

AGENDA

Board of Directors Meeting # 5
September 23, 2026 – 6:00 pm



Agenda – September 23, 2026

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AGENDA

Board of Directors Meeting # 5
September 23, 2026 – 6:00 pm



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	5.14.1 Approval of In-Camera Minutes – August 26, 2026	
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5.15	Adjournment	120

Motion

Board of Directors Meeting # 5
September 23, 2026



Item 5.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 5 on September 23, 2026, be approved as printed and distributed.

Moved:

Seconded:

Item 5.2.1 (b) Amend the Agenda

MOTION TO AMEND: to reorder the agenda so that item 5.11.1: Fall 2026 By-Election Nomination and Candidate's Packages and item 5.11.5: Overview of the Amended 2026-2027 Operating Budget are just after item 5.11.4: Introductions.

Moved:

Seconded:

Item 5.2.1 (c) Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 5 on September 23, 2026, be approved as amended with:

- The reordering of the agenda so that item 5.11.1: Fall 2026 By-Election Nomination and Candidate's Packages and item 5.11.5: Overview of the Amended 2026-2027 Operating Budget are just after item 5.11.4: Introductions.

Motion

Board of Directors Meeting # 5
September 23, 2026



Item 5.5 Approval of Past Board Minutes

MOTION: That the Minutes be approved for the following CSA Board of Directors Meetings:

5.5.1	CSA Board Meeting # 3	July 29, 2026
5.5.2	CSA Board Meeting # 4	August 26, 2026

Moved:

Seconded:

Motion

Board of Directors Meeting # 5
September 23, 2026



Item 5.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
5.6.1	Meeting # 7	June 29, 2026
5.6.2	Meeting # 8	July 13, 2026
5.6.3	Meeting # 9	July 22, 2026
5.6.4	Meeting # 10	August 24, 2026
5.6.5	Meeting # 11	August 31, 2026

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)
Meeting #7 – June 29, 2026 – 11:00 pm
CSA Boardroom



Members: Emilie Dudgeon (President, Chair), Sydney Hooper (VP Internal, Secretary), Kennedy McGregor (VP Academic), Ash Ames (VP External)

Regrets: None

Guests: None

1.0 **Call to Order @ 11:04 pm**

2.0 **Adoption of the Agenda**

2.1 **Approve the Agenda**

Mover: Kennedy McGregor

Seconded: Sydney Hooper

Motion Carried

2.2 **Declarations of Conflicts**

No conflicts were declared.

3.0 **Comments from the Chair**

There were no *Comments from the Chair*.

4.0 **Approval of the Previous Executive Committee Minutes**

MOTION: That the Minutes be approved for the following CSA Executive Committee meeting:

4.1	Executive Committee Meeting #4	June 8, 2026
4.2	Executive Committee Meeting #5	June 15, 2026
4.3	Executive Committee Meeting #6	June 22, 2026
4.3.1	Executive Committee Meeting #6.1	June 22, 2026

Moved: Emilie Dudgeon

Seconded: Kennedy McGregor

Minutes

Executive Committee Meeting (ECM)
Meeting #7 – June 29, 2026 – 11:00 pm
CSA Boardroom



5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Updates

- Implemented a “Summer Fridays” work from home initiative for all office staff. This excludes the President and VP Internal to ensure that there is someone in office in case of emergency and to support the Bullring if necessary. This is a staff appreciation initiative for our hardworking team.
 - Was received positively by staff, and all contracts have been collected and reviewed by the President.
- Recently wrapped up meetings with all office staff and gone over our proposed job descriptions for the Executive Director and Events Coordinator positions. This was vital in beginning to have these materials prepared and ready to present to the Board of Directors.
- Working closely with VP Internal and Bullring General Manager to implement a new Sales and Solicitation policy for the Bullring.
- The audit preparations have begun, and the audit will proceed as predicted in the coming weeks.
- The main office and Bullring will be closed on Wednesday, July 1st for Canada day.

5.1.2 Committees

- The Cannon Committee- Second meeting of the year took place. Discussed new initiatives and heard a presentation from the VP Academic on a tutoring program proposal. The committee remains enthusiastic about implementing new ideas.
 - The Committee had a positive opinion of the initiative but were unsure about its place on theCannon.ca.

5.1.3 Miscellaneous

- Continued to work on booking artists for the Block Party during O-Week.
- Merchandise provider came to present ideas for new merch orders. We are now in the process of finalizing our orders for O-Week.

Minutes

Executive Committee Meeting (ECM)
Meeting #7 – June 29, 2026 – 11:00 pm
CSA Boardroom



- Received training of Automatic Funds Transfers with Meridian, and working towards the next step of transferring our pay system back to Direct Deposit.

5.2 VP Internal

5.2.1 Supervisory

- **Clubs:**

5.2.2 Committees

-

5.2.3 Miscellaneous

-

5.3 VP Academic

5.3.1 Supervisory

- **SHAC:** Recently met with Hope, the SHAC Coordinator and discussed a plan for having a Fall event run by SHAC.
- Discussed some of the challenges SHAC has had in relation to engagement from students, and hoping to create a plan coming into the year with SHAC Assistants to be a more vocal and active presence on campus.
- There have been issues with the SHAC email, and Assistants have had access to all emails which is not normal.
- **Action Item:** VP Academic to submit ticket to CCS to fix this issue.

5.3.2 Committees

- Co-curricular Experiential Learning Integrity Committee (CELIC)- Discussed various proposals and there are many exciting opportunities coming for students to become more involved and active in their learning on and off campus.

5.3.3 Miscellaneous

- Worked alongside Amy and Emma to develop the invitation package for families for the Student Memorial Service (SMS). These will be mailed out next week, and we have set an RSVP date of July 27th.

Minutes

Executive Committee Meeting (ECM)
Meeting #7 – June 29, 2026 – 11:00 pm
CSA Boardroom



- Met with the Cannon Committee to discuss the logistics of offering a student tutoring service through the Cannon.ca. Though the committee expressed interest, it was decided that it may not be possible to have this run through the Cannon, and instead it would be better run on its own platform.
- Planning to develop a survey to calculate student interest in this initiative, and potentially run a referendum in the Winter. Going to meet with the Policy and Transition Coordinator to discuss the logistics of a referendum prospect.
- CHEM*1050 decisions are still coming out on a rolling basis, VP Academic has been meeting with various students to aid them with these.
- Kennedy, VP Academic, occasionally works the Boathouse Tearoom and Ice-cream shop downtown. They close every year for a staff party one evening, but there is a potential that they would let us run a Foodbank fundraiser and scoop ice-cream during this time. We would be collecting donations for the Foodbank while simultaneously holding a canned food drive.
- **Action Item:** VP External and President to discuss idea with all stakeholders.

5.4 VP External

5.4.1 Supervisory

- **Foodbank:** A Foodbank Operations meeting is set to take place later this afternoon. Will check in on how the Foodbank has done this summer, while also going over the academic calendar to decide which week would be optimal for the Foodbank closures between semesters.
- The Foodbank Coordinator, Rozhan, recently completed the End of Year Report, and I have reviewed this to be added to the next Board Meeting Agenda.

5.4.2 Committees

- **CSA/GSA Transit Committee:** Confirmed a date and time for this meeting to take place on July 7th at 11:00am.

5.4.3 Miscellaneous

Minutes

Executive Committee Meeting (ECM)
Meeting #7 – June 29, 2026 – 11:00 pm
CSA Boardroom



- Reviewing the section pertaining to bus pass in the CSA Services Policy, may be helpful to work to update this section.
- Reviewing additional policies related to VP External Position, other than Executive Portfolios.
- The new residence construction on 78 College Avenue is set to begin next week, according to an email sent to the Town & Gown Committee.

6.0 Business

6.1 Motions

MOTION: To appoint Sydney Hooper (VP Internal) as the interim HR support person for the CSA main office.

Moved: Emilie Dudgeon

Seconded: Kennedy McGregor

Motion Carried.

MOTION: Change membership in all committees the Business Manager sat on to “designated staff member” in the interim. Namely Finance Committee, and Transit Committee.

Mover: Sydney Hooper

Seconded: Kennedy McGregor

Motion Carried.

MOTION: Cancel September 9th Board of Directors meeting due to scheduling conflicts with O-Week Pep-rally.

Mover: Ash Ames

Seconded: Emilie Dudgeon

7.0 New Business

There was no *New Business*.

8.0 In Camera

There was no *In Camera* session.

9.0 Adjournment @ 11:51 am

Minutes

Executive Committee Meeting (ECM)

Meeting #7 – June 29, 2026 – 11:00 pm

CSA Boardroom



Next Meeting: July 12th , 2026

Minutes

Executive Committee Meeting (ECM)
Meeting #8 – July 13th, 2026 – 11:00 pm
CSA Boardroom



Members: Emilie Dudgeon (President, Chair), Sydney Hooper (VP Internal, Secretary), Kennedy McGregor (VP Academic), Ash Ames (VP External)

Regrets: None

Guests: None

1.0 **Call to Order @ 11:03 am**

2.0 **Adoption of the Agenda**

2.1 **Approve the Agenda**

Mover: Sydney Hooper

Second: Kennedy McGregor

Motion Carried

2.2 **Declarations of Conflicts**

No conflicts were declared.

3.0 **Comments from the Chair**

There were no *Comments from the Chair*.

4.0 **Approval of the Previous Executive Committee Minutes**

No minutes were approved.

5.0 **Executive Updates**

5.1 **President**

5.1.1 **HR/Operations Updates**

- Attended the Alumo Summit conference in Mount Tremblanc. A great opportunity to meet other student leaders from various other student unions, as Alumo provides insurance to various schools across Canada.
- Had an opportunity to meet specifically with Shelly and Najam, our Health and Dental Representatives, to discuss our student health and dental plan. This was a great opportunity to connect as Shelly will be retiring and thus it was a nice introduction to Najam.
- Will be presenting our structural plans to the board of directors on Wednesday evening. This will not include a finalized job

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Executive Committee Meeting (ECM)
Meeting #8 – July 13th, 2026 – 11:00 pm
CSA Boardroom



description but will serve more to demonstrate the amount of work that has gone into the process of hiring an Executive Director. Ideas, salary, oversight structure some things that will be presented to the board so we can receive feedback through discussion.

- Loop Event Group has been booked as the opener for a block party with Virginia to Vegas serving as our main act.
- We will continue to work closely with the O-team on Orientation Week planning.

5.1.2 Committees

- No committees met this week.

5.1.3 Miscellaneous

- Due to being at the Alumo Summit Conference, the President had nothing else to report.

5.2 VP Internal

5.2.1 Supervisory

- **Clubs:** As one of the additional support efforts being developed for clubs this year, the VP Internal and Clubs Coordinator have planned to host “club workshops” to go into more detail about specific topics with CSA club leaders. In a meeting last week, the topics for the first 3 workshops were developed.

5.2.2 Miscellaneous

- Attended the Alumo Conference with the President from July 6th – 9th. This was an invaluable experience to both learn more about the CSA’s Health and Dental plan and the operations of other student unions across Canada.

5.3 VP Academic

5.3.1 Supervisory

- **SHAC:** Still receiving a steady stream of incoming cases. Particularly from students who have not been guaranteed residence, in which they are being pointed towards the Cannon or Campus Co-op to find housing.
- SHAC is looking at merch ideas for the upcoming year, the team would like to order stress balls, but due to the low budget

Minutes

Executive Committee Meeting (ECM)
Meeting #8 – July 13th, 2026 – 11:00 pm
CSA Boardroom



allocated to promotion for SHAC, it is unlikely we will be able to purchase these.

- Assistants are looking at some fun social media ideas, as well as other events that can be run throughout the year. Hoping to meet with the team soon, to create a rough outline of when these events will be held.

5.3.2 Committees

- Calendar Review Committee (CRC): Many courses being updated and new courses being proposed. Making sure to act as a voice for the student perspective as these changes develop.

5.3.3 Miscellaneous

- Student Memorial Service (SMS): Invitations to families were sent out last week. An RSVP date has been set for July 27th. Amy, Emma and I will be meeting next week to work on finalizing the various signage we need. For other aspects of the service, we must wait on the final number of attendees to proceed.
- Attending and supporting students dealing with academic misconduct cases. Attended a meeting with Melinda Scott and Joanne O'Meara that was productive in discussing how students can be better informed and supported.
- Received edits from Judicial Services on my Academic Misconduct Casework Resource Guide. Sent off to Joanne Hewson (Vice-Provost Academic) to review from their perspective and make sure it is all correct.
- Concerningly, was informed a student accused me of advising them to make fake study notes to present as evidence they studied for an exam. Of course, I did not do this, but it has prompted me to begin developing an agreement for students who I support to sign stating that I will not engage in helping them cheat, and it is the student's responsibility to act with the information provided. Formally states the VPA is not a lawyer and cannot act on behalf of students.

5.4 VP External

5.4.1 Supervisory

- **Foodbank:** The Foodbank is still below capacity, but this is normal for the summer semester.

Minutes

Executive Committee Meeting (ECM)
Meeting #8 – July 13th, 2026 – 11:00 pm
CSA Boardroom



- An Instagram reel highlighting the Foodbank went out on the CSA's and CSA Foodbank Instagram.
- The Foodbank Coordinator's report on the service will be presented at the next CSA Board of Directors meeting as an informational item. I will be there to answer any questions regarding the Foodbank and report.

5.4.2 Committees

- **CSA/GSA Transit Committee:** Met on July 7th at the Guelph Transit Office. GSA members and I had a tour of the transit office after the meeting concluded. Completing the minutes for the meeting and will discussing important topics in the next ECM. The President should look over the various documents regarding the Late-Night Bus Pass to confirm the dates and scheduling is correct.

5.4.3 Miscellaneous

- Registered for the CFS Ontario's Annual General Meeting from August 13-16.
- Attending the CFS Executive Committee meeting on July 16th.
- Bus pass sales for the Summer have no ended as it is no longer financially viable for students to purchase this.
- A student emailed requesting a refund on their bus pass, but the bus pass refund deadline has passed. Updating the transition manual to ensure that these dates are noted for the future for students.
- Met with VPE equivalent from Concordia Student Union.

6.1 Motions

MOTION: That the following be appointed to the Executive Director Hiring Committee.

Emilie Dudgeon, CSA President
Sydney Hooper, CSA VP Internal
Colleen Bovay, CSA Policy and Transition Coordinator

Moved: Sydney Hooper

Seconded: Kennedy McGregor

Minutes

Executive Committee Meeting (ECM)
Meeting #8 – July 13th, 2026 – 11:00 pm
CSA Boardroom



Motion Carried.

MOTION: That the following be appointed to the Event Coordinator Hiring Committee.

Emilie Dudgeon, CSA President
Sydney Hooper, CSA VP Internal
Emma Bradley, CSA Promotional Coordinator

Moved: Emilie Dudgeon

Seconded: Ash Ames

Motion Carried.

MOTION: That the following be appointed to the Human Resource Coordinator Hiring Committee.

Emilie Dudgeon, CSA President
Sydney Hooper, CSA VP Internal
Amy Lee Chong, CSA Office Coordinator and Service Support

Moved: Emilie Dudgeon

Seconded: Kennedy McGregor

Motion Carried.

MOTION: That the following be appointed to the Finance Coordinator Hiring Committee.

Emilie Dudgeon, CSA President
Simarjeet Kang, CSA Bookkeeper
Nathaniel Broughton

Moved: Sydney Hooper

Seconded: Emilie Dudgeon

Motion Carried.

Minutes

Executive Committee Meeting (ECM)
Meeting #8 – July 13th, 2026 – 11:00 pm
CSA Boardroom



MOTION: That the following be appointed to the Business Assistant Hiring Committee.

Emilie Dudgeon, CSA President
Simarjeet Kang, CSA Bookkeeper
Nathaniel Broughton

Moved: Ash Ames

Seconded: Kennedy McGregor

Motion Carried.

MOTION: That the following be appointed to the Social Media Assistants Hiring Committee.

Emilie Dudgeon, CSA President
Sydney Hooper, CSA VP Internal
Emma Bradley, CSA Promotional Coordinator

Moved: Sydney Hooper

Seconded: Ash Ames

Motion Carried.

New Business

There was no *New Business*.

6.0 In Camera

There was no *In Camera* session.

7.0 Adjournment @ 11:48 am

Next Meeting: July 22nd , 2026

Minutes

Executive Committee Meeting (ECM)
Meeting #9 – July 22nd, 2026 – 11:00 am
CSA Boardroom



Members: Emilie Dudgeon (President, Chair) and Kennedy McGregor (VP Academic)

Regrets: Sydney Hooper (VP Internal, Secretary) and Ash Ames (VP External)

Guests: None

1.0 **Call to Order @ 11:06 am**

2.0 **Adoption of the Agenda**

2.1 **Approve the Agenda**

Mover: Kennedy McGregor

Second: Emilie Dudgeon

Motion Carried

2.2 **Declarations of Conflicts**

No conflicts were declared.

3.0 **Comments from the Chair**

There were no *Comments from the Chair*.

4.0 **Approval of the Previous Executive Committee Minutes**

No minutes were approved.

5.0 **Executive Updates**

5.1 **President**

5.1.1 **HR/Operations Updates**

- Drafted comprehensive job descriptions for the Executive Director, Events Coordinator, Finance Coordinator, and Human Resources Coordinator positions. These are currently being finalized and will be presented to the Board for review.
- Created a hiring schedule for all 8 positions that need to be filled.
- Met with the Finance Office to discuss investment opportunities.
- Onsite portion of the audit has wrapped up.
- Dedicated significant time to preparing materials and supporting documentation for last week's Board meeting.
- The Board Chair job posting closed yesterday. Applications will now be reviewed as the hiring process moves forward.

Minutes

Executive Committee Meeting (ECM)

Meeting #9 – July 22nd, 2026 – 11:00 am

CSA Boardroom



5.1.2 Committees

- Met with the Cannon Operating Committee to continue discussions on new initiatives aimed at increasing awareness and engagement with the service as a joint CSA and Guelph Campus Co-op service.

5.1.3 Miscellaneous

- Continued planning and coordination for CSA O-Week programming, including ongoing event development and logistical preparations.

5.2 VP Internal

5.2.1 Supervisory

5.2.2 Committees

5.2.3 Miscellaneous

5.3 VP Academic

5.3.1 Supervisory

- **Student Help and Advocacy Centre (SHAC):** Met with Hope (SHAC Coordinator) and she is going to get back to me on Monday regarding what event SHAC is going to run after O-Week. We are hoping to submit this to Emma before the closure. Hope is having difficulty with Teams. Please email them if needed. Assistants have completed most of the training on Courselink, and Hope is organizing an in-person training course on how to review leases and other SHAC practices.

5.3.2 Committees

- No committee's met last week.

5.3.3 Miscellaneous

- Met with Brian Husband AVPA about my academic misconduct resource, and we had some very meaningful conversation about the importance of making the process more student friendly. Will send this information to Emilie for final approval and then we will post it on the website.
- Emma is going to format the resources to make sure they fit without branding.

Minutes

Executive Committee Meeting (ECM)

Meeting #9 – July 22nd, 2026 – 11:00 am

CSA Boardroom



- Student Memorial Service (SMS): SMS invites are coming in, we have 3/6 responses so far, and we will then be calling those who have not responded next week.

5.4 VP External

5.4.1 Supervisory

5.4.2 Committees

5.4.3 Miscellaneous

6.1 Motions

There was no *Business*.

6.0 New Business

There was no *New Business*.

7.0 In Camera

There was no *In Camera* session.

8.0 Adjournment @ 11:32 am

Next Meeting: August 24th, 2026

Minutes

Executive Committee Meeting (ECM)
Meeting #10 – August 24th, 2026 – 11:00 am
CSA Boardroom



Members: Emilie Dudgeon (President, Chair), Sydney Hooper (VP Internal, Secretary), Kennedy McGregor (VP Academic), Ash Ames (VP External)

Regrets: None

Guests: None

1.0 **Call to Order @ 11:06 am**

2.0 **Adoption of the Agenda**

2.1 **Approve the Agenda**

Mover: Emilie Dudgeon

Second: Kennedy McGregor

Motion Carried

2.2 **Declarations of Conflicts**

No conflicts were declared.

3.0 **Comments from the Chair**

There were no *Comments from the Chair*.

4.0 **Approval of the Previous Executive Committee Minutes**

No minutes were approved.

5.0 **Executive Updates**

5.1 **President**

5.1.1 **HR/Operations Updates**

- Shortlisting has been completed for Events Coordinator, Executive Director, and Social Media Assistants. Candidates for the Social Media Assistant positions will begin this week.
- The Business Assistant Interviews went well, and the hiring committee will be contacting their candidate of choice soon.
- There were limited applicants for the Chief Returning Office and Assistant Returning Officer positions, and the hiring committee is hoping to complete the shortlisting for these positions this week as well.

Minutes

Executive Committee Meeting (ECM)

Meeting #10 – August 24th, 2026 – 11:00 am

CSA Boardroom



- The positions of Finance Coordinator and Human Resource Coordinator will be posted on August 31st. These will be open for two weeks, and the hiring committee will reconvene shortly afterwards.
- Promotion for our upcoming Orientation Week event is coming out this week.
- We interviewed two candidates for the Board Chair position and will not be moving forward either. The hiring committee will be informing the candidates of this later today.
- Mandatory Orientation dates will be set shortly for September. Student staff are contractually obligated to attend this meeting. All-Staff meetings will be scheduled as well for Wednesdays and Thursdays.

5.1.2 Committees

- The Cannon Committee- short meeting in which the various events that are potentially upcoming are being discussed.

5.1.3 Miscellaneous

- The CSA President will be the “Registered Voter” for the Pep Rally, but the whole Executive Team will attend and judge the performances together.
- Meeting with the LEAD Team at the Bull Ring later today.
- Chris Yendt, our ratified Board Chair, is still unable to Chair our upcoming Board of Directors meeting. As such, the VP Academic will be stepping in once again to Chair.
- Met with the Managers from Student Wellness and was given materials to give to other Executives to help direct students to the various resources across campus. Looking to expand on various programming opportunities with them and connected them with the VP Academic to talk about support for students needing accessibility accommodations. The entire Executive Team will be having a meeting at a later date to talk more about opportunities.

5.2 VP Internal

5.2.1 Supervisory

- No supervisory updates or meetings from last week.

5.2.2 Committees

Minutes

Executive Committee Meeting (ECM)

Meeting #10 – August 24th, 2026 – 11:00 am

CSA Boardroom



- No committees met last week.

5.2.3 Miscellaneous

- Large focus on Orientation Week, focusing on the smaller details to ensure all the events run smoothly. Will be creating detailed lists of supplies for the set-up of each event, and the Boardroom will be prepped for all the events with these supplies. Arranged a meeting with the fellow Executives for next week to run through what will occur and give out itineraries.
- Sitting on multiple hiring committees, many of which will be wrapped up this week. There seems to be some very promising candidates and hoping that we can begin to work towards a fully equipped team.
- Since the summer has been so busy, behind on event planning for the Fall semester. The Cannon will be holding an event on September 23rd and hoping to hold a Housing Expo in November and hopefully have SHAC attend as well. Going to have some additional programming from the Alumo team to educate students about their Health and Dental Plan.

5.3 VP Academic

5.3.1 Supervisory

- No supervisory updates or meetings from last week.

5.3.2 Committees

- No committees met last week.

5.3.3 Miscellaneous

- Student Memorial Service (SMS): Beginning to put together finishing touches on SMS. Creating various documents regarding details of the service and have submitted the final catering order. Scheduled a meeting before the service, to discuss what to expect and what duty each staff will be assigned. Confirmed with UC Services that they will set up outside for the service as per our programming agreement. Also ordered various decor items to make the reception appealing and nice to the families.
- The Homecoming Concert will be the same night at the SMS. Amy is kindly staying to help clean up the reception area, and as such, we should be in a good spot to ensure all Executives can attend the concert.

Minutes

Executive Committee Meeting (ECM)

Meeting #10 – August 24th, 2026 – 11:00 am

CSA Boardroom



- Some cases concerning Academic Misconduct have been rolling in, and students are being supported.
- Going to post on the University of Guelph Reddit regarding the various committees that need general member seats to be filled. Hoping that this helps fill these seats and we can bring them to the Board for Directors to fill those seats.

5.4 VP External

5.4.1 Supervisory

- No supervisory updates or meetings from last week.

5.4.2 Committees

- **Town and Gown:** Presentation from Student Experience regarding the plan for O-Week and events.
- There was also discussion about the reduction of the Safe Semester Program, in which they close the roads downtown to increase the safety of those walking around. The VP External will be bringing up concerns regarding the reduction of this program, and that this would greatly jeopardize student safety.

5.4.3 Miscellaneous

- Figuring out if the CSA should participate in the November 5th walk out along with CFS in dispute of the recent OSAP changes. There are many logistical procedures that will need to be figured out if the CSA wants to participate.
- The University of Guelph does not seem to have any policies directly supporting students doing a walkout but looking into options that support students.
- Going to work to develop some form of awareness campaign for the elections taking place in Guelph and educate students that they can vote.

6.1 Motions

There was no *Business*.

6.0 New Business

There was no *New Business*.

7.0 In Camera

Minutes

Executive Committee Meeting (ECM)

Meeting #10 – August 24th, 2026 – 11:00 am

CSA Boardroom



There was no *In Camera* session.

8.0 **Adjournment** @ 12:02 pm

Next Meeting: August 31st, 2026

Minutes

Executive Committee Meeting (ECM)
Meeting #11 – August 31st, 2026 – 11:00 am
CSA Boardroom



Members: Emilie Dudgeon (President, Chair), Kennedy McGregor (VP Academic, Secretary), Sydney Hooper (VP Internal) and Ash Ames (VP External)

Regrets: None

Guests: None

1.0 **Call to Order @ 11:04 am**

2.0 **Adoption of the Agenda**

2.1 **Approve the Agenda**

Mover: Sydney Hooper

Seconders: Ash Ames

Motion Carried

2.2 **Declarations of Conflicts**

No conflicts were declared.

3.0 **Comments from the Chair**

There were no *Comments from the Chair*.

4.0 **Approval of the Previous Executive Committee Minutes**

No minutes were approved.

5.0 **Executive Updates**

5.1 **President**

5.1.1 **HR/Operations Updates**

- Have had some interviews for the Events Coordinator position. References will be getting called before we move forward by hiring any candidates.
- We have three strong candidates. We will be interviewing for the position of Executive Director this week. Feeling hopeful for the opportunity to secure someone in this position.
- Human Resource Coordinator, Finance Coordinator, and Foodbank Assistant Coordinator will all be posted later today, and we hope to begin the hiring process for these positions shortly after the application deadline.

Minutes

Executive Committee Meeting (ECM)

Meeting #11 – August 31st, 2026 – 11:00 am

CSA Boardroom



- Most of my time was spent completing score sheets, interview questions, and relevant hiring procedural administrative work.
- Met with our auditors, everything is going well on this front.
- All fixed-term contracts need to be redone, and new contracts are going to be drafted by our lawyer. This will likely be a large administrative undertaking.
- Looking forward to the Finance Committee, and the START International and Accessibility Resource Fairs.

5.1.2 Committees

- No committee's met this week.

5.1.3 Miscellaneous

- Introductory meeting with the LEAD Office, talked about possible places of collaboration throughout the year.
- Went with the VPA to view the SMS space, we will be meeting with Justine Richardson in mid-September to speak about revamping this space.

5.2 VP Internal

5.2.1 Supervisory

- SafeWalk: Met with the team to confirm the final details for their Self Defence Orientation Week event. They have ordered all the merch and other materials required for both this event as well as the CSA Resource Carnival.
- Collected and submitted all service hours for the Fall semester. Will be reaching out shortly to the Menstrual Health Initiative Team to confirm when they will be available to work.
- Clubs and Subs registration form will be closing this week.

5.2.2 Committees

- No committee's met this week.

5.2.3 Miscellaneous

- Met with the Executive Team this morning to discuss the itinerary for Orientation week, and outline what the team will be doing and what we will be wearing at each event.

Minutes

Executive Committee Meeting (ECM)

Meeting #11 – August 31st, 2026 – 11:00 am

CSA Boardroom



- The CSA Boardroom will be transformed into a “Home Base” for the duration of O-Week, please hold meetings in another room.

5.3 VP Academic

5.3.1 Supervisory

- **Student Help and Advocacy Centre (SHAC):** SHAC will be attending the CSA Resource Fair and hopefully planning an event coming into early October to really emphasize the basis of the service to students who will be looking for housing.

5.3.2 Committees

- No committee’s met last week.

5.3.3 Miscellaneous

- **Art in the Bullring:** Trying to book the space for the week of November 12th. Waiting on the Fine Arts Network to fully confirm this date.
- Majority of last week was spent preparing to Chair the Board of Directors meeting.
- Hoping to begin the application process to have student positions and volunteer positions through the CSA gain a badge of recognition on the universities PCDR.
- Met with Stephanie Osborne to discuss ways the CSA can get involved in the various accessibility projects on campus. This will be interesting information to bring up to the Accessibility Committee once it is formed.
- Met with Acting Vice-Provost Academic Brian Husband- to discuss the Undergraduate Global Scholarship awards and if this is something that the University should invest in. We both felt that students are looking for scholarships with monetary value, and the three-day trip to Dublin that is proposed does not seem to give students as much value.

5.4 VP External

5.4.1 Supervisory

- **Foodbank:** Met with Foodbank to discuss ongoing operational policies and typical administrative efforts.

5.4.2 Committees

Minutes

Executive Committee Meeting (ECM)

Meeting #11 – August 31st, 2026 – 11:00 am

CSA Boardroom



- No committee's met last week.

5.4.3 Miscellaneous

- Met with some Ward 5 candidates to discuss what students are looking for in the Municipal electorate.

6.1 Motions

MOTION: That the following be appointed to the Foodbank Assistant Hiring Committee:

Ash Ames, CSA VP External
Rozhan Mokhtari, CSA Foodbank Coordinator
Kennedy McGregor, CSA VP Academic

Moved: Emilie Dudgeon

Seconded: Sydney Hooper

Motion Carried.

6.0 New Business

There was no *New Business*.

7.0 In Camera

There was no *In Camera* session.

8.0 Adjournment @ 11:52 am

Next Meeting: September 7th, 2026

Motion

Board of Directors Meeting # 5
September 23, 2026



Item 5.7
Executive Updates

MOTION: That the following Executive Updates be received as information:

5.7.1	President	September 23, 2026
5.7.2	VP Internal	September 23, 2026
5.7.3	VP Academic	September 23, 2026
5.7.4	VP External	September 23, 2026

Moved:

Seconded:

Executive Update



President

September 23, 2026

Hi everyone!

I hope everyone has had a great start to the semester! The past few weeks have certainly been busy as we wrapped up Orientation Week, welcomed students back to campus, and transitioned into regular fall operations.

It has been exciting to see many of the projects we spent the summer working on come together, while also beginning to shift our attention toward upcoming initiatives and events for the semester.

Ongoing Projects:

HR / Operations Update:

Recruitment continues to be a significant focus within my portfolio. We are currently interviewing for the Human Resources Coordinator and Finance Coordinator positions, alongside continuing recruitment for several other vacancies across the organization.

The VP Academic and I recently held CSA Student Supervisory Training with our coordinators to review supervisory expectations, CSA processes, and resources as we begin the new academic year.

Our annual audit is also progressing well following a recent meeting with our auditors. In addition, we are beginning the process of updating our fixed-term employment contracts with support from our legal counsel, which will be an ongoing administrative project over the coming weeks.

Homecoming / Events:

With O-Week now wrapped up, event planning has quickly shifted toward Homecoming!

I am very excited that we have officially booked Down with Webster as the headliner for our Homecoming Concert, with Dee Holt opening the show. We have also booked Paige Rutledge to perform during the Homecoming football halftime show. I am looking forward to seeing these events come together and continuing to build exciting programming for students throughout the year.

Campus Engagement / Projects:

Executive Update



President

September 23, 2026

The executives recently met with a representative from Student Wellness to discuss potential opportunities for collaboration and learn more about the resources available to students.

I also attended my first Student Executive Council meeting, which was a great opportunity to meet the other Primary Student Organization Presidents and learn more about their priorities for the year.

The VP Academic, VP Internal, and I also toured the Student Memorial Space to identify potential opportunities to invest in and revitalize the space. We are now moving forward with obtaining quotes for some of the improvements identified during our visit.

Committees:

TheCannon.ca Operating Committee held its fifth meeting, where we reviewed the Terms of Reference and continued discussions around opportunities to grow the platform and increase student engagement.

The Elections and Referendum Committee held its second meeting, where we finalized the promotional strategy for the Fall 2026 By-Election as we prepare to move into the election period.

The Finance Committee also held its second meeting, where they were presented with an amended budget that better reflects the current operational needs and priorities of the organization.

It has been great having students back on campus and seeing so many of our projects transition from summer planning into implementation. I am looking forward to everything coming up over the next few weeks!

As always, please feel free to reach out with any questions, feedback, or ideas.

A handwritten signature in black ink, appearing to read 'Em Dudgeon'. The signature is stylized with a large 'E' and 'D'.

Executive Update

Vice President Internal

September 23, 2026



General Update: I hope that you are all doing well now that classes have started up! Remember to find time to have fun and relax between your commitments. Now that Orientation Week is complete and students are back on campus, the Executive team is eager to continue creating opportunities to connect with, support, and advocate for students.

Orientation Week & Events:

I am very pleased with how our Orientation Week events went this year. It was a very eventful couple of weeks, but I truly feel as though all the hard work planning and preparing paid off! It has been great having meaningful face-to-face connections with students, whether that be sharing information about the CSA, addressing student's individual concerns, or even giving directions to locations on campus; we want students to feel familiar with the CSA and its executive team, and we are making progress on that goal.

In addition to our Orientation events, we have had some other great events so far this semester, and have many more upcoming:

- September 21st & 22nd: **Clubs Days**
- September 23rd: **Cookies with theCannon.ca**
- September 24th: **Clubs Drop-in Networking**
- September 25th: **Homecoming Concert**
- September 26th: **Homecoming Half-Time Show**
- October 1st: **Sexy Bingo**
 - ... And many more to come!

Services

With many of our staff officially entering their roles this month, it has been a very busy, but exciting, time with onboarding, training, and regular check-ins.

SafeWalk:

SafeWalk's Orientation Week event, Self-Defense training, was a success! The service resumed operation on September 16th, with new volunteer training taking place on September 15th.

Clubs:

Between processing accreditation, answering club inquiries in person and over email, and running Clubs Days this week, Christine in the Club's office has been very busy! As such, editing the Club's Handbook has been put on a brief pause, with the intention to continue the work in October.

Executive Update

Vice President Internal

September 23, 2026



Student Events & Risk Management:

Our new SERM Coordinator, Shobia, has officially started, and has been doing great so far! We are both still getting comfortable on the new GryphLife platform and are looking forward to getting into a routine with reviews. As the sole primary reviewer for the CSA, a significant portion of my time this month has been spent reviewing submissions, and answering inquiries related to events on campus. With this, I have also been flagging issues that students and reviewers have noticed with the new platform and bringing them to Student Experience. I look forward to seeing this resource continue to improve this year!

Committees

TheCannon.ca Committee

Our first event for theCannon.ca, Cookies with theCannon.ca, was today! The purpose of this event was to help encourage students to learn about, engage with, and ultimately visit, theCannon.ca (and to provide them with a midday sweet treat!). We look forward to running future events and continuing to discuss ways that theCannon.ca can further support students with their housing needs.

Gryph to Grad Working Group

Last week, the Gryph to Grad Working Group had its first meeting of the 2026-2027 academic year. In addition to the Last Toast and Last Dance, I am looking to create more opportunities to support graduating students as they transition into the next phase of their lives. I will continue to share these ideas with both the Working Group and you all as details are further cemented!

I am thrilled to see so many of our member's faces day-to-day, and am excited to continue the work we had been doing throughout the summer semester. As always, please don't hesitate to reach out if you have any questions or ideas!

Executive Update

VP Academic

September 23, 2026



General Update:

I am so excited to be welcoming students back to campus for the fall semester, and I know myself and my fellow executives are really looking to engage with students in more forward-facing roles this academic year. As always, I have multiple projects on the go, most notably working to revamp the Student Memorial Space in the Arboretum, logistically planning a potential referendum to introduce a tutoring program here at the CSA, and finding ways to put money back in students' hands. I am committed to progressing student life here at Guelph, both socially and academically, and have had great opportunities to get involved with the University to promote student needs. As always, please don't hesitate to reach out to me to discuss any concerns or talk about potential projects here on campus. I would love to connect with you and other students across campus!

Ongoing Projects:

- Student Memorial Service (SMS)- The service itself will be taking place later this week, and I am so thankful for the help of CSA and other staff that have helped bring this together. In terms of revamping the space itself, we have had meetings with Justine Richardson, the Arboretum Manager, and we are planning to potentially incorporate a wall with student's names as opposed to plaques, as well as find ways to incorporate student artwork.
- Tutoring through the CSA- I have recently finished a survey to gauge the interest of a tutoring program through the CSA. This will be sent out in the October newsletter and students will have a chance to win a Bullring gift card when they complete the survey.
- I have been making updates to better streamline the way students are supported with academic misconduct cases when they reach out to me. I recently developed a "Support Person Agreement" so students know both of our responsibilities in the process. I have also connected with representatives in Student Accessibility Services and soon, Academic Advising, to talk about what students need and how we can collaborate.

Committees:

- Calendar Review Committee (CRC)- This committee meets every two-three week to discuss changes to various courses, including introducing new courses! There will be some great new majors and minors coming to Senate in October, and I firmly believe that these will help students enhance their education.
- Board of Undergraduate Studies (BUGS)- Great discussion surrounding the various new program and minor proposals, and I can see the work and thought that went into developing each of them.

Executive Update

VP Academic

September 23, 2026



Services:

- Student Help and Advocacy Centre (SHAC)- SHAC has entered fall in full swing, with multiple cases being fielded every day. We are so excited to have our new assistants on board, and they have taken initiative to become valuable team members already. SHAC is developing some great social media awareness campaigns, and we hope to hold our first event in October.

Executive Update

VP External

September 23, 2026



General Update:

I attended an Organizing call with the Canadian Federation of Students for their November 5th walkout.

Topics discussed at the organizing call include getting academic amnesty for a walkout and doing outreach to students.

I wrote a Truth and Reconciliation Day post that will go up on September 30th. Feedback is being collected from the Indigenous Student Society and Indigenous Initiatives.

I've also completed a series of awareness posts for the Municipal Election that will go out over the next few weeks in the lead-up to the election on October 26th.

Ongoing Projects:

- The CSA President and I are working on a town hall with the Ward 5 candidates for the municipal election

Committees:

- The Sustainability Action Fund looked over an expression of interest for the Guelph Turfgrass Institute at our meeting on September 23rd.
- The Human Rights Advisory Group met on Tuesday September 22nd.

Services:

Fall registration for the CSA Foodbank is open. The registration form can be found on the CSA website.

Interviews for a new Foodbank Assistant occurred this week after applications closed on September 14th.

Some students reported last week that their student cards were not working on the bus despite them being charged the fee. After I reached out to Guelph Transit they looked into the problem and it seems to have been fixed.

Since I've found the process for fixing certain tech issues isn't well documented, I have reached out to the Campus Card and Registrars Office to invite them to a meeting, in order to discuss where to direct students with bus pass issues depending on the issue they are having.

Information Report

Board of Directors Meeting # 5

September 23, 2026



Item 5.10.1

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 # 5

September 23, 2026



The following Summary of Committee Appointments is provided as information:

Student Health and Dental Plan Committee

Appointed: August 26, 2026

Jonah Greenhut	Director
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CSA/GSA Transit Committee

Appointed: August 26, 2026

Ellie Mendelovitz	Director
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Student Events and Initiatives Funding Committee

Appointed: August 26, 2026

Emilie Dudgeon	President
Sydney Hooper	Additional Executive
Mikayla Eisses	Director (At-Large/College Government)
Adam Venter	Director (Student Organization)
Jonah Greenhut	Director (Additional)

Elections and Referendum Committee

Appointed: July 29, 2026

Jonah Greenhut	Director
Noel Johnston	Director

Finance Committee

Appointed: July 29, 2026

Emilie Dugeon	President
Sydney Hooper	Second Executive Member
Jonah Greenhut	Director
Noel Johnston	Director
William Coleman	Director

Sustainability Action Fund

Appointed: June 3, 2026

Hannah Gregory	CSA Representative
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Information Report

Board of Directors Meeting # 5

September 23, 2026



Guelph Centre for Urban Organic Farming Advisory Group

Appointed: June 3, 2026

Val Hodgkinson	CSA Representative
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University Centre Board

Appointed: June 3, 2026

Michael Spurek	Alternate Member
Samiya Shakeel	Alternate Member
Amanda Rinoa Parco	Alternate Member

TheCannon.ca Operating Committee

Appointed: June 3, 2026

Laiba Baig	Director
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Policy and Bylaw Review Committee

Appointed: June 3, 2026

Emilie Dudgeon	President
Jonah Greenhut	Director
Adam Venter	Director
Bronwyn Barber	Director
Ryan Toft	Director
Muhammad Asif	Director

Hiring Committee Report

Social Media Assistants

September 23, 2026



Item 5.10.2

Hiring Committee Report

Social Media Assistants

Posting Date: July 31, 2026

Closing Date: August 14, 2026

Hiring Committee Members:

Emilie Dudgeon (President)

Sydney Hooper (VP Internal)

Emma Bradley (Promotional Coordinator)

Number of Applicants: 83

Number of Interviews: 5

Successful Candidates: Avery Smith and Brady Piggins

Start Date: September 14, 2026

MOTION: That the hiring of Avery Smith for the position of Social Media Assistant be approved, as recommended by the Hiring Committee;

AND FURTHER That the hiring of Brady Piggins for the position of Social Media Assistant be approved, as recommended by the Hiring Committee.

Moved:

Seconded:

Hiring Committee Report

Assistant Returning Officer

September 23, 2026



Item 5.10.3

Hiring Committee Report

Assistant Returning Officer

Posting Date: July 31, 2026

Closing Date: August 14, 2026

Hiring Committee Members:

Emilie Dudgeon (President)

Colleen Bovay (Policy & Transition Coordinator)

Lauren Pyne (Chief Returning Officer)

Number of Applicants: 10

Number of Interviews: 2

Successful Candidate: Jaineet Kaur Suri

Start Date: September 14, 2026

MOTION: That the hiring of Jaineet Kaur Suri for the position of Assistant Returning Officer be approved, as recommended by the Hiring Committee.

Moved:

Seconded:

Motion

Board of Directors Meeting # 5
September 23, 2026



Item 5.11.1

Fall 2026 By-Election: Nomination and Candidates' Packages

(a) Speaking Rights: Chief Returning Officer

MOTION: that speaking rights be extended to Lauren Pyne, Chief Returning Officer, for a presentation regarding the Fall 2026 By-Election.

Moved:

Seconded:

b) Presentation

MOTION: That the presentation by Lauren Pyne, Chief Returning Officer (CRO) regarding the Fall 2026 By-Election be received by the Board of Directors as information;

AND FURTHER that the Director Nomination Package and Director Candidates' Package as included in the Board Agenda Package, be received by the Board of Directors as information.

Moved:

Seconded:



CSA
ELECTIONS

Nomination Package Director

Fall 2026 By-Election

Elections Office Fall 2026 By-Election Director Nominations



Nominations Package Checklist

Thank you for stepping forward as a candidate in the elections to represent the CSA as a member of our Board of Directors! This document will provide you with the information you need for a successful candidacy and campaign.

Elections Team

The Elections Team is here to assist with your journey; please see our office hours below; meetings by appointment can also be arranged.

Chief Returning Officer: Lauren Pyne (She/Her)

csacro@uoguelph.ca

Office Hours (Fall 2026):

- Monday: 11:30 am to 2:30 pm
- Tuesday: 10:30 am to 12 pm
- Wednesday: 11:30 am to 2:30 pm
- Thursday: 10:30 am to 12:00 pm
- Friday: 11:30 am to 12:30 pm
-

Assistant Returning Officer: Jaineet Suri (She/Her)

csaaro@uoguelph.ca

Office Hours (Fall 2026)

- Monday: 10:30 am to 3:00 pm
- Tuesday: 10:30 am to 1:00 pm
- Wednesday: 2:00 pm to 5:00 pm (Remotely)

The CRO and ARO can be reached during their corresponding office hours over Teams or in person at the CSA Office UC 274.

Your Nomination Package

Your Nomination Package is to be electronically submitted to csacro@uoguelph.ca by **Wednesday, October 7, 2026, at 5:00 PM**

Your nomination package **MUST** include the following:

- ☐ **STEP 1:** A signed Director Declaration of Candidacy
- ☐ **STEP 2:** Minimum of 25 nomination signatures from undergraduate members of your college using your customized Microsoft Form
- ☐ **STEP 3:** A signed Director Commitment Form
- ☐ **STEP 4:** A completed Declaration of Extra-Curricular Activity
- ☐ **STEP 5:** A signed Campaigning Commitment Form
- ☐ **STEP 6:** A brief statement (maximum 150 words) about yourself and your reasons for seeking election, to be added to the website. Additionally, please provide a shortened statement (maximum 120 words) to be posted on the CSA social media accounts.

Elections Office
Fall 2026 By-Election
Director Nominations



- ☐ **STEP 7:** An election promotion headshot (in high resolution) of yourself to be used on the CSA website.

Step 1: Director Declaration of Candidacy

This form is **Step 1** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, October 7, 2026, at 5:00 PM.**

Declaration

- ☐ I accept my nomination as a CSA Director for the term of office ending April 30, 2027.
- ☐ I affirm that I have read the description of the CSA Director position, including specific duties and responsibilities as outlined in CSA Bylaw 1 - Organizational, CSA Bylaw 2 - Electoral, and all other relevant CSA bylaws and policies.
- ☐ I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in [CSA policy and bylaws](#).
- ☐ I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: "Members of the CSA shall be registered undergraduate students at the University of Guelph, who pay a CSA membership fee or pay a Co-Op work term fee."
- ☐ I certify that all the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the Chief Returning Officer and Elections and Referendum Committee, in accordance with CSA policy and bylaws.
- ☐ I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

Nominee Signature:

Nominee's University email address:

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

Elections Office Fall 2026 By-Election Director Nominations



Step 2: Nomination Signatures

This document is **Step 2** of your completed Nomination Package and information gathered using your prepared and unique Microsoft Form is to be completed by **Wednesday, October 7, 2026, at 5:00 PM.**

Nominators

You are required to have a minimum of 25 other members of your college nominate you as a CSA Director candidate. For example, if you are a major in Biological Sciences, you would seek candidacy for the College of Biological Sciences At-large Director position. This would mean collecting 25 signatures of individuals from the College of Biological Sciences to nominate you as a CSA Director.

It is your responsibility to ensure you are running in the correct college and verify that the individuals who nominate you are from your college. Failure to do so can result in disqualification. Refer to <https://www.uoguelph.ca/academics/departments/> for more information.

It is strongly encouraged that you secure more than the minimum of 25 nominators in case there are issues with one or more of them.

In order to ensure that you have the minimum of 25 nominators by the deadline, aim to have between 27 and 30 nominators sign your Microsoft Form.

Your nominators should support your candidacy and be able to speak to your character and qualifications.

Please ensure that each of your nominators is a CSA Member in good standing (An undergraduate student at the University of Guelph, who has paid their CSA membership fee or paid a Co-Op work term fee).

Microsoft Form

The CRO will provide you with your own customized Microsoft Form to secure your 25 nominators. Please do not create or use your own forms to secure nominators. Petitioning for nominations is not considered campaigning; campaign regulations do not apply. If you would like an update on your current nomination signatures, contact the CRO. When requesting an update, please allow at least 1 business day for a response. Additionally, please avoid sending multiple emails requesting an update to ensure your initial request can be answered in a timely manner.

Elections Office

Fall 2026 By-Election

Director Nominations



Step 3: Director Commitment Form

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, October 7, 2026, at 5:00 PM**.

Director Candidate Commitment

If elected as a CSA Director, during my term of service from November 11, 2026, to April 30, 2027, I acknowledge and agree to:

- ☐ Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- ☐ Have a thorough understanding of the CSA's Mandate, Indicators of Success and Approach, and the CSA Structure;
- ☐ Attend and actively participate in all scheduled Board of Directors training sessions, Board of Directors meetings (Wednesdays at 6pm), General Members' Meetings (GMM) and the Annual General Meeting (AGM);
- ☐ Speak to classes during times of significant importance to the CSA, including but not limited to GMMs, AGMs, elections, and awareness campaigns;
- ☐ Be an active and participating member of a minimum of one CSA committee;
- ☐ Carry out such other duties as the Board may from time to time assign me with, or as stipulated in CSA policy and bylaws;
- ☐ Tender my resignation if two meetings are missed per semester without reasonable cause or without obtaining prior leave of absence.

In addition to the above, I further agree to:

- ☐ Uphold the [bylaws and policies](#) of the CSA;
- ☐ Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policies and bylaws;
- ☐ Always uphold the principles of inclusivity and accessibility;
- ☐ At all times, ensure the financial viability and continuation of the CSA as a not-for-profit organization;

Elections Office
Fall 2026 By-Election
Director Nominations



- ☐ At all times, take into consideration the CSA's welfare and mandate;
- ☐ At all times, be as objective, fair, and impartial as possible when discussing issues and making decisions;
- ☐ Attend any mandatory Board training as directed.

Nominee Name:

Nominee Signature:

Date:

Witness Name:

Witness must be an adult
18 years of age or older.

Witness Signature:

Date:

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

Elections Office Fall 2026 By-Election Director Nominations



Step 4: Declaration of Extracurricular Activity

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, October 7, 2026, at 5:00 PM**.

Extracurricular Activities

List all your extracurricular activities using the table below. If you require more tables, please use a second form.

An extracurricular can be any club, activity, or organization that you are actively participating in on campus. This form allows for transparency and awareness regarding fair campaigning and any potential conflicts of interest should you be elected.

Extracurricular	
Member since (<i>Ex. May 2021 – Present</i>)	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	
Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

Extracurricular	
Member since (<i>Ex. May 2021 – Present</i>)	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	
Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

Elections Office
Fall 2026 By-Election
Director Nominations



Extracurricular	
Member since (<i>Ex. May 2021 – Present</i>)	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	
Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

Extracurricular	
Member since (<i>Ex. May 2021 – Present</i>)	
Are you currently an Executive for this extracurricular? (Y/N)	
If yes, what position(s) do you hold?	
Name of extracurricular Contact:	
Extracurricular Contact Email:	
Extracurricular Contact Phone Number:	

Elections Office
Fall 2026 By-Election
Director Nominations



- ☐ I do hereby declare that the above activities are a full and complete list of my extracurricular involvement at the present time.
- ☐ I understand that if there is a change to the list of activities a written notification will be presented to the CSA Chief Returning Officer immediately, who will keep this notification on file and distribute the information to other candidates, if necessary.
- ☐ I further understand that, should I use a particular position or activity with which I am involved to promote my campaign, I must invite my fellow candidates for the same position, to do the same at said extracurricular activity.
- ☐ I recognize that failure to abide by this declaration may result in penalties or my disqualification at the discretion of the Chief Returning Officer and the Elections and Referendum Committee.

Nominee Name:

Nominee Signature:

Date:

Indicate the number of completed Extra-Curricular forms you included in your nominations package:

Elections Office
Fall 2026 By-Election
Director Nominations



Step 5: Campaigning Commitment Form

This form is **Step 5** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by **Wednesday, October 7, 2026, at 5:00 PM.**

Importance of Campaigning

Successful CSA elections are a result of the combined efforts of the CSA team including the Elections Office, Executives, Directors, staff and most of all, candidates! Elections are most successful when candidates actively campaign and spread the word to undergrads to cast their vote in this important democratic process.

Reaching the quorum requirement of 10% of the population that a candidate will represent is challenging, but achievable. For example, if the college population is 5000, then a director position candidate requires a minimum of 500 voters to meet quorum! It takes a lot of time and effort to solicit these many undergrads to vote, but it is essential and a requirement that candidates actively participate in campaigning to reach this goal.

Each candidate must select and commit to fulfilling one campaigning method. The CRO will follow up with the candidate to ensure this campaigning method has been completed in accordance with the criteria. Each candidate is welcome and advised to utilize as many permitted methods of campaigning as desired. Should the candidate not complete their committed campaign method, they may be subjected to infractions as outlined in the candidate's package.

Candidate Support

The Elections Team includes the Elections Office (CRO and ARO), the CSA President and Executive members, and staff including the Policy & Transition Coordinator and the CSA's Promotional Services Coordinator. If you are unsure of how to engage undergrads, or even just need a pep talk to get going, reach out to the Elections Office for support, they can link you with the resources and provide support needed to be successful!

Candidate Campaigning Commitment

I understand that the success of the election in reaching quorum is based largely on my active campaigning and as such, I commit to campaigning to the fullest of my ability. I agree to complete the following campaigning method (please select one from the list below), and understand that failure to complete this method may be subject to infractions as described in the candidate's package:

- ☐ Hold a minimum of one (1) tabling session to promote my campaign. Tabling sessions must be booked with the proper organization (UC services, Athletics Centre, etc.). Forward confirmation of permission to table to the CRO as proof of completion.
- ☐ Create or commission a poster advertising my candidacy, in accordance with poster guidelines, to be posted throughout the University of Guelph campus. The poster design must be submitted to the CRO for both approval and proof of completion.
- ☐ Create a social media campaign account and develop social media posts for the account, adhering to social media guidelines. The candidate must make a minimum of one (1) post during campaigning and one (1) during voting. Submit a list of accounts to the CRO & ARO and send posts to the CRO for approval and as proof of completion.

Nominee Name:

Nominee Student Number:

Nominee College:

Nominee Signature:

Date:

Elections Office
Fall 2026 By-Election
Director Nominations



Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.



CSA
ELECTIONS

Candidates' Package: Directors

Fall 2026 By-Election

To All Candidates in the CSA Election

Congratulations on being nominated for a position at the Central Student Association (CSA)! As Elections Office staff, we are your go-to resource for everything related to election policies and procedures within the CSA. Additionally, it is our responsibility to communicate and enforce the campaign rules as defined in this Candidates' Package and as prescribed by the CSA Bylaws and Policies.

You will find our contact information on the following page. If during the election you are unsure about a rule or bylaw, or have other questions, we strongly recommend contacting the Elections Office as we will be happy to help. If the office hours (also found on the following page) are not suitable, we may be able to arrange an alternate time. We are happy to answer questions by video call, but only communications from your University of Guelph e-mail will be considered official. Instagram messages or any other social media communications that are related to CSA Elections will not be considered official communications.

It is your responsibility as a candidate to become familiar with all the duties and responsibilities that come with being a CSA Director. They are outlined in this document, and it is also advisable to review the CSA bylaws and policy manual to determine if this position is suitable for you. Please note that these policies will become part of your CSA contract if you are successful in this election. You can review all the bylaws, policies, and rules of order [at the following link](#).

We hope that you all find this election a rewarding experience, and on behalf of the Elections Office, we would like to thank you for taking this step toward representing your fellow students!

Sincerely,
Lauren Pyne
Chief Returning Officer (CRO)
csacro@uoguelph.ca

Jaineet Suri
Assistant Returning Officer (ARO)
csaaro@uoguelph.ca

Elections Team

The Elections Team is here to assist with your journey; contact us via Microsoft Teams

Chief Returning Officer: Lauren Pyne (She/Her)

csacro@uoguelph.ca

Office Hours (Fall 2026)

- Monday: 12:00 pm to 3:00 pm
- Tuesday: 10:30 am to 12:30 pm
- Wednesday: 12:00 pm to 3:00 pm
- Thursday: 10:30 am to 12:30 pm
- Friday: 12:00 pm to 1:30 pm

Assistant Returning Officer: Jaineet Suri (She/Her)

csaaro@uoguelph.ca

Office Hours (Fall 2026)

- Monday: 10:30 am to 3:00 pm
- Tuesday: 10:30 am to 1:00 pm
- Wednesday: 2:00 pm to 5:00 pm (online only)

The CRO and ARO can be reached during their corresponding office hours in the following ways:

- Email
- Microsoft Teams
- In person at the CSA Front Office, UC 274
- By appointment

CSA President: Emilie Dudgeon

csapresident@uoguelph.ca

Policy & Transition Coordinator: Colleen Bovay

csaptc@uoguelph.ca

CSA Mission, Vision, & Values

Our Mandate

The CSA is run by students for students. We:

- Represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers;
- Provide practical services that improve students' lives and save them money;
- Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- Support students to organize around issues they care about, through clubs and campaigns;
- Organize events that make university life even more fun;
- Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- Serve as a central coordinating body for undergraduate student association representatives.

Our Indicators of Success

The CSA knows it is doing a great job when:

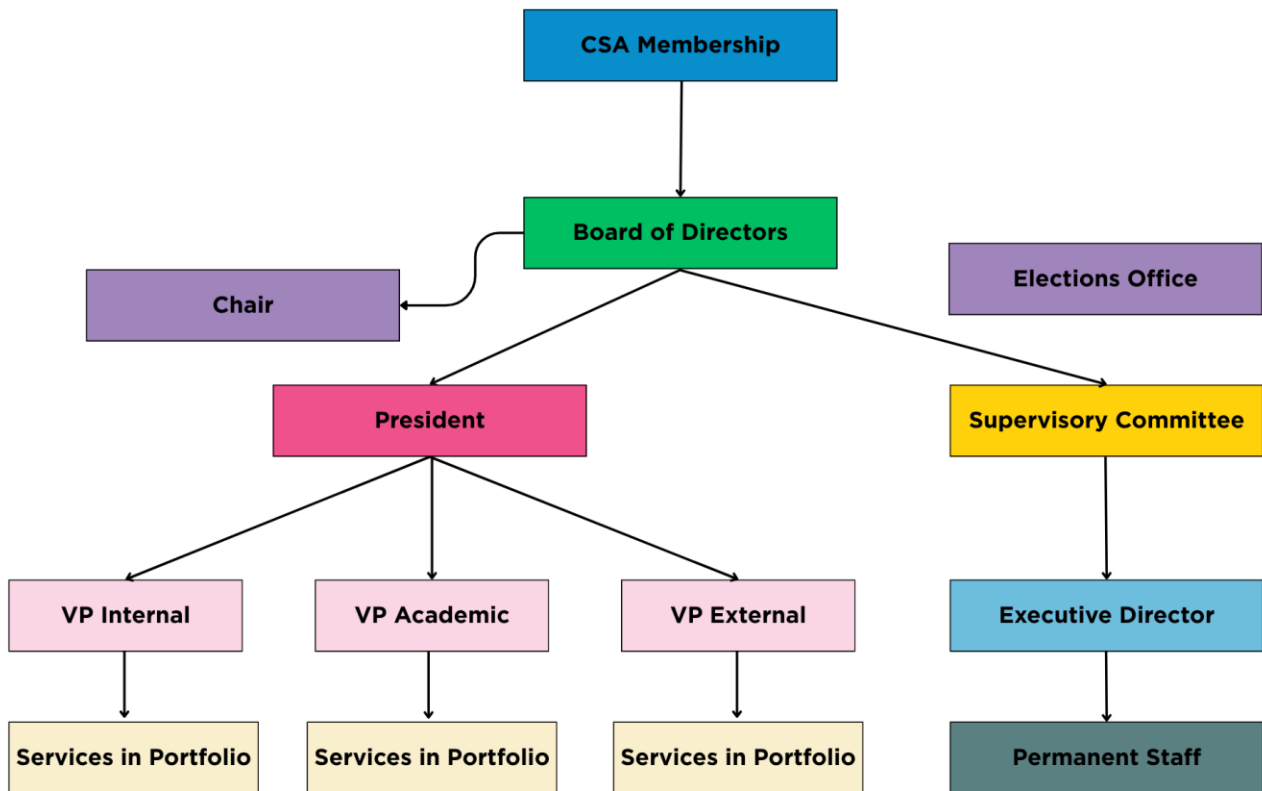
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based on the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective in achieving its goals; and
- The CSA has structures and active processes in place to ensure accountability.

Our Approach

The CSA is committed to:

- Proactive engagement with students;
- Representing all students accurately and effectively;
- Staying relevant and valuable to students;
- Excelling at communication;
- Behaving in a constructive and professional manner;
- Paying attention to the unique history and culture of this university;
- Modelling organizational excellence, including unified leadership and trusted financial management; and
- Promoting acceptance, inclusion, safety, and a sense of belonging at the University of Guelph.

CSA Corporate Organizational Chart



More Information

[Letters Patent](#)
[CSA History](#)

Director Commitments

For the duration of my candidacy for the office of CSA Director, and if elected, during the term of my service, I acknowledge and agree to:

- Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- Act in the best interest of the constituency I represent;
- Have a thorough understanding of the CSA's Mandate, Indicators of Success and Approach, and the CSA Structure;
- Attend and actively participate in all scheduled Board of Directors training sessions, Board of Directors meetings, General Members' Meetings (GMM) and the Annual General Meeting (AGM);
- Speak to classes during times of significant importance to the CSA, including but not limited to GMMs, AGMs, elections, and awareness campaigns;
- Be an active and participating member of a minimum of one CSA committee;
- Carry out such other duties as the Board may from time to time assign me with, or as stipulated in CSA policy and bylaws;
- Tender my resignation if two meetings are missed per semester without reasonable cause or without obtaining prior leave of absence.

In addition to the above, I further agree to:

- Uphold the by-laws and policies of the CSA;
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- Always uphold the principles of inclusivity and accessibility;
- At all times, ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times, take into consideration the CSA's welfare and mandate;
- At all times, be as objective, fair, and impartial as possible when discussing issues and making decisions.
- Attend any mandatory board training as directed.

Signed Agreement

A commitment form including details listed above will be provided for signature as a requirement of the nomination package.

Important Points to Remember

It is the candidate's responsibility to read, understand, and abide by all guidelines, bylaws and policies laid out in this candidates' package, and applicable to CSA elections. There are changes from previous years – so please read thoroughly and ask questions for clarification when needed.

You do not have the right to interfere with the right to campaign of another candidate at any time during the election. You may enlist the help of campaign volunteers to assist with your campaigning. Any complaints regarding other candidates, students, or organizations should be sent to the CRO via email or the complaints Microsoft Form provided in the Elections Instagram bio. Every effort will be made to respond to complaints about campaign infractions within 24 hours.

Candidates are required to check their email at least once every 12 hours during the Campaign period and at least once every 24 hours during the period outside campaigning.

Campaign expense limits are:

- \$200 for Executive
- \$75 for Directors
- \$300 for Referendum Teams

Candidates must submit a statement of total expenses on the final budgetary form with receipts to the Chief Returning Officer (csacro@uoguelph.ca) **by Monday, November 2, 2026, at 5:00 pm.**

If a Candidate exceeds their budget, they will have to pay out of pocket and will face disqualification if the expenses are greater than 20% of the budget.

Candidates must retain all receipts of expenses incurred during the campaign. Please note that any on campus campaigning must be done in compliance with the University's current regulations.

We encourage candidates to use the digital tools at their disposal to reach students during the campaign. The elections office understands the challenges this presents and is available to discuss with candidates' virtual campaign possibilities. We ask that candidates and referendum teams use their best judgement to campaign at times that are appropriate, and respect students' space (please note this also includes online space)

Academic Consideration

The CSA Elections take up a significant amount of time for candidates. If any candidate is having academic troubles because of the stress from the campaigning week, you may request a letter for academic consideration that will be written by the Vice President Academic. However, this letter is a reference only to your involvement in the CSA Election, and it is up to the candidate to ask permission from the professor for missed work/leniency; the professor retains the ultimate decision in academic considerations.

Candidates are encouraged to consult the University's *Academic Consideration Policy* [here](#).

Important Dates

Fall 2026 By-Election Nominations	Monday, September 28, 2026, to Wednesday, October 7, 2026.
All Candidates' Meeting	Wednesday, October 7, 2026 Time: 6:00 PM Location: CSA Boardroom (UC 274)
Promotional Development and Verification	Thursday, October 8, 2026, to Sunday, October 11, 2026.
Designated Elections Campaign Week	Monday, October 12, 2026, to Friday, October 16, 2026. NOTE: Candidates are permitted to continue to campaign up to and including the final day of voting.
Submit list of campaign volunteers & social media accounts to Elections Office (CRO & ARO). Sent via Email.	Monday, October 12, 2026, by 5:00 PM. NOTE: If you choose to use volunteers, it is mandatory to submit a list of all volunteers. Once the list is submitted, no changes can be made. If you choose not to use volunteers, you must email the Elections team so they are aware.
Election Voting Period	Monday, October 19, 2026, to Friday, October 23, 2026, at 11:59 PM.

Elections Office Candidates Package Directors



Election Voting Period Extension	Saturday, October 24, 2026, to Friday, October 30, 2026, at 11:59 PM
Submit Final Budget Form with Receipts	Monday, November 2, 2026, by 5:00 PM.
Results Ratified	Wednesday, November 11, 2026.

Promotional Options for Campaigning

Postering

- Poster Runs are available for the Fall 2026 By-Election. Please see the following page for the CSA prices for posters. If you would like more information on poster runs, please email csaaro@uoguelph.ca
- Only paid poster runs are available for the by-election. Candidates are not permitted to carry out self-guided poster runs.
- Candidates may not poster off campus
- No stickers

Digital Campaigning

Candidates must abide by the regulations below for digital advertisements. Please tag the CSA Elections Instagram and Facebook in any digital advertisements posted to these sites.

Instagram: csa_elections

Facebook: Csa Cro (<https://www.facebook.com/csa.cro.uog/>)

X (Formerly Twitter): using #csaelections in all posts

TikTok: using #csaelections in all posts

All digital advertisements must be approved before posting.

Digital campaign material and Posters **MUST** include:

- Name of the candidate (as it is to appear on the ballot)
- Full name of the position the candidate is running for.
- The CSA Logo displayed at a legible size.
- Voting period information
- CSA Elections website address: <https://csaonline.ca/elections>
 - Preferably this would be hyperlinked.

***NOTE:** All campaign materials must be submitted to the CRO and/or ARO for approval. If approved, the CSA Elections approval stamp will be added to the poster.

When displaying materials, **ONLY** the stamped version sent back by the Elections Team shall be used.

Elections Office Candidates Package Directors



Digital campaign material and Posters must NOT include:

- Copyright Material
 - Note: most random images/logos found on Google are copyrighted.
- Logos or endorsements by on campus groups/organizations without express written permission from the organization in question. (Written permission must be provided to the CRO)
- The University of Guelph cornerstone/logo
- No potentially offensive material (including text and images). The strict definition of “offensive” is at the discretion of the CSA Chief Returning Officer

CSA Promotional Services:

Candidates may use CSA Promotional Services to assist them in the creation of campaign materials or may opt to use other alternatives (such as Canva). The period dedicated to the creation of campaign materials is Thursday, October 8, 2026 to Sunday, October 11, 2026, but can occur after as well. We strongly encourage you to begin thinking of your campaign designs as soon as you begin the nomination process. If a candidate chooses to utilize CSA Promotional Services, please note the following:

- Poster runs cost \$25, not including the cost of printing. This will include 50 posters, which will be placed around campus by a CSA staff member.
- Design of posters require one brainstorm session and cost \$25/hour for design work. Posters have roughly a two-day turnaround. This is to ensure that the candidate receives the poster in time for the start of campaigning.

Please note: It is recommended that you set up a meeting with CSA Promotional Services as soon as possible if you intend to use the services. This is to ensure there is sufficient time to create your campaign material.

CSA Promotional Services Contact:

Emma Bradley

Promotional Services Coordinator

csapromo@uoguelph.ca



PRICE SHEET

CSA MEMBER PRICING APPLIES TO U OF G UNDERGRADS

PRINTING & PHOTOCOPYING

BLACK & WHITE		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.10	\$0.15
Legal	8.5 x 14 in	\$0.10	\$0.15
Tabloid	11 x 17 in	\$0.15	\$0.20

COLOUR		CSA MEMBER	EXTERNAL
Letter	8.5 x 11 in	\$0.15	\$0.20
Legal	8.5 x 14 in	\$0.15	\$0.20
Tabloid	11 x 17 in	\$0.30	\$0.40

CARD STOCK		CSA MEMBER	EXTERNAL
Letter or Tabloid		+ \$0.15	+ \$0.20

LARGE FORMAT PRINTING

Large format printing is calculated per square foot; **poster dimensions must be 24in or 36in on at least one size.**

To request a quote for custom sized large format printing, please contact CSA Promo at csapromo@uoguelph.ca

BY PAPER TYPE	CSA MEMBER	EXTERNAL
Heavyweight	\$3.30 / Sq Ft	\$3.90 / Sq Ft
Lightweight	\$2.70 / Sq Ft	\$3.30 / Sq Ft

BY DISPLAY	CSA MEMBER	EXTERNAL
Kiosk Poster	\$43.20	\$52.80
36 x 64in on Lightweight		
Hanging Banner	\$47.25	\$57.75
70 x 36in on Lightweight		

HOW TO ACCESS OUR SERVICES

CSA MAIN OFFICE
FOR: General Printing | Photocopying | Poster Runs |
Button Maker Rental

CSA PROMO SERVICES | CSAPROMO@UOGUELPH.CA
FOR: Large Format Printing | Kiosk & UC Banner Rentals |
Design Services | Pre Assembled Buttons

POSTER RUN

Poster Runs go out every Monday and Friday; any posters to be run must be submitted by 4pm the previous business day in order to be approved. Standard poster run quantity is 50 posters; **cost below does not include printing.**

POSTER SIZE	CSA MEMBER	EXTERNAL
Letter, Legal, or Tabloid	\$25	\$40

KIOSK & BANNER RENTAL

The CSA provides rental of 2 display locations: the kiosks in Winegard Walk outside Creelman (8 slots) and the hanging banners in UC (4 slots). Due to the limited amount of slots, **rental requests must be submitted 2 weeks in advance.**

LOCATION	CSA MEMBER	EXTERNAL
Kiosk	\$20 per week	\$40 per week
UC Banner	\$20 per week	\$40 per week

BUTTONS & MAKER RENTAL

MAKER RENTAL	CSA MEMBER	EXTERNAL
Rental Fee	\$10	\$20
Deposit	\$65	\$65

BUTTONS - 1.5IN	CSA MEMBER	EXTERNAL
25 Buttons MINIMUM	\$3.75	\$4.50
50 Buttons	\$7.50	\$9
100 Buttons	\$15.00	\$18

BUTTONS - 2.25IN	CSA MEMBER	EXTERNAL
25 Buttons MINIMUM	\$5	\$6
50 Buttons	\$10	\$12
100 Buttons	\$20	\$24

ASSEMBLY	CSA MEMBER	EXTERNAL
Assembled by CSA	\$10 / 25	\$15 / 25

UPDATED AUGUST 2023 FOR MORE DETAILS VISIT CSAONLINE.CA/PROMO

Social Media Guidelines

Candidates are responsible for following Electoral Bylaws, Policies, and guidelines with regards to misinformation or slander and are required to report infractions as they arise.

Candidates must email the CRO at csacro@uoguelph.ca immediately if an infraction is spotted. The infraction must be copied and pasted into the body of that email – and/or an image of the screen shot of the infraction.

A list of the social media accounts that the candidate plans on using must be provided to the CRO at csacro@uoguelph.ca & the ARO at csaaro@uoguelph.ca no later than **Monday, October 12, 2026, at 5:00 PM.**

The CRO & ARO must be made aware of any changes made to the social media accounts that the candidate plans on using prior to the usage of the platform. For example, if the candidate decides to create a Facebook page halfway through the campaigning period, the ARO must be made aware of this change and approve it prior to its usage.

Instagram

If choosing to campaign with social media, candidates must use public accounts specifically for by-election campaigning. Candidates may not use their personal accounts for campaigning purposes.

All social media graphics must be submitted for approval before posting. This includes grid posts, reels and stories. Posting unapproved content will result in penalties determined by the Elections and Referendum Committee.

Candidates are permitted to re-post campaign items from their elections account to their personal account. However, all campaign-related content must be posted directly on the newly created campaign account.

Instagram ads may be purchased; however, they are only permitted during the campaign period. The advertisement must be approved by the CRO or ARO before being submitted to Instagram. Instagram ads costs must be included in final campaign budgets.

All posts must tag [@csa_elections](#)

Facebook

Any style of campaigning within the University of Guelph Facebook network does fall into the jurisdictions of the CSA Bylaws & Policies, and the CSA Election Guidelines.

Candidates/referendum teams are permitted to create a Facebook group/page for campaigning use.

Facebook groups/pages are allowed to be active during the campaign period only. This means candidates/teams cannot publicize a Facebook group before the campaign period.

Candidates must add 'CSA CRO' as an administrator to your group/page prior to publicizing it. Failure to do so will result in a penalty.

Candidates are not allowed to join and/or like the groups/pages of other candidates. The CSA interprets the joining and/or liking of groups/pages of other candidates as slate candidacy.

Candidates are allowed to send messages to members of their Facebook group or page.

Facebook ads may be purchased; however, they are only permitted during the campaign period. The advertisement must be approved by the CRO or ARO before being submitted to Facebook. Facebook ads costs must be included in final campaign budgets.

X (Formerly Twitter)

Candidates may use X; new elections-only accounts must be created for the purposes of campaigning. Personal accounts may not be used.

Do not use your campaign X account for purposes of reporting on other candidates, or venting about electoral processes etc.

All campaign-related tweets must include the following hashtag: #csaelections.

TikTok

Candidates may use TikTok; public accounts must be created for the purposes of campaigning. Personal accounts may not be used. The account name must be included in the list of social media accounts the candidate will send to the ARO.

TikTok posts must not contain offensive materials and may not be used to make derogatory posts toward other candidates.

All campaign-related posts must include the tag #csaelections.

YouTube

Candidates may use YouTube; public accounts must be used for the purposes of campaigning.

Youtube content must not contain offensive materials and may not be used to make derogatory content toward other candidates.

All YouTube content must be approved by the CSA elections office prior to being posted online.

Other Platforms

Candidates may use other social media platforms, so long as they have received approval from the Elections Office and submit all campaign material for approval prior to posting.

Contacting Other Candidates

Candidates are not permitted to interact with other candidates through campaign related social media. This includes commenting or sharing other candidates' social media posts.

Campaigning

An important aspect of the election process is the way candidates choose to campaign. On-campus campaigning has often been viewed as the most effective, but since COVID-19, candidates have been creative in the ways in which they expand their reach in campaigning to the undergraduate student body.

Please use the information below as a guideline. Candidates are encouraged to be creative in their campaign. Should candidates have any questions the elections office team is happy to help.

We ask that candidates and referendum teams' campaign at times that are appropriate, and respect students' space.

Beginning this year, each candidate must select and commit to fulfilling one campaigning method. The CRO will follow up with the candidate to ensure this campaigning method has been completed in accordance with the criteria. Each candidate is welcome and advised to utilize as many permitted methods of campaigning as desired. Should the candidate not complete their committed campaign method, they may be subjected to infractions as outlined in the candidate's package.

As a candidate, you will be required to utilize the campaigning method you selected in the Nominations Package. If the CRO has not received any material for approval, they will follow up with the candidate to ensure the campaigning requirement has been met. If the campaigning method is not completed, then the candidate may be subject to infractions as outlined in the candidate's package.

You may utilize multiple methods; however, only the method you committed to in the nomination package must be completed to avoid infractions.

See the timeline below and make note of the deadlines for completing campaign commitment.

October 16 by 5 PM: All candidates should have made progress toward completing their campaign method. This includes:

- Submitting poster for approval.
- Forwarding either confirmation of table booking or initial email sent by the candidate requesting permission for tabling.
- Submitting social media graphics/videos for approval

If there is a delay in completing the campaigning method, the candidate must inform the CRO that they are having difficulty completing the method. If this happens, they are permitted to change their selected method, so long as the CRO is informed.

If a candidate does not communicate with the CRO regarding their campaign at all by 5 PM on October 16, they will receive a Warning in a written email by the CRO. The candidate will be given 1-2 business days to make progress on their campaign commitment.

October 20 by 5 PM: If a candidate who received a previous warning has not informed the CRO of any progress on their campaign by this deadline, they will be issued demerit points. The specific penalty will be decided by the Elections and Referendum Committee (ERC). The candidate will then be given 1 business day to either complete the commitment or provide the CRO with an update on their progress.

October 21 by 5 PM: If a candidate still has not informed the CRO of any progress by this deadline, they will be at risk of disqualification. The official penalty will be decided upon by the ERC, including the addition of demerit points which may result in disqualification.

Campaign Volunteers

You may enlist the help of campaign volunteers to assist with your campaigning. Volunteers must not campaign for more than one candidate at any given time and must ensure they are not campaigning in a manner that would suggest slate candidacy.

A list of campaign volunteers must be submitted to the Elections Office via email by **Monday, October 12, 2026, at 5:00 pm**. Once this list is submitted, volunteers are allowed to be removed from the list, but no additions can be made. Please inform the CRO of any removals from your list. If you do not plan to use any volunteers, you must inform the Elections team via email by the posted deadline

Once the list has been submitted, volunteers will need to come to the CSA Front Office to sign a policy outlining the elections and campaign guidelines. Information regarding this will be provided to the candidates once lists have been submitted. Please note that an infraction committed by a volunteer will be reflected onto the candidate, as volunteers are an extension of the candidate while campaigning.

Social media groups/chats may be created to communicate with your volunteers. However, this must be a closed / private group.

Classroom Talks

Classroom talks are a great way to reach a lot of people in a small amount of time. Before presenting a classroom talk, ask yourself the following questions:

1. Do I have the instructor's permission?
2. What am I going to say?
3. Have my campaign materials or class talk been approved by the CSA Elections team?

You can ask the instructor to speak before a live synchronous class or ask to have a poster or flyer displayed on the class's Courselink page.

Endorsements

You may contact organizations asking them to endorse your campaign. Candidates may not seek endorsements from social media accounts.

All endorsements must be approved by the CSA elections office upon gaining written permission from the organization. Candidates may seek endorsement from a club they are a member of. If the candidate is an executive of the club, they may still receive endorsement, however they must recuse themselves from the decision.

An email must be sent to csacro@uoguelph.ca from the organization endorsing the candidate and copying the candidate.

Once an organization endorses a candidate and the endorsement is approved, they may announce the endorsement and freely re-post the candidate's campaign post on social media. An organization may not announce nor re-post campaign-related posts until their endorsement has been submitted and approved through the proper process.

Endorsements MAY be given by recognized organizations including:

- CSA Clubs
- College Governments
- Clubs accredited under college governments
- Special Status Groups
- Interhall Council

Endorsements MAY NOT be given by:

- University Administration
- University Faculty
- University Centre Administration
- CSA Staff (which includes Full-Time, Part-Time, Board Directors, and Volunteers)

Note: You must obtain approval for all endorsements through the CSA Elections office.

Guidelines for Email Listservs

For all matters pertaining to elections:

- **Organizational Email Lists** shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf.
- **Campaign emails** shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.

It is the responsibility of the group in question to determine if and in what manner they will permit candidates (or endorse candidates) and allow them to send campaign messages over their listserv.

Candidates are to notify the CRO of any endorsements from various campus clubs or groups. Please see the section on endorsements for further details.

Candidate's emails **MUST** contain:

- Name of the candidate (as it is to appear on the ballot).
- Full name of the position the candidate is running for.

The CSA has absolutely **no tolerance** in regard to willful slander or misinformation about another candidate over email. If the candidate is the perpetrator of the incident, they will face immediate disqualification.

Important Reminders

Be inventive with your campaigning! As always, permission must be granted to the candidate by the CSA Elections office prior to the distribution of promotional material.

You must account for all expenses. It is recommended to keep track of expenses throughout the campaign as the budget deadline is shortly after voting ends.

Note

According to the CSA Policies & Bylaws, collecting signatures in pursuance of Bylaw 2, Section 2 (Election Periods) will not be considered campaigning and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning (Appendix G, 14.2.7)

Tabling

If you are planning on campaigning within the University Centre, please note that you must complete the appropriate Sales and Solicitations Form and, if applicable, book a table through UC Services. It is prohibited to campaign in the University Library.

Painting the Cannon

Painting Old Jeremiah is a time-honored University tradition and is frequently a part of CSA election campaigns. Before painting the Cannon, please send the Elections Office any language or basic designs you want to use. After you have finished painting, send a photo of your final design to the Elections Office. You must follow the relevant [University policies](#) including painting overnight and respecting the nearby environment. Keep in mind that other candidates are allowed to paint over your design if it is in accordance with the University rules. This goes both ways- you are permitted to paint over another candidate's design, provided it is in accordance with University rules. Painting over an opponent's design **during the day** is considered deliberate campaign interference.

Giveaways & Contests

Candidates and referendum teams are prohibited from organizing, offering, or promoting any structured giveaways, contests, or raffles that require individuals to vote, follow a candidate, or support a campaign as a condition of entry. Campaign funds may not be used to purchase items intended for such organized giveaways, contests, or raffles.

Casual distribution of free items to individuals without requiring any participation or action on the individual's part does not constitute an organized giveaway and is permitted. Giveaway posts will not be approved.

Abuse of Position

An abuse of position occurs when a candidate utilizes resources obtained by virtue of holding a certain position to the benefit of their campaign or election.

Keep in mind that friends of candidates using their positions to support a candidate will be considered an infraction by the candidate.

Penalty for Abuse of Position is:

- **First Occasion:** 75 demerit points
- **Second Occasion:** 100 demerit points, which will result in immediate disqualification.

These penalty descriptions serve as an example of what each infraction may result in; however, the final decision on the penalty will be determined by the Elections and Referendum Committee.

Some of the implications of this section are:

- **Membership in a club or board:** You cannot use your position on a board of directors or in a club to promote your election. You are allowed to speak at events and meetings that are open to the public, but only through channels open to all and not just to members.
- **RLS and IHC:** If you have access to residence, you cannot campaign, post, or encourage others to post any campaign materials without the necessary approval.
- **If you are unsure if what you are doing is an abuse of power,** then don't do it without asking the CRO first. Generally speaking, ask yourself if what you want to do can be easily done by other candidates who do not share your position; if they can, you are probably safe.

Elections Office Candidates Package Directors



Some examples of abuse of position include:

- Campaigning at private club meetings, where other candidates would not be permitted to attend.
- Campaigning at board or governance meetings. For example, mentioning your campaign for re-election as a director at a CSA board meeting is not permitted as the public do not have speaking rights.
- The use of resources or funds belonging to a club or organization for campaigning purposes. This includes the use of tabling materials, signs, tech equipment, money, etc.
- No promotion of campaigns in private groups belonging to a club or organization. Includes group chats on Discord, Facebook, Snapchat, etc.
- Leveraging position to gain access to resources other candidates would not have access to.

NOTE: It is not considered abuse of position to be endorsed by a club the candidate is a member or executive for, as long as the endorsement has been granted through the proper process

Campaign Infractions

All alleged infractions will be investigated by the Chief Returning Officer (CRO). Infractions will result in accumulating demerit points. Receiving 100 demerit points will result in disqualification of the candidate. These demerit point values serve as an example of what each infraction may result in; however, **the final decision on the penalty will be determined by the Elections and Referendum Committee.**

1. Any forms of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the student body of their candidacy:
 - **First Occasion:** A minimum of 50 demerit points will be imposed, and/or disqualification depending on severity of occurrence.
 - **Second Occasion:** 100 demerit points, which will result in immediate disqualification.
2. Failure to submit the Final Budget Form (a statement of campaign expenses, unused monies, receipts, and envelopes) by the deadline.
 - **After Monday, November 2, by 5:00pm:** A penalty of 50 demerit points.
 - Candidates who fail to submit their final budget form and accompanying items by the prescribed deadline will be contacted by the CRO via email and given 2 business days to submit their final budget form. If this deadline is missed, candidates will face a penalty of 100 demerit points, which will result in immediate disqualification.
3. Candidate exceeds their budget:
 - If expenses are less than 20% of the budget: The candidate will pay out of pocket.
 - If expenses are greater than 20% of the budget: 100 demerit points, which will result in immediate disqualification.
4. Use of campaign materials without CRO/ARO approval:
 - **First occasion:** 25 demerit points and the candidate must remove all materials immediately.
 - **Second occasion:** 50 demerit points.
 - **Third occasion:** 100 demerit points, which will result in immediate disqualification.

Elections Office Candidates Package Directors



5. Campaigning outside the designated campaign period, addressing/positioning on any issues or answering general questions as a candidate or a representative of referendum team prior to the opening of the campaign period:

- A penalty of 100 demerit points, which will result in immediate disqualification, unless otherwise determined by the Elections and Referendum Committee.

6. Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material or the pooling of campaign budgets without authorization. If the violation occurs:

- 100 demerit points, which will result in immediate disqualification of all candidates in the slate.

Please note that voting patterns may be subject to statistical analysis by the Elections and Referendum Committee to investigate potential reports of slate candidacy.

7. The use of campaign funds to purchase items intended for organized giveaways, contests, or raffles:

- **First occasion:** 75 demerit points.
- **Second occasion:** 100 demerit points, which will result in immediate disqualification.

8. Failure to comply with any additional parts of the Candidates' Package, including all CSA Elections Bylaws and Policies, as distributed by the CRO to all candidates and referendum teams. Including failure to complete the campaign commitment as selected in the nomination package:

- **First occasion:** Warning.
- **Second occasion:** 50 demerit points.
- **Third occasion:** 100 demerit points, which will result in immediate disqualification.

Board Meeting Schedule 2026-2027

Board Meetings are typically held every second Wednesday evening, however emergency Board Meetings can be scheduled with 48 hours' notice as per CSA policies and bylaws. CSA Directors are required to attend all CSA Board meetings.

Summer 2026

1.	June 3, 2026	6:00 pm	Microsoft Teams
1A.	July 10, 2026 (special meeting)	6:00 pm	Microsoft Teams
2.	July 15, 2026	6:00 pm	Microsoft Teams
3.	July 29, 2026	6:00 pm	Microsoft Teams
4.	August 26, 2026	6:00 pm	Microsoft Teams

Fall 2026

5.	September 23, 2026	6:00 pm	UC 442
6.	October 7, 2026	6:00 pm	UC 442
7.	October 28, 2026	6:00 pm	UC 442
8.	November 11, 2026	6:00 pm	UC 441
9.	November 25, 2026	6:00 pm	UC 442

Winter 2027

10.	January 20, 2027	6:00 pm	UC 442
11.	February 10, 2027	6:00 pm	UC 442
12.	February 24, 2027	6:00 pm	UC 442
13.	March 10, 2027	6:00 pm	UC 442
14.	March 31, 2027	6:00 pm	UC 442
15.	April 7, 2027	6:00 pm	UC 442

Mandatory Board Training Schedule

1.	May 20, 2026	6:00 pm	Microsoft Teams
2.	January 13, 2027	6:00 pm	UC 442

2026 Annual General Meeting

Wednesday, November 18, 2026
Peter Clark Hall

2027 General Members Meeting

Wednesday, March 17, 2027
Peter Clark Hall

**Elections Office
Candidates Package
Directors**



Candidate Signature:

By signing below, you confirm that you have read this form in its entirety and agree to adhere to all listed commitments and policies.

Candidate Name:

Candidate Student Number:

Candidate Signature:

Date:

Please note that information submitted in the Candidates Package, including this form, may not be changed after submission.

Motion

Board of Directors Meeting # 5
September 23, 2026



Item 5.11.2

Fall 2026 By-Election Promotional Strategy

WHEREAS CSA Policy Appendix G: Electoral, Section 4.3 states that the President will create an election campaign strategy to promote the CSA elections during the nomination, campaign, and voting periods;

BE IT RESOLVED that the Fall 2026 By-Election Promotional Strategy, as included in the Board Agenda Package, be received as information.

Moved: Emilie Dudgeon, President

Seconded:

CSA Fall 2026 By-Election Promotional Strategy

The Fall 2026 By-Election promotional strategy will combine targeted email outreach social media, digital signage, postering, in-person promotion, and collaboration with CSA student staff and Board Directors. Consistency in branding across elections will remain a priority to ensure students can easily recognize CSA election materials and understand how to participate.

Building on the success and lessons of the Winter 2026 General Election, the Fall 2026 By-Election will place a greater emphasis on early candidate recruitment, targeted outreach to colleges with vacant Board seats, candidate-led campaigning, and increased voter engagement.

Key Updates for Fall 2026:

- **Pre-Nomination Email Outreach:** Building on the success of the Winter 2026 General Election, a pre-nomination email will be sent before nominations officially open. This outreach will introduce the available positions, explain what it means to serve on the CSA Board of Directors, and encourage interested students to consider running before the nomination period begins.
- **Targeted College Outreach:** Specific newsletters and communications will be sent to students in colleges with vacant Board of Directors seats. This will allow the Elections Office to focus recruitment efforts on the constituencies where positions are available and ensure students are aware of opportunities to represent their college.
- **Candidate-Led Campaigning:** Candidates will be expected and encouraged to take a more active role in promoting their own campaigns. Elections Office communications will provide students with information about the election and available candidates, while candidates will be responsible for communicating their platforms, priorities, and reasons for running directly to students through their campaigning. However, Candidates will be expected to work with our ARO to film reels/answer questions over social media.
- **Board of Directors Content:** The ARO will work with current CSA Board Directors to create social media content about their experiences on the Board. Content may highlight what Directors do, why they chose to become involved, what they have learned through the role, and why other students may want to consider running. This will provide prospective candidates with a more authentic perspective on Board involvement.
- **CSA Student Staff Engagement:** Where operationally feasible, CSA student staff will be invited to assist with promoting the election, particularly during the voting period. This may include promoting voting around campus, directing students to election information and the online ballot, and increasing the overall visibility of the election.

- **No Mandatory Director Class Talks:** Mandatory class talks for Directors will not be part of the Fall 2026 promotional strategy. Directors will instead be encouraged to support election awareness through their networks, and content developed in collaboration with the ARO.
- **Voting Giveaway:** To encourage participation during the voting period, students who vote will have the opportunity to enter a giveaway for one of two \$50 Visa gift cards. The giveaway will be promoted alongside voting information and instructions.
- **Clubs Days & CSA Resource Fair Outreach:** The Elections Office will be tabling at Clubs Days and the CSA Resource Fair. Making students aware of our elections early plants the seed for prospective candidates before the nomination period. It also allows students to give more consideration to the decision of running for a Director position.
- **QR Code Tracking:** Building on its use in previous elections, QR codes will continue to be incorporated into election promotion and outreach. QR codes linking directly to election information and the ballot will be used during tabling, on promotional materials, and by CSA student staff assisting with election promotion. Where possible, engagement data will continue to be collected to help assess the effectiveness of different outreach methods and inform future election promotional strategies.

Goals and Indicators of Success:

- **CSA Awareness:** Continue building awareness of the CSA, its Board of Directors, services, and role on campus. Election materials should help students understand not only that an election is taking place, but why student representation through the CSA matters.
- **Candidate Recruitment:** Increase awareness of vacant positions before nominations open and encourage students from eligible colleges to consider running. The pre-nomination email and targeted college newsletters will be key recruitment tools.
- **Candidate Engagement:** Encourage candidates to take ownership of their campaigns and actively engage with students. Candidates should have clear information about the opportunities available to them for campaigning, as well as the applicable election rules and expectations.
- **Voting Engagement:** Promote voting through social media, email, campus signage, in-person outreach, CSA services, student staff participation, and the voting giveaway. Students should be provided with clear and accessible information about when voting occurs and how to cast their ballot.
- **Informed Candidates and Voters:** Ensure prospective candidates have access to information about Board responsibilities before choosing to run. During the campaign and voting periods, students will be directed toward candidate

information while candidates will be encouraged to communicate their own platforms directly to voters.

- **Filling Vacancies:** Promote each available position, with additional targeted outreach to colleges with vacant seats, with the goal of attracting candidates for as many vacancies as possible.

The Role of Directors During CSA Elections

As student leaders representing different constituencies across campus, current Directors can play an important role in increasing awareness of the Fall 2026 By-Election and encouraging students to become involved with the CSA.

For this election, Director involvement will move away from mandatory class talks and instead focus on more accessible promotion. Directors may be asked to work with the ARO to create social media content about their experience on the Board, share Elections Office materials through their networks, repost election information, and encourage eligible students to learn more about available positions.

Directors should also remain mindful of their responsibilities during the election and ensure that any involvement complies with the applicable election rules.

Elections Rollout Phases	Date	Promo Materials	Description / Key Messaging
Pre-election	Sept 7-25	Clubs Days tabling & engaging postcards CSA Resource Fair presence "Meet the Team" digital content Strategic Instagram posts Info Sessions (both formal sessions and informal tabling in Branion Plaza) Targeted Class Talks	This is your CSA Why CSA elections matter Positions available & responsibilities - Board of Directors Explain what the positions do and why people should run for those positions Giveaway – follow the @csa_elections Instagram!
Nomination period	Sept 28 – Oct 7	Newsletter Digital Signage Social Media Poster run Class talks Tabling Large-format (kiosk, UC banner) Student Experience Newsletters Resharing By Student Organizations on social media	Nominations open – how to run Positions available & responsibilities - College of Arts, At-Large Representative (2 seats) - College of Computational, Mathematical, and Physical Sciences, At-Large Representative (2 seats)

Fall 2026 By-Election Promotional Strategy

September 23, 2026



		MS Teams Channels Contact PSO's and IHC Nominations information to send to student clubs Instagram Story takeover	- Lang School of Business, At-Large Representative (1 seat) - Ontario Veterinary College, At-Large Representative (2 seats) Why student leadership matters
Promo & Campaign Period	Oct 12 - 16	Digital signage Poster run Social media Candidate reels (i.e. "Why I'm running")	Meet your candidates Candidates can be asked pre-set questions from students so students can make informed decisions
Voting	Oct 19 - 23 Extension: Oct 24 - 30, if needed	Tabling/In-person polling stations Ballot Runners with QR codes Digital Signage Share info with campus partners Large-format (kiosk, UC banner) Poster run Social Media Signage at all our services, including front office Email SEC & student orgs Class talks Email blasts	Voting now open How to vote (swipe graphic) Voting period giveaway

Motion

Board of Directors Meeting # 5

September 23, 2026



Item 5.11.3

CSA Annual General Meeting (AGM) 2026: President's Notice

President's Notice

As per CSA Bylaw 1, Section 9.1.3, I hereby give notice that the Annual General Meeting of the Central Student Association shall take place on:

Wednesday, November 18, 2026 at 6:00 pm

Location: Peter Clark Hall

Call for Business Items

As per Bylaw 1, Section 9.1.9., I hereby invite any business items for the CSA Annual General Meeting be provided to the CSA Policy & Transition Coordinator (csaptc@uoguelph.ca) no later than:

Friday, October 30, 2026 at 5:00 pm

Emilie Dudgeon

CSA President

September 23, 2026

MOTION: that the President's Notice of the CSA's 2026 Annual General Meeting, to be held on Wednesday, November 18, 2026, beginning at 6:00 pm in Peter Clark Hall; and of the call to members to submit AGM business items no later than Friday, October 30, 2026 at 5:00 pm, be received as information by the CSA Board of Directors.

Moved:

Seconded:

Motion

Board of Directors Meeting # 5
September 23, 2026



Item 5.11.4

Amendment to CSA Rules of Order re. CEPS Restructuring

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 was provided at the Board meeting on July 29, 2026

WHEREAS the University Senate approved a proposal to transition the College of Engineering and Physical Sciences into two new colleges as of July 1, 2025;

WHEREAS the College of Engineering and Physical Sciences Student Council continued to serve as the college government for both colleges for the 2025-2026 academic year;

WHEREAS the Engineering Society is now accredited as the college government for the College of Engineering; and

WHEREAS this transition requires amendments to the composition of the CSA Board of Directors and therefore our Rules of Order;

BE IT RESOLVED to adopt the attached amendments to the CSA Rules of Order, Section 1 (Quorum for CSA Board of Director Meetings).

Moved: Emilie Dudgeon, President

Seconded:

1.0 Quorum for CSA Board of Director Meetings

1.1 Counting Towards Quorum

- 1.1.1 To be counted towards quorum at the Board of Director Meetings, a Board Member must have the right to vote.
- 1.1.2 For an elected “At-Large” representative Board Member to be counted towards quorum, the election results confirming their election must be ratified at the Board of Director Meeting following the close of the Auditing/Recounting process.
- 1.1.3 For an appointed College government and/or Student Organization Board Member to be counted towards quorum, they must be ratified at a Board of Director Meeting.

1.2 Fall and Winter Terms

- 1.2.1 Quorum shall be half of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.
- 1.2.2 The Board of Directors as a whole consists of ~~38~~7 Board Member positions. Of these ~~38~~7 Board Member positions, ~~34~~3 positions hold the right to vote. Therefore, as per point 1.2.1, quorum would be 17 members if all Board Member positions are filled and appointed.
- 1.2.3 In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy & Transition Coordinator (PTC), quorum shall be half of the total filled and known voting Board Member positions. For example, if 17 voting Board Member positions are filled and appointed, quorum will be nine voting Board Members (rounding up to the nearest whole number). At all times, quorum must be a minimum of three members.
- 1.2.4 The Board of Directors as a whole consists of ~~38~~7 Board Member positions. Of these ~~38~~7 Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Internal Student Experience, Vice President Academic and Vice President External.

The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and they can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Director Meetings to have these individuals present at meetings. As a result, to be included in quorum as per point 1.2.1, at least two Executive Officers must be in attendance, one of which must be the President. When the President is unable to attend, all three Vice Presidents must be present to meet quorum.

1.2.5 In the event of an Executive Officer position becoming vacant, a majority of filled Executive Officer positions are required to meet quorum.

1.2.6 Proxies or alternates shall not be allowed for quorum or for voting.

1.3 Summer Term

1.3.1 Quorum during the Summer Term, as defined as May 1st through to August 31st, shall be a third of the total number of voting members of the Board of Directors as a whole, only in such instances as when all of the Board of Director positions are filled and appointed.

1.3.2 The Board of Directors as a whole consists of ~~38~~⁷ Board Member positions. Of these ~~38~~⁷ Board Member positions, ~~34~~³ positions hold the right to vote. Therefore, as per point 1.3.1, quorum would be ~~12~~⁴ members (rounding to the nearest whole number) if all Board Member positions are filled and appointed.

1.3.3 In situations where not all of the elected positions on the Board are filled (i.e. At-Large representatives) and/or not all of the appointed positions (i.e. College governments and Student Organizations) are known to the Policy & Transition Coordinator (PTC), quorum shall be a third of the total filled and known voting Board Member positions. For example, if 17 voting Board Member positions are filled and appointed, quorum will be six voting Board Members (rounding to the nearest whole number). At all times, quorum must be a minimum of three members.

1.3.4 The Board of Directors as a whole consists of ~~38~~⁷ Board Member positions. Of these ~~38~~⁷ Board Member positions, four positions consist of the Executive Officers of the CSA. These Executive Officers are the President, Vice President Internal Student Experience, Vice President Academic and Vice President External.

The Executive Officer positions are hierarchical, non-voting members of the Board of Directors. Their roles provide vital insight to the Board on operational matters and structural issues, and they can speak to effects of decisions made by the Board on the CSA, its staff, volunteers and services. They also provide reports and recommendations to the Board. It is essential for Board of Director Meetings to have these individuals present at meetings. The Executive Officers fulfill the same duties and time commitments during the Summer Term as they do during the Fall and Winter Terms. As a result, to be included in quorum as per point 1.3.1, at least two Executive Officers must be in attendance, one of which must be the President. When the President is unable to attend, all three Vice Presidents must be present to meet quorum.

- 1.3.5** In the event of an Executive Officer position becoming vacant, a majority of filled Executive Officer positions are required to meet quorum.
- 1.3.6** Unless Fall and Winter Terms quorum is reached (point 1.2.1), there shall be no amendments to the CSA Rules of Order or Bylaws.
- 1.3.7** Matters involving policy shall be permitted but will require the same procedure as set out in Bylaw 4 – Policy of the CSA. Further, matters involving vital operating decisions will be conducted within the Summer Term quorum, including budget matters that are of a time sensitive matter. Budget matters will be required to follow procedures as laid out in Bylaw 1 – Organizational, Section 12 – Adoption and Amendments of Bylaws.
- 1.3.8** Proxies or alternates shall not be allowed for quorum or for voting.

Motion

Board of Directors Meeting # 5
September 23, 2026



Item 5.11.5

Overview of the Amended 2026-2027 Operating Budget

(a) Speaking Rights: Nate Broughton

WHEREAS CSA Rules of Order section 3.3 states that visitors may be extended speaking rights following a motion to the Board;

BE IT RESOLVED to extend speaking rights to Nate Broughton to present an overview of the amended CSA 2026-2027 operating budget.

Moved:

Seconded:

(b) Presentation

MOTION: that the presentation from Nate Broughton regarding the overview of the amended CSA 2026-2027 operating budget be received as information by the Board of Directors.

Moved:

Seconded:

(c) Notice of Motion: Approval of the Amended 2026-2027 Operating Budget

The following motion will be considered at the Board Meeting on October 7, 2026.

MOTION: that the Board of Directors approve the amended CSA Operating Budget, as recommended by the Finance Committee and included in the board agenda package.

Central Student Association

DRAFT

OPERATING BUDGET 2026 – 2027

Comments & General Overview	1
Student Fee Summary	2
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Internal	12
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Promotional Services	14
 SERVICE PROGRAMMES (consolidated)	 15
Bike Centre	16
Clubs	17
SafeWalk	18
Student Help & Advocacy Centre	19

*Reviewed by Finance Committee on March 25, 2026
Served as Notice on March 31, 2026
Approved by CSA Board of Directors on April 7, 2026*

*Reviewed by Finance Committee on September 16, 2026
Served as Notice on September 23, 2026
Approved by CSA Board of Directors on [DRAFT]*

Comments & General Overview of the 2026-2027 Budget

The 2026-2027 budget was set in consultation with the CSA Finance Committee and has been reviewed by the President, members of the Executive Committee, and assigned budget holders. On March 25, 2026, the Finance Committee completed their review and recommended forward the proposed budget for presentation to, and approval by, the CSA Board of Directors.

The CSA's operating budget is divided into 15 portfolios: each an area of concentration with an assigned budget holder responsible for overseeing expenses and managing the finances. The President is to be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization. Portfolios are expected to be spent out during the fiscal year (May 1 to April 30). Any net revenue remaining at year end from operations funded by CSA membership fees is transferred into the CSA's Accumulated Surplus. A portion of the surplus is internally restricted to ensure our long term financial viability. However, the balance remaining is available for special projects and initiatives that better provide service to students.

Funds received from the FoodBank, SafeWalk and Media/Entertainment fees have been proportionately allocated per the original referendum questions. Any net revenue at year end from these portfolios, or any other budget line funded from these fees, is transferred to dedicated reserve accounts for future use.

The CSA student fee increases annually by the Consumer Price Index (CPI) for Ontario as announced by the University administration in January of every year; the CPI increase for 2026-2027 is 1.9%. CSA fees for full-time undergraduate students will increase from \$23.24 to \$23.68. Similarly, the part time undergraduate fee will increase from \$7.28 to \$7.42. Enrollment is expected to increase once again. Total revenue from CSA membership fees is anticipated at \$1,290,000 for the 2026-2027 fiscal year.

The CSA's budget is also dependent on revenue from 'other' sources to fund our operations. This revenue stream has been erratic since January 2019, however, with the detrimental impact of the Student Choice Initiative and COVID-19 behind us, non-student fee revenue has become stable. That said, the CSA should be mindful of the potential implications of Bill 33 in the future, specifically the impact to student fee revenue, which will likely necessitate a greater dependence on revenue from other sources.

For the fifth year in a row, our budget is well funded, forward looking, and driven by the CSA Mandate and Indicators of Success. The 2026-2027 budget continues to provide the financial opportunity to amplify our presence on campus and be central to the needs of students. This budget provides funds to significantly increase our ability to engage and promote the CSA, increase programming on campus, support operational excellence, meet our legislative requirements, and continue to provide valuable and relevant services to the students we serve.

The significant variances to our budget when comparing year-over-year and/or year-to-date figures are a direct result of wage savings from vacancies and capacity.

STUDENT FEE & REVENUE SUMMARY 2026-2027

PORTFOLIO	CSA Fees	Entertain Fees	Other Revenue	Budget Total
Academic	\$ 55,390.00	\$ -	\$ 3,500.00	\$ 58,890.00
Administration	\$ 686,270.00	\$ 16,470.00	\$ 234,990.00	\$ 937,730.00
Bullring	\$ -	\$ 33,500.00	\$ 683,000.00	\$ 716,500.00
Council	\$ 180,000.00	\$ 10,000.00	\$ -	\$ 190,000.00
Events Coordination	\$ 40,100.00	\$ -	\$ 30,000.00	\$ 70,100.00
External	\$ 56,400.00	\$ -	\$ -	\$ 56,400.00
Films	\$ -	\$ -	\$ -	\$ -
FoodBank	\$ -	\$ -	\$ 246,930.00	\$ 246,930.00
Internal (Formerly Student Experience)	\$ 87,500.00	\$ -	\$ -	\$ 87,500.00
Live Entertainment	\$ -	\$ 176,530.00	\$ -	\$ 176,530.00
Promotion Service	\$ 66,690.00	\$ -	\$ 18,500.00	\$ 85,190.00
Service Programmes				
Bike Centre	\$ 15,500.00	\$ -	\$ 1,500.00	\$ 17,000.00
Clubs	\$ 73,750.00	\$ -	\$ -	\$ 73,750.00
SafeWalk	\$ -	\$ -	\$ 35,410.00	\$ 35,410.00
Student Help & Advocacy Centre	\$ 28,400.00	\$ -	\$ -	\$ 28,400.00
TOTAL PROPOSED BUDGET	\$ 1,290,000.00	\$ 236,500.00	\$ 1,253,830.00	\$ 2,780,330.00
TOTAL ANTICIPATED FEES	\$ 1,290,000.00	\$ 236,500.00		
TOTAL PREVIOUS BUDGET 2025-26	\$ 1,080,000.00	\$ 186,300.00	\$ 1,173,060.00	\$ 2,439,360.00

RESTRICTED FEES Not part of CSA Operating Budget	Actual YTD Feb 28/26	Receivable (Payable)	Anticipated	Fees/Surplus Revenue 26-27
			26-27 Fees/Rev	
Affordable Housing	\$ 245,677.00	\$ -	\$ -	\$ 245,677.00
Bus Pass	\$ -	\$ -	\$ 9,764,745.00	\$ 9,764,745.00
Late Night Bus Pass	\$ -	\$ -	\$ 499,905.00	\$ 499,905.00
Late Night Service Reserve	\$ 259,175.00	\$ 93,000.00	\$ (45,330.00)	\$ 306,845.00
Cannon - CSA Portion of Surplus	\$ 53,502.00		\$ -	\$ 53,502.00
Dental Plan (includes Grad Students)		\$ -	\$ 2,940,000.00	\$ 2,940,000.00
Dental Plan Reserve	\$ 857,029.00	\$ 31,518.00	\$ (29,647.00)	\$ 858,900.00
Entertainment Fee Reserve	\$ 256,630.00	\$ 32,320.00	\$ -	\$ 288,950.00
FoodBank Reserve	\$ 181,617.00	\$ 41,000.00		\$ 222,617.00
Health Plan (Includes Grad Students)	\$ -	\$ -	\$ 5,594,622.00	\$ 5,594,622.00
Health Plan Reserve	\$ 435,361.00	\$ 260,678.00	\$ 74,670.00	\$ 770,709.00
Menstrual Hygiene Initiative	\$ 83,740.00	\$ (16,000.00)	\$ (16,000.00)	\$ 51,740.00
SafeWalk Reserve	\$ 49,201.00	\$ (3,000.00)	\$ (6,700.00)	\$ 39,501.00

ENTERTAINMENT / MEDIA FEE							
** Media Fee is split between CSA 60%, CFRU 20%, Ontarion 20%							
Distribution		2025-2026			2026-2027		
		Fee Charged Per Student	46250		Fee Charged Per Student	57683	
CFRU - Media	20%	\$ 1.61	\$ 74,462.50	CSA = \$4.10 }	\$ 1.64	\$ 94,600.12	
Ontarion - Media	20%	\$ 1.61	\$ 74,462.50		\$ 1.64	\$ 94,600.12	
CSA - Concerts/Speakers	40%	\$ 3.22	\$ 148,909.25		\$ 3.28	\$ 189,199.94	
CSA - Films	10%		\$ -		\$ -	\$ -	
CSA - Cross Campus Events	10%	\$ 0.81	\$ 37,462.50		\$ 0.82	\$ 47,300.06	
TOTALS		100%	\$ 7.25	\$ 186,371.75		\$ 7.38	\$ 236,500.00

Entertainment Fee (ENT)					
CONCERTS	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Live Ent - Concerts/Speakers	\$ -	\$ 75,870.00	\$ 50,745.00	\$ 87,700.00	\$ 120,500.00
Live Ent - Free Concerts	\$ 22,000.00	\$ 5,000.00	\$ 3,000.00	\$ 4,000.00	\$ 6,500.00
Live Ent - O-Week 35%	\$ -	\$ -	\$ 9,200.00	\$ 11,300.00	\$ -
Live Ent - Homecoming Half Time Show					\$ 16,000.00
Live Ent - Speakers/Large Scale Event	\$ -	\$ 2,000.00	\$ 25,000.00	\$ -	\$ -
Bullring Entertainment	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00	\$ 30,000.00	\$ 30,000.00
Coordination Expenses	\$ 7,500.00	\$ 15,000.00	\$ 15,600.00	\$ 15,900.00	\$ 16,200.00
TOTAL	\$ 44,500.00	\$ 112,870.00	\$ 123,545.00	\$ 148,900.00	\$ 189,200.00
ENTERTAINMENT FEE	\$ 44,500.00	\$ 112,870.00	\$ -	\$ 3.28	\$ 189,199.94
<i>Over (Under)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 123,545.00</i>	<i>\$ 148,896.72</i>	<i>\$ 0.06</i>
FILMS		<i>Suspended</i>	<i>Suspended</i>	<i>Suspended</i>	<i>Suspended</i>
Free Film Series	\$ 11,360.00	\$ -	\$ -	\$ -	\$ -
Coordination Expenses	\$ 1,750.00	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 13,110.00	\$ -	\$ -	\$ -	\$ -
ENTERTAINMENT FEE	\$ 13,110.00			\$ -	\$ -
<i>Over (Under)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
CAMPUS WIDE EVENTS					
College Royal	\$ 7,265.00	\$ 7,760.00	\$ 8,055.00	\$ 8,250.00	\$ 10,000.00
O-Week Programming (LIVE), now 100%	\$ -	\$ -	\$ 17,100.00	\$ 21,500.00	\$ 33,530.00
O-Week Programming (Student Experience)	\$ 12,000.00	\$ 13,000.00	\$ -	\$ -	\$ -
CW Programming (VP SE - Sexy Bingo))	\$ -	\$ 4,620.00	\$ 3,400.00	\$ 3,950.00	\$ -
Coordination Expenses	\$ 1,750.00	\$ 3,500.00	\$ 3,600.00	\$ 3,700.00	\$ 3,770.00
TOTAL	\$ 21,015.00	\$ 28,880.00	\$ 32,155.00	\$ 37,400.00	\$ 47,300.00
ENTERTAINMENT FEE	\$ 21,015.00	\$ 28,880.00	\$ -	\$ 0.82	\$ 47,300.06
<i>Over (Under)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ 32,155.00</i>	<i>\$ 37,399.18</i>	<i>\$ (0.06)</i>
ACCUMULATED TOTALS					
Budget Total	\$ 78,625.00	\$ 141,750.00	\$ 155,700.00	\$ 186,300.00	\$ 236,500.00
Anticipated ENT Fee Total	\$ 78,625.00	\$ 141,750.00	\$ 155,700.00	\$ 186,371.75	\$ 236,570.00
(Remaining to Spend)	\$ -	\$ -	\$ -	\$ (71.75)	\$ (70.00)

Note: Coordination Expenses are recorded as revenue in the Administration Budget [#82101] and the Bullring Budget [#92102]
For the fourth year, the Films portion of the Entertainment Fee has been suspended

ACADEMIC: Budget 2026-2027

Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
24100	CSA Student Fees	54,000	54,000	55,390
24120	Student Health Plan Reserve Support - Memorial	3,141	3,500	3,500
	TOTAL REVENUE	57,141	57,500	58,890
Expenditure				
24200	Salaries <i>(includes 3% Education/RSP)</i>	36,977	43,934	45,145
24220	Employee Benefits	3,694	6,826	6,905
24450	Academic Campaigns	0	350	350
24451	Student Artwork @ Bullring	1,802	2,100	2,100
24452	Student Memorial Service	3,141	3,500	3,500
24453	Teaching Excellence Award	169	500	600
24600	Advertising & Promotion	0	100	100
24800	Supplies	28	100	100
24870	Photocopying	20	90	90
	TOTAL EXPENSES	45,831	57,500	58,890
	Under (Over) Budget	11,310	-	-

Note:

24120/24452 The total cost of the Student Memorial Service is paid through the Student Health Plan Reserve. The reserve is managed by the Student Health & Dental Plan Committee. The VP Academic must submit a final report with all budget information to the committee before funds are released. Costs include annual tree maintenance in the UofG Arboretum (\$1,000 per year), memorial plaque, reception, programme, and musician.

Prepared March 2026

WC/LAC

Finance Committee

ADMINISTRATION (President): Budget 2026-2027

Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
82100	CSA Student Fees	750,181	570,850	717,660
82101	Entertainment Student Fee <i>(General Coordination)</i>	39,770	16,300	16,470
82200	Dental Plan - Admin Fee	18,000	18,000	18,000
82300	Health Plan - Admin Fee	28,500	28,500	28,500
82600	Other Income <i>(Admin Fees BR, MHI, SW, misc)</i>	22,120	44,970	50,790
82870	Black & White Photocopy Income	1,421	1,100	1,700
82875	Colour Photocopy Income	3,976	5,300	5,300
82910	Bus Pass - Net	32,375	49,500	66,700
82920	Interest Earned	38,216	52,000	64,000
	TOTAL REVENUE	934,559	786,520	969,120
Expenditure				
83200	Salaries/Wages <i>(includes Education/RSP benefit)</i>	328,770	413,780	681,200
83210	Student Risk Management	650	650	665
83220	Employee Benefits	33,979	49,040	71,160
83240	Employer Health Tax Premium	1,606	-	4,325
83380	Professional Fees <i>(Audit/Legal/HR)</i>	57,544	90,000	60,000
83390	Travel <i>(Business Office mileage, guest parking)</i>	142	430	400
83440	Temporary Wages	484	2,000	2,000
83500	Staff Appreciation <i>(includes coffee/water, mtg food, year end)</i>	4,381	5,500	5,500
83501	Staff Training (incl WSIB) & Transition	1,212	1,000	2,000
83550	Purchase of Equipment	18,752	20,000	25,000
83600	Advertising & Promotion	2,680	8,000	10,000
83610	Promotional Swag	1,881	3,000	5,000
83660	Software/Licensing/CCS Managed Desktops	14,680	16,800	18,100
83700	University Services <i>(lock/keys/minor repairs)</i>	505	2,200	2,200
83701	Leasehold Improvements	9,200	120,000	25,000
83750	UCS Programming Agreement <i>(general support/annual)</i>	-	-	3,500
83800	Office Supplies <i>(includes postage chrgs)</i>	3,786	8,700	6,000
83820	Telephone and Internet <i>(all lines)</i>	7,241	9,200	9,200
83850	Maintenance & Repair	500	2,500	2,500
83870	Photocopier Expense	10,288	15,000	15,000
83900	Bank Charges	1,281	2,120	2,000
83930	Insurance	17,496	16,600	18,370
	TOTAL EXPENSES	517,058	786,520	969,120
	Under (Over) Budget	417,501	-	-

Wages Include President, Office Coordinator, Policy & Transition Coordinator, Finance Coordinator, HR Coordinator, Executive Director
83200 FT Bookkeeper, PT Bookkeeper, PT Front Office Assistants (3) F/W , Social Media Assistants (2) F/W

BULLRING: Budget 2026-2027

Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
92101	Entertainment Student Fee <i>*(net zero, see #93400)</i>	20,450	30,000	30,000
92102	Entertainment Coordination Fee	3,300	3,300	3,500
92425	Beverage Sales - Gross Margin	124,235	140,500	154,000
92465	Food Sales - Gross Margin	386,453	510,000	515,000
92490	Miscellaneous Income <i>(less register/over)</i>	8,207	12,000	14,000
	TOTAL REVENUE	542,645	695,800	716,500
Expenditure				
93200	Managerial Salaries <i>(includes 10% RSP benefit)</i>	145,131	170,500	170,765
93210	Hourly Wages	190,322	243,940	250,000
93220	Managerial Benefits	18,828	19,240	22,000
93225	Hourly Staff Benefits	13,913	18,350	17,820
93240	Employer Health Tax	968	1,000	1,805
93250	Staff Safety Training	695	600	800
93280	Staff Appreciation/Uniform <i>(FixedTerm)</i>	2,140	3,500	3,000
93380	Administrative Fee to CSA Operating	18,130	36,260	40,800
93390	Travel/Mileage	15	140	120
93400	Entertainment Costs *	20,450	30,000	30,000
93550	Purchase of Equipment/Furniture	3,928	4,000	4,000
93560	Lease of Equipment	1,161	1,600	1,600
93580	Maintenance of Equipment	4,369	6,600	6,600
93590	Maintenance of Front House <i>(includes Patio)</i>	397	4,000	3,800
93600	Advertising & Promotion	2,880	2,500	3,200
93660	Memberships & Licenses	1,688	1,700	1,700
93700	University Services	4,757	2,400	5,000
93720	University Space Costs	16,258	22,000	21,000
93730	Express Card Commission/LCR Rental	31,614	55,000	45,000
93735	Debit Machine Commission/Rental	15,155	12,500	21,000
93800	Supplies <i>(includes replacement flatware)</i>	36,140	40,000	45,500
93810	Janitorial Supplies	3,158	3,500	4,000
93815	Janitorial Services	5,670	7,500	7,750
93870	Photocopying	152	70	190
93930	Insurance	8,617	8,900	9,050
	TOTAL EXPENSES	546,536	695,800	716,500
	Under (Over) Budget	(3,891)	-	-

COUNCIL: Budget 2026-2027

Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
22100	CSA Student Fees	106,500	106,500	170,900
22101	Entertainment Fee - Campus Wide Events <i>(see *)</i>	8,250	8,250	10,000
	TOTAL REVENUE	114,750	114,750	180,900
Expenditure				
PDR Committee Motion Required				
23200	Grants - Fall & Winter	13,264	15,000	30,000
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	-	1,000	1,000
23391	Travel & Conference: CFS/CFS-O	100	2,200	2,200
23392	Travel & Conference: Student Leadership	235	500	500
23510	Executive Visioning/Training /Transition <i>50/50 split</i>	534	2,000	2,000
23515	Executive Discretionary Fund	-	1,500	1,500
President				
23225	Grants - CSA FoodBank Support	9,200	9,200	14,600
23228	Grants - College Royal * <i>(Entertainment Fee)</i>	8,250	8,250	10,000
23229	Grants - Food4U <i>(Year 1 of 3 year commitment)</i>	-	-	45,000
23300	Elections	14,913	25,000	25,000
23440	Honoraria <i>(Chair/Scribe)</i>	3,770	5,500	8,000
23500	Board Training & Appreciation	3,762	9,500	7,500
23560	Residence Room Stuffer	21,706	26,000	18,400
23600	CSA Awards Event	-	-	5,000
23750	General Members Meeting <i>(Fall & Winter)</i>	3,833	8,900	10,000
23800	Supplies	-	150	150
23870	Photocopying	-	50	50
	TOTAL EXPENSES	79,567	114,750	180,900
	Under (Over) Budget	35,183	-	-

Note: * Accounts are linked through the Entertainment Fees (College Royal grant is subject to CPI increases)

Prepared September 2026
Finance/NB

EVENT FACILITATION (formerly PROGRAMMER): Budget 2026-2027

Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
72100	CSA Student Fees	55,500	55,500	17,810
72600	Imaginus Sales - Net	37,511	20,000	30,000
	TOTAL REVENUE	93,011	75,500	47,810
Expenditure				
73200	Salary/Wages	-	61,800	41,200
73220	Employee Benefits	(58)	7,805	6,050
73450	Summer Events	-	600	-
73451	Fall Events	-	2,000	-
73452	Winter Events	-	2,000	-
73600	Advertising & Promotion	-	1,000	-
73800	Supplies	-	200	500
73870	Photocopying	-	95	60
	TOTAL EXPENSES	(58)	75,500	47,810
	Under (Over) Budget	93,069	-	-

Note:

73450-73600 Funding for events has been redirected to the Internal portfolio
This budget primarily supports the wages and benefits of the Events Facilitator

Prepared September 2026

ED/NB

EXTERNAL: Budget 2026-2027				
Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
25100	CSA Student Fees	53,000	53,000	56,400
	TOTAL REVENUE	53,000	53,000	56,400
Expenditure				
25200	Salaries <i>(includes 3% Education/RSP)</i>	3,332	43,934	45,145
25220	Employee Benefits	811	6,826	6,905
25450	Campaigns & Solidarity Events	709	1,800	4,000
25600	Advertising & Promotion	-	175	175
25660	Memberships & Subscriptions	-	50	-
25800	Supplies	-	100	100
25870	Photocopying	12	115	75
	TOTAL EXPENSES	4,864	53,000	56,400
	Under (Over) Budget	48,136	-	-

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NB/LAC

Finance Committee

FILMS: Budget 2026-2027

Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
			<i>Fee Suspended</i>	<i>Fee Suspended</i>
Revenue				
42101	Entertainment Student Fees	-	-	-
42400	Door Receipts/Misc Revenue	-	-	-
	TOTAL REVENUE	-	-	-
Expenditure				
43210	Temporary Wages	-		
43400	Film Rental	-		
43550	Purchase of Equipment/Upgrades	-		
43600	Advertising & Promotion	-		
43660	Memberships/Domain renewal	-		
43800	Supplies	-		
43840	Freight & Shipping	-		
43850	Maintenance of Film Equipment	-		
43870	Photocopying	-		
	TOTAL EXPENSES	-	-	-
	Under (Over) Budget	-	-	-

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NB/LAC

Finance Committee

FOODBANK: Budget 2026-2027

Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
28100	FB Student Fees: Undergraduate	190,727	171,000	194,500
28120	Solicitations	4,177	8,000	6,000
28130	FB Student Fees: Graduate	23,378	23,000	24,000
28135	CSA Support	9,200	9,200	14,600
28136	GSA Support	7,684	7,680	7,830
	TOTAL REVENUE	235,166	218,880	246,930
Expenditure				
28210	Co-ordinators Wages	51,988	59,625	70,400
28220	Employee Benefits	4,975	6,650	8,430
28390	Transportation Costs	14	115	115
28501	Staff Training	90	200	200
28540	Food Acquisition	102,798	147,200	162,000
28600	Advertising & Promotion	46	230	725
28700	University Services	864	250	1,400
28800	Supplies	1,145	2,550	2,000
28850	Maintenance of Equipment	-	2,000	1,600
28870	Photocopying	5	60	60
	TOTAL EXPENSES	161,925	218,880	246,930
	Under (Over) Budget	73,241	-	0

Staff	FoodBank Coordinator - FT (includes 3% RSP/ESP)	35 hrs/wk		\$	46,350.00
	Assistant - May 11 - April 23, 2027 (S FT 30hrs/wk)	+ F/W 12 hrs/wk	~ 870 Hours	\$	17,010.00
	Assistant - Sept 8 - April 23, 2027	F/W 12 hrs/wk	~ 360 Hours	\$	7,040.00
				\$	70,400.00

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RM/WC/LAC

Finance Committee

INTERNAL (formerly Student Experience): Budget 2026-2027

Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
27100	CSA Student Fees	66,200	66,200	87,500
27101	Entertainment Fee: Campus Wide Events	3,950	3,950	-
	TOTAL REVENUE	70,150	70,150	87,500
Expenditure				
27200	Salaries <i>(includes 3% Education/RSP)</i>	34,797	43,934	45,145
27220	Employee Benefits	4,968	6,826	6,905
27450	Orientation Week <i>(Resource Fair, ProNoun Booth, Swag, Exec Attire)</i>	1,227	2,000	4,000
27451	Campus Wide Events ENT - Sexy Bingo/UC	3,885	3,950	4,700
27453	Summer Programming	-	-	0
27454	Fall Programming	296	4,000	10,000
27455	Winter Programming <i>(includes Last Toast)</i>	-	7,000	10,000
27456	Stressbuster Programming	1,201	1,800	6,000
27600	Advertising & Promotion	-	400	400
27800	Supplies	60	100	100
27870	Photocopying	188	140	250
	TOTAL EXPENSES	46,622	70,150	87,500
	Under (Over) Budget	23,528	-	-

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SH/NB

LIVE ENTERTAINMENT: Budget 2026-2027

Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
32101	Entertainment Student Fees	124,500	124,500	176,530
32400	Tickets / Sales	-	10,000	-
	TOTAL REVENUE	124,500	134,500	176,530
Expenditure				
33400	Performer Fees	24,240	52,000	50,000
33410	Performer Rider	-	3,000	3,500
33420	Setup & Sound/Streaming	-	8,000	8,000
33450	O-Week Live Programming	32,486	32,800	33,530
33451	Homecoming Half-time Show	26,564	15,000	16,000
33600	Advertising & Promotion	-	1,500	1,000
33700	Facility Costs	-	2,000	1,800
33720	Free Concert Programming		4,000	6,500
33740	UC Co-Production Events	32,360	15,000	40,000
33750	UCS Programming Fees <i>(per terms of agreement)</i>	-	-	15,000
33800	Supplies	-	1,000	1,000
33870	Photocopying	1	200	200
	TOTAL EXPENSES	115,651	134,500	176,530
	Under (Over) Budget	8,849	-	-

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NB/LAC

Finance Committee

PROMOTIONAL SERVICES: Budget 2026-2027

Account No.	Account Name	YTD Feb 28/26	Budget 2025-26	Budget 2026-27
Revenue				
52100	CSA Student Fees	64,450	64,450	66,690
52300	Graphic Design & Finishing	537	1,000	700
52400	Postering - Net	4,725	5,000	5,000
52500	Large Format Service - Net	6,407	7,500	8,000
52600	Button Maker & Miscellaneous - Net	(676)	500	300
52700	Space Rentals - Kiosk & UC Banner	3,193	5,000	4,500
	TOTAL REVENUE	78,636	83,450	85,190
Expenditure				
53200	Wages - Promotional Services Coordinator	58,243	67,465	69,550
53210	Wages - Poster Runners	2,015	5,520	5,700
53220	Benefits - Promotional Services Coordinator	6,824	8,515	8,360
53225	Benefits - Poster Runners	159	360	360
53600	Advertising & Promotion	136	400	400
53660	Memberships & Subscriptions	354	370	-
53800	Supplies <i>(includes poster stands, sandwich boards)</i>	165	820	820
53870	Photocopying	-	-	-
	TOTAL EXPENSES	67,896	83,450	85,190
	Under (Over) Budget	10,740	-	-

Prepared March 2026

EB/LAC

Finance Committee

SERVICE PROGRAMMES: Allocation of Funding						
Account Name	PROGRAMMES	Bike Centre	Clubs	SafeWalk	SHAC	
Revenue						
CSA Student Fees 62100	117,650	15,500	73,750	-	28,400	
Solicitations/Donations 62120	1,300	1,300	-	-	-	
SW Fees - Undergraduate 62125	27,560	-	-	27,560	-	
SW Fees - Graduate 62130	1,150	-	-	1,150	-	
SW Reserve - Transfer In 63250	6,700	-	-	6,700	-	
Other Income from Sales 62400	200	200	-	-	-	
	154,560	17,000	73,750	35,410	28,400	
Expenditure						
Co-ordinators/Temp Wages 63210	89,988	14,173	46,350	12,024	17,441	
Employee Benefits 63220	9,132	1,007	5,970	881	1,274	
Professional Fees (Legal Aid) 63380	7,000	-	-	-	7,000	
CSA Administrative Fee - SW 63370	4,470	-	-	4,470	-	
Conference/Taxi/Van Rental 63390	600	-	-	600	-	
Campaigns/Events/Workshops/GM 63450	3,120	120	800	-	2,200	
Volunteer Appreciation/Club Hub 63500	7,560	-	1,500	6,060	-	
Maintenance of Equipment 63580	290	-	-	290	-	
Advertising & Promotion 63600	8,760	330	500	7,630	300	
Club Hallway Security/Software 63660	15,000	-	15,000	-	-	
Club Days Set Up 63700	3,150	-	3,150	-	-	
Supplies 63800	3,890	1,350	400	2,000	140	
Telephone/Internet x 53200 63820	1,400	-	-	1,400	-	
Photocopying 63870	200	20	80	55	45	
	154,560	17,000	73,750	35,410	28,400	

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Finance Committee

For Information Only: See Service Programmes Budget

BIKE CENTRE: Budget 2026-2027

Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
BIKE 62100	CSA Student Fees	14,000	14,000	15,500
62120	Donations/Fundraising	46	2,000	1,300
62400	Sales - net	(305)	250	200
	TOTAL REVENUE	13,741	16,250	17,000
Expenditure				
BIKE 63210	Co-ordinators Wages	10,636	13,460	14,173
63220	Employee Benefits (CPP & EI)	711	952	1,007
63450	Workshops	-	120	120
63600	Advertising & Promotion	-	400	330
63800	Supplies and tools	539	1,300	1,350
63870	Photocopying	1	18	20
	TOTAL EXPENSES	11,887	16,250	17,000
	Under (Over) Budget	1,854	-	-

Staff	BC Coordinator - Sept 8 to Apr 23, 2027	12 hrs/wk	348 Hours	\$	6,803.00
	BC Assistant - Sept 8 to Apr 23, 2027	6.5 hrs/wk F/W	188.5	\$	3,685.00
	BC Assistant - Sept 8 to Apr 17, 2027	6.5 hrs/wk F/W	188.5	\$	3,685.00
				\$	14,173.00

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MK/LAC

Finance Committee

For Information Only: See Service Programmes Budget

CLUBS: Budget 2026-2027				
Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
CLUB 62100	CSA Student Fees	68,200	68,200	73,750
	TOTAL REVENUE	68,200	68,200	73,750
Expenditure				
CLUB 63210	Co-ordinators Wages	28,127	41,847	46,350
63220	Employee Benefits (CPP, EI)	3,084	5,603	5,970
63450	Meeting Expenses (food & incentives)	397	800	800
63500	Club Hub Events	-	1,500	1,500
63600	Advertising & Promo (includes engagement activity Winter Sem)	30	500	500
63660	UC Services - Security/Maintenance Club Hallway	6,476	15,000	15,000
63700	Club Days (setup & incentive prizes, \$500 per semester)	2,364	2,500	3,150
63800	Supplies	77	400	400
63870	Photocopying	67	50	80
	TOTAL EXPENSES	40,622	68,200	73,750
	Under (Over) Budget	27,578	-	-

Prepared March 2026

CR/LAC

Finance Committee

For Information Only: See Service Programmes Budget

SAFEWALK: Budget 2026-2027				
Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
Safe 62125	SW Student Fees - Undergraduate <i>(Fall only)</i>	24,892	22,500	27,560
62130	SW Student Fees - Graduate <i>(Fall only)</i>	1,114	1,060	1,150
62350	SW Reserve - Transfer In	-	14,000	6,700
	TOTAL REVENUE	26,006	37,560	35,410
Expenditure				
Safe 63210	Co-ordinators Wages	9,510	11,704	12,024
63220	Employee Benefits <i>(CPP, EI)</i>	676	900	881
63370	CSA Administrative Fee <i>(equal to 9% of student fees)</i>	3,960	3,960	4,470
63390	Taxi Expenses	238	1,330	600
63500	Volunteer Appreciation & Training	4,767	7,700	6,060
63580	Maintenance of Equipment	-	400	290
63600	Advertising & Promotion	3,872	7,650	7,630
63800	Supplies	1,127	3,000	2,000
63820	Telephone Charges <i>(includes UoG x53200)</i>	1,142	840	1,400
63870	Photocopying	35	76	55
	TOTAL EXPENSES	25,327	37,560	35,410
	Under (Over) Budget	679	-	-

Staff	SafeWalk Coordinator - Sept 8 to April 23, 2027	50 Flex + 12 hrs/wk	374	\$	7,312.00
	SafeWalk Assistant - Sept 8 to April 23, 2027	25 Flex + 8 hrs/wk	241	\$	4,712.00
				\$	12,024.00

Prepared February 2026

KMc/LAC

Finance Committee

STUDENT HELP & ADVOCACY CENTRE: Budget 2026-2027				
Account No.	Account Name	YTD Feb 28/26	BUDGET 25-26	BUDGET 26-27
Revenue				
SHAC 62100	CSA Student Fees	27,300	27,300	28,400
	TOTAL REVENUE	27,300	27,300	28,400
Expenditure				
SHAC 63210	Co-ordinators Wages	13,791	16,974	17,441
63220	Employee Benefits (CPP & EI)	975	1,245	1,274
63380	Professional Fees (Legal Aid Clinic)	7,000	7,000	7,000
63450	Information/Awareness Events	1,181	1,600	2,200
63600	Advertising & Promotion	176	300	300
63800	Supplies (includes Resource Material)	-	140	140
63870	Photocopying	-	41	45
	TOTAL EXPENSES	23,123	27,300	28,400
	Under (Over) Budget	4,177	-	-

Staff	SHAC Coordinator - Sept 8 to April 23, 2027	50 Flex +12 hrs/wk	398 Hours	\$	7,781.00
	Assistant Coordinator - Sept 8 to April 23, 2027	15 Flex + 8 hrs/wk	247 Hours	\$	4,830.00
	Assistant Coordinator - Sept 8 to April 23, 2027	15 Flex + 8 hrs/wk	247 Hours	\$	4,830.00
				\$	17,441.00

Prepared March 2026

IR/WC/LAC

Finance Committee

Motion

Board of Directors Meeting # 5
September 23, 2026



Item 5.11.6

Appoint Directors to Accessibility Committee

WHEREAS the Terms of Reference for the Accessibility Committee states that membership shall consist of the following:

- The Vice President Academic;
- 2-3 Directors appointed by and from the Board;
- 2-3 General Members of the CSA in good standing;
- 1 CSA Staff member or additional Executive

WHEREAS the Terms of Reference states that the Vice President Academic and appointed directors will review applications from general members and staff to select the remaining committee members, who will remain confidential;

BE IT RESOLVED that the following Directors be appointed to the Accessibility Committee for the 2026-2027 academic year:

[2-3 Directors]

Moved:

Seconded:

Committee: Accessibility Committee
Committee Chair: Vice-President (Academic)
Committee Classification: Standing Committee

1. Preamble

Those with disabilities face additional barriers to participation in the University and this is not always recognized or understood by those who do not identify as having a disability. Barriers to accessibility can be visible and invisible, tangible and intangible, and perceived or real. They occur in all aspects of student life including services, clubs, bylaws and policies, events, and student space.

2. Purpose

The Accessibility Committee will act as both a forum for discussing and promoting accessibility for persons with disabilities within the CSA, and as an advocacy group on concerns related to accessibility across the University.

2.1. Internal Responsibilities

- a) To act as a resource for accessibility within the organization.
- b) To make recommendations to the appropriate CSA Executive, staff, committees and/or the Board of Directors to reduce barriers within their areas of responsibility.
- c) To ensure that all changes to CSA bylaws and policies take into account accessibility of services and experiences of students with disabilities.
- d) To examine all aspects of the CSA, including (but not limited to) bylaws and policies, service delivery, student space, meetings and events for opportunities to improve accessibility.

2.2. External Advocacy

- a) To discuss and advocate for action based on the experiences of members with disabilities.
- b) To promote and take action to advance the reduction of the stigma surrounding disabilities.
- c) To ensure adequate representation of student with disabilities on University committees (e.g., Inclusive Space Sub-Committee).



- d) To conduct and advise research related to campus accessibility and the experiences of students with disabilities.

2.3. Education

- a) To promote and take action to create an accessible environment for all members of the CSA.
- b) To promote broader understanding of the experiences of students with disabilities.
- c) To promote the Declaration of the Rights of Students with Disabilities in discussions across campus.

3. Membership

3.1. Membership

Membership will consist of:

- the Vice-President (Academic);
- 2-3 Directors appointed by and from the Board;
- 2-3 General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1;
- 1 CSA Staff member or additional Executive.

3.2. Confidentiality of Membership

Membership lists will not be made public outside of the Accessibility Committee.

3.3. Students with Disabilities

Membership should prioritize (but is not restricted to), individuals who self-identify as having a disability or who have encountered barriers to participation in the CSA.

3.4. Application Process

Interested Staff or General members must apply in writing to the Chair, including a 150-word statement outlining their interest in being a part of the Committee.

- a) A call for staff and general members will be circulated before the end of September.
- b) Applications by staff and general members submitted will be reviewed by the Chair and any Directors appointed to the Committee to ensure members' commitment to the purpose and responsibilities of the Committee.



4. Responsibilities of Members

4.1. General Members

- a) To uphold the mandate of the Accessibility Committee.
- b) To maintain the confidentiality of the membership.
- c) To uphold the Declaration of the Rights of Students with Disabilities in all decisions.

4.2. Chair (VP Academic)

- a) Responsible for meeting facilitation.
- b) Responsible for acting as a primary contact for the group.
- c) To act as a liaison to the greater CSA and university community.
- d) Responsible for executing the decisions made by the Accessibility Committee.
- e) To act in the best interests of the group.
- f) To act as a moderator and uphold a safe space for meetings.
- g) Responsible for recruitment of general members to the Committee.
- h) To educate themselves about and be aware of the diverse abilities of students on campus.

5. Removal of Members

Recognizing that the Accessibility Committee needs to be a safe space for all participants, the group may come to the decision that a member is compromising this and the mandate of the committee.

5.1. Grounds

Grounds for removal of a member from the Committee may include:

- a) Breach of the confidentiality rules established for the Committee.
- b) Violations of members' responsibilities under section 9.4.
- c) Conduct that is contrary to the Committee's established Code of Conduct.

5.2. Procedure

If a member feels that another member is creating an unsafe space, they should speak to the Chair.

- a) The Chair will meet with the member in question.
 - i) If the Chair is the member in question, concerns should be directed to the President.
- b) For Staff or General members, the Chair and any Directors appointed to the Committee may make a recommendation to the remaining members that a member be removed from the Committee.



- c) For Directors, the Chair may make a request to the Board, on behalf of the Committee, that a member be removed from the Committee.

6. Meetings

6.1. Scheduling

Meetings are to be scheduled regularly or with 48 hours advance notice of emergency meetings.

6.2. Quorum

Quorum for meetings shall be 4 members, including the Chair.

6.3. Minutes

The Chair will be responsible for ensuring that minutes are taken for each meeting by a member of the Committee.

- a) Minutes of the Accessibility Committee will be regularly submitted to the Board, and a copy will be kept on file by the Office of the Vice-President, Academic.
- b) Names of members or other personally identifiable information will not be kept in the minutes.
- c) For the purpose of member accountability, a separate and confidential attendance record will be retained by the Office of the Vice-President, Academic.

6.4. Voting

The Accessibility Committee will work on a consensus-based model where possible. When the group cannot reach consensus, a secret ballot vote will be held. The Chair may vote.

6.5. Safe Space

The Accessibility Committee will strive to create and uphold a safe space for all participants:

- a) A safe space consists of an environment that allows students of all abilities to be able to express themselves in a way that allows them not to feel oppressed by their abilities.
- b) A safe space is a place to allow students to feel more comfortable participating fully in the committee.
- c) Every effort must be made to ensure that meetings are held in a room that is conducive to maintaining the safety of members.

6.6. Agenda Distribution

Agenda items will be emailed to the Chair. Agendas will be sent to all members at least 48 hours prior to the meeting.



7. Reports

7.1. Annual Report

The Chair will submit an annual report to the CSA Board of Directors at the end of the Winter semester.

7.2. Report Contents

The report must include:

- a) Timeline of activities.
- b) Selected highlights of agenda items and group initiatives.
- c) Future work for the next semester.

7.3. Confidentiality

Reports must also adhere to the confidentiality policies of the Accessibility Committee.

7.4. Final Approval

All reports must be approved by the membership before submission to the Board.

Motion

Board of Directors Meeting # 5

September 23, 2026



Item 5.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 5 on September 23, 2026, be adjourned at pm.

Moved:

Seconded: