee Report

Board of Directors Meeting # 4

July 23, 2025



Topic Overview

As of July 1, 2025, the former College of Engineering and Physical Sciences has been dissolved, and two new colleges, the College of Engineering and the College of Computational, Mathematical, and Physical Sciences have been established. The Board of Directors approved amendments to Bylaw 1 on July 2, 2025 regarding this change to reflect that these two new colleges will each have two elected seats on the Board of Directors, and the College of Engineering and Physical Sciences is struck from the bylaw in that regard. Regarding college governments for the new colleges, the College of Engineering and Physical Sciences Student Council is maintaining as the sole representative of the two new colleges until such time that actions can be finalized regarding the split of the existing college government student fee and the Primary Student Organization (PSO) accreditation of the new college governments. At the Board of Directors meeting on July 2, 2025, the board approved a motion for additional amendments to be determined and brought as notice by the July 23, 2025 meeting regarding the College Government seats on the Board of Directors. This topic was brought to the Policy & Bylaw Review Committee for review and was discussed at the committee meeting on July 17, 2025.

Committee Discussion

The committee discussed multiple options, including the potential to establish two board seats for the College of Engineering and Physical Sciences Student Council (CEPSSC) in the interim, with a requirement to have one representative from each of the new colleges being represented by CEPSSC. Given that CEPSSC is acting as the representative for both new colleges, the committee also considered the option of retaining the current board composition and introducing board seats for the new college governments once they are formed.

Outcome

The committee reached consensus to recommend that Bylaw 1 section 2.10.1 and section 4.2.3 remain unchanged regarding this matter until such time that the new colleges have accredited Primary Student Organizations officially in place as their new college governments. This is estimated to be established for the 2026-2027 school year.

Motion

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Item 4.11.1

Student Events & Initiatives Funding (SEIF) Deadlines and Meetings

Proposed Dates:

SEIF Fall Semester Deadlines

Wednesday, September 24, 2025 at 11:59pm
Wednesday, October 15, 2025 at 11:59pm
Wednesday, November 12, 2025 at 11:59pm

SEIF Fall Semester Meetings

Meeting #1: Monday, September 29, 2025 at 6pm
Meeting #2: Wednesday, October 22, 2025 at 6pm
Meeting #3: Monday, November 17, 2025 at 6pm

SEIF Winter Semester Deadlines

Wednesday, January 14, 2026 at 11:59pm
Wednesday, February 11, 2026 at 11:59pm
Wednesday, February 25, 2026 at 11:59pm

SEIF Winter Semester Meetings

Meeting #4: Wednesday, January 21, 2026 at 6pm
Meeting #5: Wednesday, February 18, 2026 at 6pm
Meeting #6: Wednesday, March 4, 2026 at 6pm

MOTION: That the proposed dates for Student Events & Initiatives Funding deadlines and meetings for the 2025-26 academic year be approved as presented in the Board Agenda Package.

Moved: Nate Broughton, President

Seconded:

Motion

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Item 4.11.2 Appoint Student Events and Initiatives Funding (SEIF) Committee

WHEREAS CSA Policy Appendix D, Section 7.3 requires a maximum of six members for the SEIF Committee, consisting of the following:

- CSA President
- One additional member of the Executive Committee
- One At-Large or College representative
- One Student Organization representative
- Up to two additional Directors

MOTION:

- a) That the following Directors be appointed to the SEIF Committee for the 2025-2026 academic year:

[1 At-Large or College Government representative]
[1 Student Organization representative]
[2 additional Directors]

- b) That the following members of the Executive Committee be appointed to the SEIF Committee for the 2025-2026 academic year:

Nate Broughton, President
Pawandeep Singh, VP Student Experience

Moved: Nate Broughton, President
Seconded:

See next page for SEIF Committee information.

Excerpt of Appendix D – CSA Committees

See CSA website for complete Appendix D.

7.0 Student Events and Initiatives Funding (SEIF) Committee

7.1 Preamble

The CSA is committed to ensuring support for a diverse range of events and initiatives that benefit students.

The Student Events and Initiatives Funding Committee (“the Committee”) is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding SEIF requests.

7.2 Purpose

- 7.2.1** To receive, hear presentations for, and make decisions on SEIF requests within CSA Bylaws and Policies.
- 7.2.2** To maintain a standardized SEIF request form or method.
- 7.2.3** To provide complete semesterly reports to the CSA Board of Directors on all transactions involving SEIFs.

7.3 Membership of the Committee

- 7.3.1** The Committee shall consist of a maximum of six members.
- 7.3.2** The President shall be a member of this Committee.
- 7.3.3** One (1) seat on this Committee shall be reserved for an At-Large or College representative.
- 7.3.4** One (1) seat on this Committee shall be reserved for a Student Organization representative.
- 7.3.5** One (1) seat on this Committee shall be reserved for an additional member of the Executive Committee.
- 7.3.6** The remaining seats may be filled by up to two (2) Directors.
- 7.3.7** The membership of this Committee shall be selected by the Board of Directors.
- 7.3.8** A designated staff member will attend meetings in the role of scribe. They will not be a ratified member of the committee.

7.4 Responsibilities of the Committee Members

- 7.4.1** The President shall be the Chair of the Committee.
- 7.4.2** The Vice-Chair shall be the additional Executive member on the Committee.
- 7.4.3** Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant SEIF policies.
- 7.4.4** Each member shall act as a member of the CSA, and not as a member of their own constituency.
- 7.4.5** Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.
- 7.4.6** The Chair shall have the following responsibilities:
 - a) Setting SEIF deadlines for the academic year, subject to Board Approval.
 - b) Facilitate meetings.
 - c) Ensure that proper minutes are taken for every meeting.
 - d) Compile semesterly reports for the Board, with the designated staff member.
- 7.4.7** The Vice-Chair shall have the following responsibilities:
 - a) Assist the Chair in their duties.
 - b) Assume the responsibilities of the Chair in their absence.
- 7.4.8** The designated staff member shall have the following responsibilities:
 - a) Facilitate the submission of SEIF applications and compile materials prior to committee meetings.
 - b) Take meeting minutes and record decisions.
 - c) Forward minutes to the Policy & Transition Coordinator for distribution to the Members of the Board.
 - d) Book meeting locations.
 - e) Manage communications to and from the Committee.

- f) Compile semesterly reports for the Board with the President.
- g) Coordinate the submission of SEIF Report Forms and ensure completion.
- h) Keep an updated list of any groups ineligible for SEIF funds in the current and upcoming academic year.

7.5 Meetings

- 7.5.1 SEIF Committee meetings shall be held as required to receive and to review SEIF applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.
- 7.5.2 The schedule of meetings shall be pre-determined and submitted to the Board of Directors.
- 7.5.3 Quorum for meetings shall be set at a simple majority of members.
- 7.5.4 If the Committee fails to make quorum at any meeting, a new meeting date can be selected within one business week.

7.6 Reports

- 7.6.1 Reports shall be compiled by the Chair and the designated staff member of the Committee.
- 7.6.2 A report shall be submitted to the Board of Directors following each Fall and Winter semester. These reports shall include an overview of:
 - a) SEIF Applications.
 - b) Funding requests.
 - c) Funding allocated.
 - d) Impact on student body.
 - e) Summary of funds.

7.7 SEIF Requirements

- 7.7.1 Applicant groups for SEIF must include a CSA member of good standing.
- 7.7.2 Each year, the CSA will budget funds to be made available by request to qualifying groups.
- 7.7.3 Funds from the SEIF line item, commonly known as the “Grants” line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.

- 7.7.4** Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the “Grant” line items, found in the CSA Council budget.
- 7.7.5** Should the CSA choose to co-sponsor an event, it must do so before the SEIF request is presented to the Committee, and the Committee must be given full disclosure of the CSA’s involvement.
- 7.7.6** A completed SEIF Report Form, available on the CSA website, will be required by the Committee. A completed SEIF Report Form must include a finalized budget breakdown with matching receipts for all purchases. Any variances from the initial budget submission must be explained. Any unused funds must be returned to the CSA. If a group does not submit a completed SEIF Report Form by the prescribed deadline, the Clubs Executive contacts will be ineligible to apply for SEIF funding for the remainder of the current academic year, and the following academic year.
- 7.7.7** At the discretion of the SEIF Committee, any organizations that an individual is a Club Executive for will be made ineligible to apply for SEIF Funding for the remainder of the academic year, if deemed necessary due to failure to submit SEIF Report Forms as required. Individuals will be contacted via email with this decision and can file an appeal to the Board of Directors to challenge the decision.
- 7.7.8** Should a party requesting funding omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the SEIF must be re-submitted to the Committee where the original SEIF request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant completely.

7.8 SEIF Application Process

- 7.8.1** Subject to approval by the Board, the President will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting additional application deadlines in the Winter semester, should the funding be available.
- 7.8.2** Organizations are able to apply for funds retroactively within the current academic year.
- 7.8.3** Qualifying groups shall be defined as groups that operate outside the CSA

and have not had funds allocated to them under the CSA operating budget.

- 7.8.4** Qualifying groups must submit a completed SEIF Request Form, available on the CSA website, to the Committee through the designated staff member.
- 7.8.5** All parties must disclose as to whether their organization/ group collects student fees or other regular funding sources.
- 7.8.6** All parties must provide confirmation that their organization has completed an Events Submission to Student Events & Risk Management.
- 7.8.7** Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.
- 7.8.8** In fairness to all organizations, no group will be awarded more than \$500.00 in any fiscal year.
- 7.8.9** The SEIF Committee will rank each funding application based on the following priority system:
- i. Internal accredited CSA clubs.
 - ii. Special Status Groups.
 - iii. University of Guelph accredited undergraduate student organizations.
- 7.8.10** The SEIF Committee will also consider the following:
- Number of students attending the event.
 - Number of students impacted by the initiative.
 - If there is a cost to students to attend.
 - The inclusivity and accessibility of the event.
 - The level of enrichment to students.
 - The groups access to other funding sources.
 - The specificity of the budget.
 - Whether the group has received SEIF in the current academic year.
 - The amount of funds remaining in the SEIF budget line.
- 7.8.11** The SEIF Committee is not permitted to approve funding for:

- Fundraising events, unless the raised funds are going to a student-specific organization.
- Goods purchased from sources that violate the CSA's Ethical Purchasing Policy.
- Alcoholic beverages.

7.8.12 Second time funding for the same event / initiative may be provided, if it is demonstrated that it will be innovative from the previous event/initiative, as the SEIF Committee will consider innovation as part of the review process.

7.8.13 The designated staff member will notify organizations within 72 hours of a SEIF Committee decision.

7.9 Appeals Process

7.9.1 Any party has the right to appeal any decisions made by the Committee on any of the following grounds:

- a) The Committee violated any CSA Bylaws or Policies.
- b) A member of the SEIF Committee who voted on the SEIF in question has a conflict of interest, as outlined in Bylaw 1.

7.9.2 Any party wishing to file an appeal must do so in writing to the President within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.

7.9.3 Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.

7.9.4 Appeals of the SEIF Committee shall be heard by the CSA Board of Directors at the next regularly scheduled Board Meeting. If there is no Board meeting scheduled within two weeks of the appeal submission, an emergency Board Meeting will be called. Decisions made by the Board of Directors are final.

7.9.5 The appealing party will be given fifteen (15) minutes to present both their original SEIF submission and the appeal submission to the Board of Directors, verbally and in writing.

Appendix D

CSA Committees



- 7.9.6** Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both verbally and in writing.
- 7.9.7** The Chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:
- a) A motion to deny the appeal and uphold the Committee's decision.
 - b) A motion to grant the appeal and make any changes necessary to the SEIF Committee in order to ensure a fair hearing.
 - c) A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the SEIF in question.

Motion

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Item 4.11.3

Appoint Director to theCannon.ca Operating Committee

WHEREAS membership of theCannon.ca Operating Committee includes a CSA Board of Directors representative for student representation;

BE IT RESOLVED that the following Board Director is appointed to theCannon.ca Operating Committee for the 2025-2026 academic year:

[one Director]

Moved: Nate Broughton, President

Seconded:

See next pages for theCannon.ca Operating Committee Terms of Reference

Motion

Board of Directors Meeting # 4
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theCannon.ca Operating Committee

Terms of Reference

1.0 Preamble

Thecannon.ca (hereafter referred to as “the Website”) is a joint venture of the Central Student Association and the Guelph Campus Coop.

Thecannon.ca Operating Committee is responsible to the Boards of Directors of the Central Student Association and the Guelph Campus Co-op (hereafter referred to as “the Partners”).

The union and subsequent responsibilities of these two Partners for the purpose of owning and operating the Website is legally bound in theCannon.ca Partnership Agreement (hereafter referred to as “the Partnership”)

A committee shall exist and it shall be called “thecannon.ca Operating Committee” (hereafter referred to as “the Committee”)

Meant to be an online meeting place for students, the Website is funded by student fees secured in a referendum with the following question:

“Since the fall of 2000, thousands of students have used Guelphbooks.com to buy and sell textbooks and other items. There are plans to transfer this service to theCannon.ca site, and expand its offerings. Provided that there are no transaction fees or external advertising on the site,

Do you support a refundable semesterly fee of \$1.00 per student (indexed to the cost of living) to go towards theCannon.ca?”

2.0 Purpose

- 2.1** To develop a vision for the Website
- 2.2** To ensure that the Website meets the expectations set out in the vision
- 2.3** To manage the day-to-day business affairs of the Website
- 2.4** To develop and adhere to the CSA Human Resources gospel and procedure, including but not limited to, hiring and supervision of thecannon.ca staff
- 2.5** To oversee the development of content for the Website
- 2.6** To enter into third party agreements relating to the Website
- 2.7** To prepare and adhere to an annual budget
- 2.8** To develop and adhere to policy, procedure and protocol, as approved by the Partners
- 2.9** To ensure completion of additional responsibilities of the Committee as required in the Partnership and as indicated in Section **4.0** of this document
- 2.10** To act as an appeal body for any decisions made by the staff of the Website

3.0 Membership of the Committee

- 3.1** The Operating Committee shall be made up of at least two voting representatives from each Partner
- 3.2** The voting representatives from the CSA shall be the CSA President, CSA VP Student Experience, CSA Promotional Services Coordinator, CSA Events Coordinator, and 1 Board of Director

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3.3 The voting representatives of the Guelph Campus Co-op shall be a GCC staff member and up to 4 GCC Board members

3.4 Non-voting members shall be appointed by the Committee as needed, however the following positions shall have permanent non-voting membership on the Committee: TheCannon.ca Moderator, CSA Business Manager, and the GCC Human

Resources and Finance Coordinator

3.5 Student members of the Committee shall be appointed for a term of one year, ending no later than April 30th of each year.

3.6 Under irregular circumstances, a leave of absence may be granted by the Partners to a voting member of the Committee at which point the responsible Partner must provide a substitute representative from its Board of Directors

3.7 A leave of absence may be requested by the member in question, the Committee, or a Partner

4.0 Responsibilities of the Committee

4.1 thecannon.ca Operating Committee will meet regularly once a month

4.2 The committee will choose a chair at the end of each meeting, and the chair will be responsible for the following for the next meeting:

4.1.1 Facilitate meeting

4.1.2 Create Agenda

4.1.3 Call meeting and book meeting place

4.1.4 Ensure adherence to the Terms of Reference

4.3 A scribe will be appointed by the chair at the beginning of each meeting. Their role will be to:

4.2.1 Take minutes

4.2.2. Circulate minutes to the committee

4.2.3 Ensure copy of minutes is sent to both GCC and CSA Business Office

4.4 If thecannon.ca is looking to hire staff or contract out work, Job Descriptions will be approved by a vote of the committee, and a hiring committee of three (3) members will be formed from the membership present.

4.5 Promotional aspects on thecannon.ca will fall to the CSA Promotional Services Coordinator to manage on a day-to-day basis and any major changes can be taken to the committee for a vote

4.6 The committee will be responsible for gathering relevant information from whichever business office is currently managing thecannon.ca's books and use this information to compile the report for each board on an annual basis

4.7 The committee is to present semesterly reports to each Board of Directors, the presentation sub-group will contain one representative from each Partner.

4.8 If and when technical support is required, the committee, through the CSA Promotional Services Coordinator shall reach out to Barking Dog Studios for support

5.0 Financial

5.1 The CSA Business Office OR the GCC Business Office shall have the following responsibilities:

5.1.1 Prepare annual budget

5.1.2 Review monthly financial statements and report any major concerns that may arise to the committee

5.1.3 Ensure approval of all expenditures receives due process

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5.1.4 Oversee preparation of audited statements

5.1.5 Oversee preparation of financial reports for Partners

6.0 Promotional Support

6.1 The CSA Promotion Services Coordinator shall have the following responsibilities:

6.1.1 Ensure development of promotional materials on an annual basis for the Website

6.1.2 Oversee development of ongoing innovative promotional strategies for the Website

6.1.3 Assist Website staff and volunteers with general promotions of the Website as needed

7.0 Technical Support

7.1 thecannon.ca Operating Committee will contract Barking Dog Studios to assist with the following:

7.1.1 Ensure ongoing maintenance and development of technical components of the Website

7.1.2 Oversee purchasing of equipment, fonts and other technical components as needed in collaboration with the CSA Promotional Services Coordinator

7.1.3 Ensure maintenance and security of operations on the website

8.0 Meetings

8.1 Meetings shall be held as required - monthly

8.2 Quorum for meetings must be at least one voting member from each Partner, to a total of at least four.

8.3 Meetings discussing the day-to-day operations of the Website may take place without quorum being met, provided any discussions are ratified at a later date at a meeting where quorum is achieved

8.4 Day-to-day operational meetings where quorum is not met are not able to bind the Partnership, approve expenditures, or make other similar decisions affecting the business affairs of the Partnership

8.5 Meetings shall be open to the public

8.6 The standing agenda will be as follows:

Scribe assignment

Introductions

Financial overview

Promotion review

Editorial

Operations overview

New Business

Chair assignment

Adjournment

9.0 Reports

9.1 The Committee shall prepare an annual report for submission to both Partners for their approval

9.2 The report must be presented to each Partner's board no later than March 30th

9.3 Each report must contain a summary of actions/minutes of the Committee for the Partners to ratify

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9.4 The report shall include:

9.4.1 A review of the management and performance of the Website

9.4.2 A review of any Human Resources matters

9.4.3 A review of operating policy, procedure and protocol of the Website

9.4.4 A review of future revenue requirements from student fees for the Website

9.4.5 The audited financial statements for the Website for the previous year

9.4.6 The annual operational budget

9.4.7 Any financial management arrangements that have been made for the upcoming fiscal year, including but not limited to the provision of bookkeeping and payroll services, and compensation for such services, audit fees, location of Head Office, and all other incidental activities which may be carried on in connection with the Business and are not the responsibility of the Operating Committee

9.4.8 The present thecannon.ca Operational Committee Terms of Reference

10.0 Appeals

10.1 The Committee shall act as an appeal body for any decisions made by the Website staff or members of the Committee

10.2 In the case of an appeal, the Committee member whose decision is under review may not be present during deliberations

10.3 Appeals for decisions of the Committee must be submitted to both Partners in writing by way of the Committee

10.3.1 If each Partner comes to a conflicting decision, a subcommittee is struck with members of each Partner's board to come up with a final decision. Any member of the board who is also on the committee would have a conflict of interest and may not participate as a voting member of the subcommittee

11.0 Amendments

11.1 The Terms of Reference must be approved annually by both Partners no later than April 1st of each year

11.2 Amendments to the Terms of Reference may be made at any point by the Committee, but must be approved by both Partners

11.3 The Committee must review the Terms of Reference in March of each year

Motion

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Item 4.11.4

Appoint Director to Sustainability Action Fund (SAF) Working Group

WHEREAS the purpose of the SAF Working Group is to provide funding to student-initiated projects that provide experiential learning opportunities related to campus sustainability and climate action, advance the University of Guelph's sustainability and climate action goals by improving the operations of the University of Guelph campus, and address an improvement area as identified in the 2020 Sustainability Tracking, Assessment & Rating System (STARS) self-reporting framework; and

WHEREAS membership of the SAF Working Group includes undergraduate students, selected by and representative of the Central Student Association, including a CSA Director and a CSA General Member;

WHEREAS there is a vacancy for a CSA Director;

BE IT RESOLVED that the following Director be appointed to the Sustainability Action Fund Working Group for the 2025-2026 academic year:

[one Director]

Moved:

Seconded:

Motion

Board of Directors Meeting # 4
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Item 4.11.5

Board Chair Correspondence and PBRC Referral re. Item 3.11.2

MOTION: for the Board Chair to forward the correspondence regarding concerns with business item 3.11.2 and the provisions of the Statement Making Committee to the Board of Directors via email;

AND FURTHER for the topic to be referred to the Policy & Bylaw Review Committee for review.

Moved:

Seconded:

Motion

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Item 4.11.6

Appoint CSA Representatives to the Athletics Advisory Council

WHEREAS the Athletics Advisory Council advises the President of the University of Guelph and the Director of Athletics on policy matters regarding the athletics programs and use of athletics facilities at the University of Guelph including student fees, athletics budget, new athletic centre, intramurals, and more; and

WHEREAS the Athletics Advisory Council requires the membership of a CSA Executive as a non-voting member and one CSA representative as a voting member to be appointed by the CSA;

BE IT RESOLVED that the following CSA Executive and Board Director be appointed to the Athletics Advisory Council:

Pawandeep Singh, VP Student Experience
[1 Board Director]

Moved:

Seconded:

Notice of Motion

Board of Directors Meeting # 4

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Item 2.11.6

Notice: Amendment to Bylaw 1 (Organizational) re. PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting and a roll call vote.

Notice of this motion is hereby provided at the Board meeting on July 23, 2025.

This motion will be considered at the Board meeting on August 27, 2025.

BE IT RESOLVED to adopt the attached amendment to Bylaw 1 (Organizational) Section 4.10 (Director Duties), as recommended by the Policy & Bylaw Review Committee.

Notice of Motion

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4.10 Director Duties

4.10.1 Each Director shall:

- a) Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- b) Act in the best interest of the constituency that they are representing;
- c) Attend all Board meetings, Board retreats, [Board training sessions](#), Annual General Meetings and General Members' Meetings;
- d) [Attend Board training sessions as required by the Policy & Transition Coordinator and Chair](#);
- ~~d~~e) Be prepared to speak to classes during times of significant importance to the CSA, including but not limited to AGMs, GMMs, Elections, hiring, large-scale programs and "Awareness Weeks";
- ~~e~~f) Be an active and participating member of a minimum of one CSA committee;
- ~~f~~g) At all times, uphold the bylaws and policies of the CSA. Where no policy or bylaw exists for a specific issue, to look to policies and practices of similar organizations;
- ~~g~~h) Be at all times as objective, fair and impartial as possible when discussing issues and making decisions;
- ~~h~~i) Be aware of and perform the responsibilities and qualifications as a member of the Board of Directors as outlined in the Ontario Corporations Act, and other relevant legislation;
- ~~i~~j) Actively promote student involvement in CSA services, advocacy, events and campaigns;
- ~~j~~k) Tender their resignation if two meetings are missed per semester without reasonable cause or without obtaining prior leave of absence;
- ~~k~~l) Be aware that the Board may decide to remove Directors who fail to perform their duties; and
- ~~l~~m) Carry out such other duties as the Board may from time to time assign them with, or as stipulated in CSA policies.

Notice of Motion

Board of Directors Meeting # 4

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Item 4.11.8

Notice: Amendment to Appendix G (Electoral) re. PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on July 23, 2025.

This motion will be considered at the Board meeting on August 27, 2025.

BE IT RESOLVED to adopt the attached amendment to Appendix G (Electoral) Section 9 (Referendum Question Petition Collection), as recommended by the Policy & Bylaw Review Committee.

Notice of Motion

Board of Directors Meeting # 4

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9.3.2 Petition collection forms must be signed by no less than 1000 members or 5% ~~10%~~ of the membership to which the proposed fee/or question would apply, whichever is fewer.

Motion

Board of Directors Meeting # 4

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Item 4.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4 on July 23, 2025 be adjourned at pm.

Moved:

Seconded: