



BY-LAW No. 2 2026

A By-Law relating to the establishment of an Advisory College Council pursuant to the Minister's Policy Directive regarding Governance and Accountability made under the *Ontario Colleges of Applied Arts and Technologies Act, 2002*

BE IT ENACTED AND IT IS HEREBY ENACTED AS A BY-LAW OF THE CONESTOGA COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING, passed by the Board of Governors

June 30, 2026

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1.00 DEFINITIONS

In this By-Law:

- (a) **"Academic Staff Member"** means a person who is employed by Conestoga as a faculty member, counsellor or librarian at Conestoga, and includes a person employed full time, sessional, partial-load or part time;
- (b) **"Act"** means the *Ontario Colleges of Applied Arts and Technology Act, 2002*, as amended from time to time;
- (c) **"Administrative Staff Member"** means a person who is employed by Conestoga and who is not an Academic Staff Member, a Support Staff Member or a Student, and includes a person employed full-time or part-time;
- (d) **"Board"** means the Board of Governors of Conestoga, comprised of the Governors and the President;
- (e) **"By-Law"** means this By-Law No. 2 of Conestoga;
- (f) **"Chair"** means the chair of the College Council;
- (g) **"College Council"** has the meaning ascribed to it in the Act;
- (h) **"Conestoga"** means The Conestoga College Institute of Technology and Advanced Learning as established by the Regulations;
- (i) **"CSI"** means Conestoga Students Inc.;
- (j) **"CSI Board"** means the board of directors of Conestoga Students Inc.;
- (k) **"Employee"** means an Academic Staff Member, Administrative Staff Member or Support Staff Member;

- (l) **“Ex Officio”** refers to members of the Board or its committees that are voting members because of the office they hold;
- (m) **“Governor”** means a member of the Board;
- (n) **“Minister”** means the Minister of Colleges, Universities, Research Excellence and Security or such other member of the Executive Council to whom the administration of the Act may be assigned under the *Executive Council Act*;
- (o) **“Ministry”** means the Ministry of Colleges, Universities, Research Excellence and Security or any successor ministry that administers the Act;
- (p) **“President”** means the president of Conestoga;
- (q) **“Regulations”** means the regulations made and amended from time to time pursuant to the Act, specifically, *Ontario Regulation 34/03*;
- (r) **“Student”** means a person who is enrolled in a course or program of instruction at Conestoga and includes a person enrolled on a full-time or a part-time basis and a person enrolled in a “post-secondary” or “adult-training” program;
- (s) **“Student Member”** means the Student who is elected by the Students as Governor, as provided for in the Regulations and in the policies established by the Board from time to time; and
- (t) **“Support Staff Member”** means a person who is employed by Conestoga as a member of the office, clerical, technical, health care, maintenance, building service, shipping, transportation, cafeteria or nursery staff at Conestoga, and includes a person employed full-time or part-time.

All other capitalized terms and expressions used herein and contained in Section 1 of the Act and Section 1 of the Regulations are hereby adopted and used herein with the same meaning.

2.00 ROLE OF THE ADVISORY COLLEGE COUNCIL

The Advisory College Council is an advisory council to the President. Its purpose is to provide a forum for staff and students to offer advice to the President on matters of importance to staff and students. The Advisory College Council further provides a forum for the President to discuss issues with a diverse college group. The Advisory College Council is not a committee of the Board.

3.00 OBJECTIVES

The objectives of the Advisory College Council are to: (a) provide a forum for initiatives and feedback regarding strategic issues; and (b) promote communication and consultation within the college community.

4.00 ACCOUNTABILITY

- 4.01 Members shall be available to the respective constituency groups to bring appropriate input and feedback to the Advisory College Council.
- 4.02 Members shall communicate in a fair and honest manner and, to the best of their ability, inform the Advisory College Council of the representative views of the respective constituency groups.
- 4.03 Members may forward potential items for meeting agendas to the recording secretary of the Advisory College Council.
- 4.04 This By-Law shall be approved by the Board in accordance with the applicable policy directives established by the Minister.

5.00 AUTHORITY

The Governance and Accountability Framework, a binding policy directive from the Ministry states: “The board of governors is to ensure that an advisory college council is established, the purpose of which is to provide a means for students and staff of the college to provide advice to the president on matters of importance to students and staff. The board of governors is to ensure that the structure, composition, terms of reference and procedures for the council are established in by-law. A report from this advisory council shall be included in each college’s annual report.”

6.00 MEMBERSHIP COMPOSITION

- 6.01 Membership on the Advisory College Council shall include the following:
 - (a) the President (Ex Officio) who shall be the Chair;
 - (b) nine (9) Academic Staff Members and eight (8) Support Staff Members, appointed through an election process to provide college-wide representation;
 - (c) two (2) Administrative Staff Members appointed by the President;
 - (d) the president of CSI; and

- (e) one (1) Student Member elected or appointed by the CSI Board, with the appointment or election process to be determined by the CSI Board.
- 6.02 Additional members may be appointed to the Advisory College Council to ensure appropriate representation from all campuses.
- 6.03 Resource members to the Advisory College Council may include:
 - (a) the Vice President of Student Affairs;
 - (b) the Vice President of Academic;
 - (c) the Chief Financial Officer; and
 - (d) the Vice President of Information Technology & Systems.

7.00 MEETINGS

- 7.01 It is expected that members will attend all meetings.
- 7.02 If a member misses three (3) meetings over the course of an academic year without prior approval from the Advisory College Council, the member's term shall automatically expire.
- 7.03 Exceptions may be made at the discretion of the Chair. Any such exception, and the reasons for it, shall be reported to the Advisory College Council.
- 7.04 Should an elected member of the Advisory College Council not be available to attend a meeting, the constituent who was nominated for the same position will be invited to attend on their behalf.
- 7.05 Quorum shall be a simple majority of the members in office (excluding resource members).
- 7.06 Minutes of meetings shall be kept and made available to the Conestoga community on the Intranet.

8.00 TERM OF MEMBERSHIP

- 8.01 The term for elected members shall be for three (3) years with terms taking effect on September 1st, and members shall be eligible for re-election or re-appointment. There shall be no limit on the number of consecutive terms.
- 8.02 The term for the Administrative Staff Members appointed by the President shall be for two (2) years with terms taking effect on September 1st, and all members

shall be eligible for re-appointment. There shall be no limit on the number of consecutive terms.

8.03 Membership on the Advisory College Council shall be terminated/vacated if:

- (a) the member ceases to be an Employee or Student;
- (b) the member ceases to belong to the constituent group being represented;
- (c) the member resigns from the Advisory College Council; or
- (d) the Advisory College Council terminates the membership of a member (by motion of 60%) for performance-related reasons.

8.04 Should a position on the Advisory College Council become vacant, then the position shall remain vacant until the next election or appointment cycle. The newly elected or appointed member shall serve the remainder of the scheduled term.

9.00 FREQUENCY OF MEETINGS

Meetings of the Advisory College Council shall be convened at the discretion of the Chair; however, it is recommended that a minimum of five (5) meetings per year be held. It has been the usual practice to hold these meetings from 3:00 to 4:30 p.m. on the scheduled dates.

10.00 REPORTING

Conestoga's annual report will include a report from the Advisory College Council.

ENACTED by the board of governors of Conestoga this 30th day of June, 2026.

A handwritten signature in cursive script that reads "Linda Franklin".

Name: Linda Franklin

Title: Administrator, Board of Governors

I have authority to bind the corporation