



BOARD OF GOVERNORS

NOTICE OF MEETING

May 13, 2022

The Agenda and documents for the Open Session meeting of the Board of Governors of Concordia University to be held on Thursday, May 19, 2022, are now posted on the website.

Please note that while there is an Open Session, only Governors, resources and invited guests will be admitted to the meeting.

Exceptionally, the Open Session meeting will be recorded and made available for viewing on the [Board website](#) for one week following the meeting. The recording will be removed and deleted thereafter.

Shelina Houssenaly
Secretary of the Board of Governors



**AGENDA OF THE OPEN SESSION
OF THE MEETING OF THE BOARD OF GOVERNORS**

Thursday, May 19, 2022, at 4 p.m.
Room GM 410 (Board of Governors meeting room)
SGW Campus

Time	Item	Presenter(s)	Action
4:00	1. Call to order	H. Antoniou	
	1.1 Approval of the Agenda	H. Antoniou	Approval
CONSENT AGENDA			
	2. Approval of April 14, 2022 Minutes		Approval
	3. Governance and Ethics Committee recommendation: Amendments to the By-Laws (Document BG-2022-5-D1)		Approval
	4. Environment Legislation & Health & Safety (EH&S) Compliance Q1 (2022) Report (Document BG-2022-5-D2)		Information
	5. Collection of a new undergraduate student fee levy (Document BG-2022-5-D3)		Approval
	6. Collection of a graduate student fee levy (Document BG-2022-5-D4)		Approval
	7. Professional liability waiver for an in-house architect (Document BG-2022-5-D5)		Approval

REGULAR AGENDA

- | | | | |
|------|--|---------------------------|-------------|
| 4:05 | 8. Business arising from the Minutes not included in the Agenda | | |
| 4:10 | 9. President's report (Document BG-2022-5-D6) | G. Carr | Information |
| 4:20 | 10. Finance Committee recommendations: | K. Brooks/
D. Cossette | Approval |
| | 10.1 Administrative fee
(Document BG-2022-5-D7) | | |
| | 10.2 Technology Infrastructure fee
(Document BG-2022-5-D8) | | |
| 4:25 | 11. Other business | | |
| 4:30 | 12. Adjournment | H. Antoniou | |

MINUTES OF THE OPEN SESSION
OF THE MEETING OF THE BOARD OF GOVERNORS

Thursday, April 14, 2022, at 4 p.m.
Room GM 410 (Board of Governors meeting room) SGW Campus

PRESENT

Governors: Helen Antoniou (Chair), Graham Carr (President and Vice-Chancellor), Jarrett Carty (attended remotely), Gary N. Chateram, Gina P. Cody (attended remotely), Roy Cross, Selvadurai Dayanandan, Pat Di Lillo, Kim Fuller, Caroline Jamet, Claude Joli-Cœur (attended remotely), Eduardo Malorni, Claudine Mangen (attended remotely), Frédérica Martin (Vice-Chair), Georges Paulez (attended remotely), Shalini Peruka, Philippe Pourreaux, Robert Soroka (attended remotely), Ted Stathopoulos

Non-voting observer: Jonathan Wener

Also attending: Philippe Beauregard (attended remotely), Sylvie Bourassa (attended remotely), William Cheaib, Paul Chesser, Denis Cossette (attended remotely), Frederica Jacobs (attended remotely), Karan Singh, Lisa Ostiguy (attended remotely), Anne Whitelaw, Paula Wood-Adams (attended remotely)

ABSENT

Governors: Françoise Bertrand, Kenneth Brooks, Rana Ghorayeb, Odile Joannette, Suzanne Sauvage

Alternate Governor: Lauren Perozek

1. Call to order

The Chair called the meeting to order at 4:03 p.m. and reminded the Governors that the Open Session meeting was being recorded and would be posted on the website for one week, following the meeting. The Chair congratulated the Women's Hockey team who won the national gold, a first in 23 years. The Chair also shared with the Governors that the first in-person convocation ceremonies since the start of the COVID-19 pandemic will take place in June.

1.1 Approval of the Agenda

Upon motion duly moved and seconded, it was unanimously RESOLVED:

R-2022-3-1 That the Agenda be approved, including the items on the Consent Agenda.

CONSENT

2. Approval of March 17, 2022 Minutes

R-2022-3-2 That the Minutes of the meeting of March 17, 2022, be approved.

3. Request for the use of Concordia name (Document BD-2022-3-D1)

R-2022-3-3 That, subject to the conditions set out in the Policy on the Use of Concordia University's Name, Logo and Related Insignia, and the Governance of its Visual Character and Digital Presence (SG-4), the Board of Governors approve the following request to use the Concordia name:

- *Concordia Running Club.*

4. Finance Committee recommendation regarding the revisions to the Policy on Hospitality, Meetings and Events (CFO-10) (Document BG-2022-3-D2)

R-2022-3-4 That, on recommendation of the Finance Committee, the Board of Governors approve the revisions to the Policy on Hospitality, Meetings and Events (CFO-10).

REGULAR

5. Business arising from the Minutes not included on the Agenda

G. Carr informed the Board of a matter which had been brought up at the meeting of the Board on March 17, 2022. As part of the modifications to the University's By-Laws, owing to changes brought about by the establishment of the new School of Health, the opportunity was taken, as is always the case, to also make some other modifications to the By-Laws. One such change was to remove the Senate Finance Committee (SFC), whose activities have been suspended since 2019. These changes were brought before the Board at its meeting of March 2022. It was however noted at the Board meeting that as the SFC was a Senate committee, it would be necessary that the discontinuation be approved by Senate first, before seeking Board approval.

G. Carr provided some background on the SFC. In 2019, the SFC itself recommended to Senate that the activities of the SFC be discontinued. The rationale for this recommendation was that, although the main role of the SFC was to provide comments on the costing related to new programs brought forward to Senate, in 2019, a new process had been implemented in relation to the review and approval of costing related to new programs. Senate had agreed with the recommendation because by the time a matter came before the SFC for

consideration, it had already gone through multiple levels of reviews and approvals (including by the relevant departments, units and the office of the Chief Financial Officer), thus making the SFC's work somewhat redundant. Further, the timeline of review and approval did not adequately coincide with the implementation of new programs. In 2019, it was felt that given the new process of review and approval of costing, the SFC's work be suspended. However, in 2019, the SFC was not formally abolished by Senate. In including the discontinuation of the SFC as part of the amendment to the By-Laws, a good faith error was made, whereby the specific amendment related to the SFC's discontinuation was directly brought to the Board for approval. G. Carr explained further that this good faith error would be corrected, and the recommendation of the discontinuation of the SFC would be brought before Senate at its May 2022 meeting for approval and subsequently be recommended to the Board.

6. **President's report** (Document BG-2022-3-D3)

As complementary information to his written report, G. Carr's remarks are summarized as follows:

- G. Carr began by echoing the Chair's congratulations to the Women's Hockey team for their gold medal win.
- G. Carr also expressed happiness at being able to see a lot of the Governors in person.
- He informed the Board that yesterday was the last day of classes for the winter semester, and that this had been a challenging time for everyone. He expressed gratitude to faculty, staff, students and everyone for their continued hard work during these challenging times and for being able to deliver the best semester possible.
- He noted that the University community had not remained unaffected by the new B2 variant, and that faculty, staff and students were continually being asked to self-report. G. Carr informed the Board that he did not have specific data points to offer, but most transmissions were caused by social activities. He informed the Board that everyone on campus would continue to be required to wear masks according to Public Health protocols and the university's assessment of the situation.
- He noted that various activities had been happening on campus, including a week ago when the University hosted the head of Hydro Québec, S. Brochu, who was in conversation with the University's jurist in residence M. Minc. G. Carr also noted the terrific event held in 4th Space, which acknowledged the work of the Task Force on Anti-Black Racism, and another event that launched the Barry Lorenzetti Center for Women and Entrepreneurship. On Friday of the previous week, students from Club of Automotive Engineers held their first major gathering on the 9th floor of the MB building.

- G. Carr was glad to confirm to the Board that the in-person convocation would go ahead, as scheduled for early June. There were quite a few honorary doctoral candidates who will be awarded their degrees and it would be good to have them in person.
- On a budget update front, G. Carr informed the Governors that a letter from the government of Québec had been received on April 2, 2022, wherein the University was informed that after completing its review the government had decided to compensate the universities for COVID-19 related expenses. G. Carr noted to the Board that the University had kept a vigorous log of all expenses, which had been approved by the Board's Finance Committee. He thanked D. Cossette and D. Therrien for their work both during this period and for continued discussions with the government.
- G. Carr reminded the Board that the University had experienced a 4% growth in registrations in 2020-21, but the Government did not compensate this growth through adjustments to the University's operational grant. However, on March 31, 2022, the government decided to compensate for the audited expenses the University had declared relative to the growth. Given the compensation that had been received from the government, the University was able to record a modest surplus of \$2M.
- G. Carr reminded the Governors of the presentation that had been made in relation to the new legislation around academic freedom. He noted that the universities unanimously remained of the opinion that the law was not necessary, and that universities had adequate measures, policies and procedures in place to ensure the protection of academic freedom. He mentioned that it remains to be seen whether the proposed law will be brought forward for decision before the Assemblée nationale adjourns and election occurs.
- G. Carr informed the Board that in addition to recipients of the Rhodes and Shwartzman Scholarships, Concordia now also has its first McCall MacBain Scholar: Concordia student Sage Duquette. He congratulated L. Mitchell and everyone at Student Services for their work, given this amazing achievement.
- Lastly, G. Carr shared with the Board a metric that was released on LinkedIn, where they listed the top ten Canadian universities that have been attracting talent in the technology industries and Concordia was fourth after the Universities of Waterloo, Toronto and British Columbia, and there were no other Québec universities in the top 10.

7. Other business

There was no other business to bring before the meeting.

8. Adjournment

The Chair declared the meeting adjourned at 4:27 p.m.

Shelina Houssenaly

Shelina Houssenaly
Secretary of the Board of Governors



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 19, 2022**

AGENDA ITEM: Governance and Ethics Committee recommendation regarding amendments to the By-Laws

ACTION REQUIRED: For approval

SUMMARY: On recommendation of the Governance and Ethics Committee, Board approval is being sought with respect to the amendments to the By-Laws.

BACKGROUND:

At its meetings of November 2021 and January 2022, the Governance and Ethics Committee reviewed and recommended amendments to the By-Laws to the Board of Governors.

At its meeting of March 17, 2022, the Board approved the modifications to the By-Laws, in which the Senate Finance Committee (SFC) had been removed from the list of Senate Committees.

However, following verifications made after the March 17, 2022 Board meeting, no record of the SFC having formally been abolished by Senate was found. In spring 2019, the SFC itself had recommended that the role and mandate of the Committee be reconsidered. Furthermore, the SFC had recommended to consider whether there is a need for such a committee. Since fall 2019, the operations of the SFC have been suspended. However, although the SFC had been removed from the list of Senate Standing Committees in the revised By-Laws submitted to the Board for approval at its March 17, 2022 meeting, Senate must first abolish said committee and recommend the same to the Board.

Following discussions at the meetings of the Senate Steering Committee on March 29, 2022 and the Executive Committee on April 1, 2022, the suggested course of action was to explain the situation at the April 8, 2022 Senate meeting and have a formal resolution passed at the May 2022 Senate meeting.

In the interim, and pursuant to an email polling conducted on April 29, 2022, the Governance and Ethics Committee is recommending that the Board approve a revised text of the By-Laws in which the SFC has been reinstated.

If Senate approves the abolition of the SFC at its May 2022 meeting, the By-Laws will be submitted again for Board approval in June 2022.

A version of Article 73 of the By-Laws, which lists the Senate Committees, as approved by the Board of Governors on March 17, 2022 and a marked version of the proposed change reinstating the SFC until it is formally abolished by Senate are appended.

In accordance with Article 80 a) of the By-Laws, any amendment to the By-Laws shall require a 15 days' written notice of motion regarding the proposed amendments. The notice was sent to Governors on May 3, 2022.

DRAFT MOTION:

That, on recommendation of the Governance and Ethics Committee, the Board of Governors approve the amendments to the Concordia University By-Laws.

PREPARED BY:

Name: Shelina Houssenaly

Date: May 3, 2022

Extract from the By-Laws as approved by the Board of Governors on March 17, 2022

Article 73

There shall be eight (8) Standing Committees of the Senate, namely:

- Academic Planning and Priorities Committee
- Academic Programs Committee
- Distinguished Professor Emeriti and Distinguished Librarian Emeriti Committee
- Ethics Committee
- Library Committee
- Research Committee
- Special Graduation Awards Committee
- Steering Committee

Proposed modification to Article 73 of the By-Laws to reinstate the Senate Finance Committee

Article 73

There shall be ~~nine~~^{eight} (9~~8~~) Standing Committees of the Senate, namely:

- Academic Planning and Priorities Committee
- Academic Programs Committee
- Distinguished Professor Emeriti and Distinguished Librarian Emeriti Committee
- Ethics Committee
- Finance Committee
- Library Committee
- Research Committee
- Special Graduation Awards Committee
- Steering Committee



Report on Due Diligence

**Presented to
the Board of Governors of
Concordia University**

For the Reporting Period
Q1 – 2022
(January, February, March)

Pietro Gasparini, C.I.H.
Director, Environmental Health & Safety
April 22, 2022

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Environmental Health & Safety (**EHS**) supports the academic, research and operational activities of the university and promotes a safe, healthy and sustainable campus environment. EHS manages and coordinates programs and services that minimize health, safety, environmental and regulatory risks. It also monitors compliance with federal and provincial health and safety legislation and internal university policies. We identify and evaluate risks, develop control strategies, and implement appropriate internal procedures.

Section A presents the university’s Leading Safety Key Performance Indicators (KPIs), which measure safety performance and help reflect the safety culture within the university.

Section B presents the traditional Lagging Safety KPIs which are retrospective and include four incident/injury rates.

Section A: Leading Safety Key Performance Indicators

1. Safety & Security Training

For the period of January 1 to March 31, 2022, **12 safety and security training sessions took place with 2,305 participants**. COVID-19 safety training represented 67% (1,550) of the safety training taken in Q1 – 2022 for employees and students, and 95% of all training was taken online.

Non-COVID-19-related safety training accounted for 733 of the 2,305 participants (32%) in Q1 – 2022, compared to 24% in Q1 – 2021 (528 of 2,226 participants).

	2021 Q1 <i>Jan., Feb., Mar.</i>	2021 <i>Full Year</i>	2022 Q1 <i>Jan., Feb., Mar.</i>	2022 <i>YTD</i>
Total Safety Training Sessions	23	83	12	12
Total Participants	2,226	16,918	2,305	2,305

2. Injury & Near-Miss Investigations

Depending on the circumstances surrounding a reported injury or near-miss, EHS staff will conduct a formal investigation in partnership with supervisors. Investigations are conducted to: determine the root causes of injuries and near misses, prevent similar occurrences in the future, determine compliance with applicable safety regulations, and collect information for workers' compensation claims (if applicable). In some instances, injury and near-miss investigations result in the identification of corrective actions that can prevent injury and near-miss reoccurrence (see Section 5).

For the period of January 1 to March 31, 2022, EHS staff conducted **13 injury investigations** and **4 near-miss investigations**. Of these investigations, it was concluded that the root cause of 5 injuries and 2 near-misses was the lack of sufficient snow removal and/or salting of ice on Concordia property. Of the 5 injuries that were caused by slipping on ice, 3 were work-place injuries and resulted in a combined 103 lost time days (Section 10). Facilities Management was advised of the situation, and they will ensure improved snow removal and de-icing of university property next winter.

	2021 Q1 <i>Jan., Feb., Mar.</i>	2021 <i>Full Year</i>	2022 Q1 <i>Jan., Feb., Mar.</i>	2022 <i>YTD</i>
Injury Investigations	7	29	13	13
Near-Miss Investigations	0	10	4	4
TOTAL Investigations	7	39	17	17

3. Preventative Internal Inspections & Assessments

Preventative internal inspections and assessments (total number) refer to workplace inspections and risk assessments conducted by, or in collaboration with, EHS staff on university premises.

Workplace inspections involve a walkthrough of a workplace (e.g., research laboratory, studio, workshop, mechanical room) to determine the degree of compliance with both government regulations and internal policies and procedures. Inspections may result in internal non-compliance citations (Section 4) and require corrective actions (Section 5).

Workplace risk assessments are a more thorough evaluation of the workplace with the objective of identifying all hazards and determining if the hazards can be eliminated. If elimination of the hazard is not possible, the risk assessment determines if the hazard is adequately controlled.

Workplace inspections are conducted on a more routine basis (annually or bi-annually), whereas risk assessments, which take more time, are conducted once and repeated when there is a major change in the level or area of activity in the workplace.

Workplace inspections and risk assessments are complementary and together form an integral part of the university’s comprehensive health and safety program. Both serve as a mechanism to determine compliance with government regulations and internal policies and procedures.

Since the beginning of the pandemic, prior to allowing a work area or academic space to reopen, such spaces must be assessed. EHS staff worked closely with researchers, faculty, and managers to ensure that their activities could resume safely given the public health directives and the risks associated with COVID-19. Referred to as “return-to-campus safety assessments”, these are considered preventative internal inspections since they help ensure that all public health directives are respected in order to prevent the spread of the virus on our campuses.

For the period of January 1 to March 31, 2022, **30 preventative internal inspections and assessments** were conducted. Of the 30, 20 were inspections of areas under the responsibility of Facilities Management and 4 were laboratories working with biological materials (Biosafety Program).

Year	Preventative Internal Inspections & Assessments
2022 Q1 <i>Jan., Feb., Mar.</i>	30
2022 <i>Year To Date</i>	30
2021 Q1 <i>Jan., Feb., Mar.</i>	21
2021 <i>Full Year</i>	292

4. Internal Non-Compliance Citations

EHS is mandated to monitor compliance with government regulations and internal safety policies and procedures. Compliance monitoring allows us to ensure the safety and well-being of the university community and to mitigate external non-compliance citations.

The majority of internal non-compliance citations result from preventative internal inspections and assessments, as well as injury and near-miss investigations. Identification of non-compliance issues and their subsequent correction improves the overall safety performance of the university prior to the intervention of regulatory bodies. Often, a single internal workplace inspection or injury investigation can generate several non-compliance citations.

For the period of January 1 to March 31, 2022, 120 **internal non-compliance citations** were issued. 51 internal non-compliance citations were the result of inspections of areas under the responsibility of Facilities Management and 67 were from Biosafety Program inspections.

The COVID-19 pandemic caused the number of workplace inspections conducted by EHS to drop significantly. The first quarter of 2022 was the beginning of a transition period, where EHS staff were slowly resuming all their pre-pandemic duties. For some areas, this meant workplace inspections were conducted for the first time in over two years. As a result of the additional Preventative Internal Inspections (Section 3), the number of Internal Non-Compliance Citations increased.

Year	Internal Non-Compliance Citations
2022 Q1 <i>Jan., Feb., Mar.</i>	120
2022 <i>Year To Date</i>	120
2021 Q1 <i>Jan., Feb., Mar.</i>	6
2021 <i>Full Year</i>	257

5. Corrective Action Completion Rate

Corrective actions are assigned as the result of an intervention by EHS, including injury investigations and internal inspections. When non-compliance issues are identified, corrective actions are generally required. Corrective actions are assigned to the supervisor responsible for the area where the citation occurred or for the individuals involved.

All safety and regulatory non-compliance citations (internal and external) must be resolved in a timely manner. External non-compliance citations from regulatory or government bodies received during external inspections (Section 12) are accompanied by obligatory corrective actions and deadlines. Internal non-compliance citations (Section 4) are also accompanied by obligatory corrective actions and targeted deadlines. This metric tracks the percentage of assigned corrective actions that are completed. EHS tracks this metric by calendar year until all actions are completed.

Starting in Q1 2022, the status of the corrective actions will be presented in two tables. In Table 1, for each calendar year, the number of corrective actions by status are presented. In Table 2, for each calendar year, the percentage of the corrective actions by status are presented. The Corrective Action Completion Rate is highlighted in blue in Table 2.

Table 1: *The number of corrective actions per year by status*

Status	2015	2016	2017	2018	2019	2020	2021	2022
Completed	449	215	360	611	937	252	249	67
In Progress	1	1	7	13	27	15	48	10
Not Started		1	2	131	256	10	19	50
Total	450	217	369	755	1,220	277	316	127

Table 2: *The percentage of corrective actions per year by status*

Status	2015	2016	2017	2018	2019	2020	2021	2022
Completed	99.8%	99.0%	97.6%	81%	77%	91%	79%	53%
In Progress	0.2%	0.5%	2%	2%	2%	5%	15%	8%
Not Started		0.5%	0.4%	17%	21%	4%	6%	39%
Total	100%	100%	100%	100%	100%	100%	100%	100%

6. EHS Research Compliance Reviews

In collaboration with the Office of Research, EHS reviews research and teaching activities that involve hazardous materials, in order to ensure compliance with applicable government regulations and internal policies and procedures.

For the period of January 1 to March 31, 2022, EHS completed 10 Research Compliance Reviews.

Year	EHS Research Compliance Reviews
2022 Q1 <i>Jan., Feb., Mar.</i>	10
2022 <i>Year To Date</i>	10
2021 Q1 <i>Jan., Feb., Mar.</i>	10
2021 <i>Full Year</i>	39

Section B: Traditional (Lagging) Safety Key Performance Indicators

7. Total Injuries

An injury refers to the occurrence of a sudden and unforeseen event arising out of, or in the course of, a university-sanctioned activity attributable to any factor that caused an injury or an occupational disease (an exposure to conditions or substances that resulted in a disease). Injuries are grouped as work-related (involving staff and faculty), student or visitor/contractor.

For the period of January 1 to March 31, 2022, **23 injuries** were reported, a 109% increase when compared to Q1 2021. Although the increase appears high, the number of individuals on campus has increased significantly from Q1 2021; therefore, such an increase is not unexpected. Compared to pre-COVID, in Q1 2019, 57 Total Injuries were reported.

Year	Total Injuries
2022 Q1 <i>Jan., Feb., Mar.</i>	23
2022 <i>Year To Date</i>	23
2021 Q1 <i>Jan., Feb., Mar.</i>	11
2021 <i>Full Year</i>	56

Suspected or Confirmed COVID-19 cases on Campus Q1 – 2022

During Q1 2022, the requirements for tracking confirmed COVID-19 cases at the university changed. By the end of the quarter, Public Health was no longer conducting contact tracing and no longer advising the university if members of the Concordia community were COVID positive. Although no longer required by Public Health, the EHS COVID Case Management Team remains active. To help monitor and identify risks related to COVID-19, Concordia requires all members of its community to continue to declare if they are positive or symptomatic by completing the Self-Declaration form. This tool is updated regularly, based on changes in government directives, and provides faculty, staff and students with guidance on when they are permitted to return to campus.

From January 1 to March 28, 2022, there were 368 COVID-19 cases on campus. The university only tracks the number of individuals confirmed positive (by PRC or Rapid antigen test) who self-declared that they were on campus when they developed symptoms or who were on campus 48 hours prior to developing symptoms or testing positive. COVID-19 cases numbers are updated and made public weekly. The number of COVID-19 cases increased throughout Q1 2022, much as the number of cases in the Montreal region and Quebec.

8. Work-Related Injuries

Work-related injuries are a subset of the total injuries (Section 7), whereby the injured person is a worker (staff or faculty). An injury or illness is considered work-related when an employee is involved and if an event, or exposure in the work environment, either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Work-related injuries are investigated by EHS staff and when warranted, an investigation report with corrective actions is submitted to the employee’s supervisor.

For the period of January 1 to March 31, 2022, there were **15 work-related injuries** (of the 23 reported injuries in Section 7), a 50% increase when compared to Q1 2021. As with Total Injuries, the increase can be attributed to more employees returning to work on campus. The number for Q1 2022 is compared to Q1 2019 (pre-COVID), when there were 14 work-related injuries reported. As noted in Section 2, the injury investigations revealed that 3 of the work-related injuries were caused by inadequate snow/ice removal.

Year	Work-Related Injuries
2022 Q1 <i>Jan., Feb., Mar.</i>	15
2022 <i>Year To Date</i>	15
2021 Q1 <i>Jan., Feb., Mar.</i>	10
2021 <i>Full Year</i>	35

Recordable Injury Rate

The Recordable Injury Rate (RIR), also commonly referred to as the recordable incident rate, is calculated by multiplying the number of work-related injuries by 200 000 labour hours, and then dividing that number by the number of labour hours during that period. Furthermore, 200 000 labour hours equates to 100 employees, who work 40 hours per week, and who work 50 weeks per year. The calculated rate is per 100 employees.

Year	Recordable Incident Rate
2022 Q1 <i>Jan., Feb., Mar.</i>	0.59

Year	Recordable Incident Rate
2022 <i>Year To Date</i>	0.59
2020 Q1 <i>Jan., Feb., Mar.</i>	0.00
2021 <i>Full Year</i>	0.27

9. Worker Compensation Claims

Employees who sustain a work-related injury may be eligible for compensation from the *Commission des normes, de l'équité, de la santé et de la sécurité du travail* (CNESST).

For the period of January 1 to March 31, 2022, there were **6 accepted worker compensation claims**. Three of the accepted compensation claims were for injuries sustained by employees who slipped on ice on university property.

Year	Accepted Compensation Claims
2022 Q1 <i>Jan., Feb., Mar.</i>	6
2022 <i>Year To Date</i>	6
2021 Q1 <i>Jan., Feb., Mar.</i>	0
2021 <i>Full Year</i>	10

10. Lost-Time Days

A lost-time work-related injury is defined as a work-related injury or illness that results in days away from work, other than the day of injury or the day the illness began. Lost-time days refer to the total number of calendar days employees are away from work due to a work-related injury or illness.

For the period of January 1 to March 31, 2022, there were **109 lost-time days**. 103 of the lost-time days were associated to 3 work-place injuries that involved employees slipping and falling on ice on university property. Facilities Management was advised, purchased appropriate footwear for their employees, and will ensure improved snow removal and de-icing of university property next winter.

Year	Lost-Time Days
2022 Q1 <i>Jan., Feb., Mar.</i>	109
2022 <i>Year To Date</i>	109

Year	Lost-Time Days
2021 Q1 <i>Jan., Feb., Mar.</i>	0
2021 <i>Full Year</i>	285

Lost-Time Injury Rate

The Lost-Time Injury Rate (LRIT) measures the occurrence of work-related injuries that resulted in an employee’s inability to work the next workday. It represents the number of lost-time injuries per 100 full-time employees in the stated period. The LTIR is calculated by multiplying the number of lost-time work-related injuries by 200,000 labour hours and then dividing that number by the number of labour hours during that period. Therefore, 200,000 labour hours equate to 100 employees who work 40 hours per week 50 weeks per year. The calculated rate is per 100 employees.

Year	Lost-Time Injury Rate
2022 <i>Year To Date</i>	0.39
2021 <i>Full Year</i>	0.22

Lost-Time Day Rate

The Lost-Time Day Rate (LTDR) is a rate that measures the length of time an employee is away from work due to a work-related injury. It represents the number of lost-time days per 100 full-time employees in the stated period. The LTDR is calculated by multiplying the number of lost-time days by 200,000 labour hours and then dividing that number by the number of labour hours during that period. Therefore, 200,000 labour hours equates to 100 employees, who work 40 hours per week, 50 weeks per year. The calculated rate is per 100 employees.

Year	Lost-Time Day Rate
2022 <i>Year To Date</i>	10.63
2021 <i>Full Year</i>	7.81

Severity Rate

The Severity Rate provides an average of the number of lost-time days per lost-time work-related injury. The Severity Rate is calculated by dividing the total number of lost-time days by the total number of work-related injuries with lost-time. The Severity Rate is a cumulative rate calculated at the end of each quarter.

Year	Severity Rate
2022 <i>Year To Date</i>	27.25

2021 <i>Full Year</i>	35.63
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11. Near Misses

A near miss is the occurrence of an event on university property, arising out of, or in the course of, a university-sanctioned activity attributable to any factor that could have caused either an injury or material damage. For example, events such as tripping on a stair or slipping in a water puddle, where no injury occurred, would be categorized as a near miss. As per the university’s Policy on Injury Reporting and Investigation (VPS-42), the reporting of near misses is required. Traditionally, near misses go unreported because no injury has occurred. Steps have been taken to encourage near-miss reporting, including discussing the importance of near-miss reporting at safety committee meetings, during safety training and new principal investigator orientation sessions.

For the period of January 1 to March 31, 2022, **6 near misses** were reported. As with several of the key performance indicators, the number of reported near misses is influenced by the number of people on our campuses.

Year	Near Misses
2022 Q1 <i>Jan., Feb., Mar.</i>	6
2022 <i>Year To Date</i>	6
2021 Q1 <i>Jan., Feb., Mar.</i>	2
2021 <i>Full Year</i>	16

12. External Inspections

External inspections refer to inspections or audits of university premises or safety programs conducted by government agencies or third parties (e.g., insurance providers). Third-party audits include those performed at the request of Environmental Health & Safety. These inspections and audits ensure that the university’s activities and facilities comply with all applicable legislation and regulations.

For the period of January 1 to March 31, 2022, there were **4 external inspections**.

Year	External Inspections
2022 Q1 <i>Jan., Feb., Mar.</i>	4
2022 <i>Year To Date</i>	4
2021 Q1 <i>Jan., Feb., Mar.</i>	4

2021 <i>Full Year</i>	13
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- On January 24, 2022, the CNESST conducted a follow-up inspection in the EV Building (Fine Arts, Gina Cody School of Engineering and Computer Science) related to previous CNESST machine safety inspections. Two outstanding non-compliance citations were closed and the university did not receive any additional non-compliance citations.
- On February 28, 2022, the CNESST inspected a construction site on the 4th and 5th floor in the AD building. Given that the construction site was under the responsibility of the general contractor, the university did not receive any non-compliance citations. The inspector did stop work on a portion of the construction site due to concerns about the impact of the work on areas outside the construction site perimeter.
- On March 24, 2022, the CNESST conducted an inspection to review the university’s Annual Elevator Mechanical Room/Machine Safety Action Plan. No non-compliance citations were issued.
- On March 29, 2022, the Sûreté du Québec inspected a research laboratory that works with explosive materials for which the university has a permit with the provincial police. The university was found to be compliant.

13. Regulatory Citations

The university may receive regulatory citations for non-compliance with federal, provincial or municipal laws, regulations or by-laws. Regulatory citations can be the outcome of government inspections or interventions (e.g., CNESST, Public Health Agency of Canada, Canadian Nuclear Safety Commission) or violations of regulations and by-laws (e.g., false fire alarm citation from the *Service de sécurité incendie de Montréal*). This metric tracks the total number of regulatory citations received by the university.

For the period of January 1 to March 31, 2022, the university received **2 regulatory citations** from the *Service de sécurité incendie de Montréal*.

Year	Regulatory Citations
2022 Q1 <i>Jan., Feb., Mar.</i>	2
2022 <i>Year To Date</i>	2
2021 Q1 <i>Jan., Feb., Mar.</i>	2
2021 <i>Full Year</i>	2

14. Regulatory Fines

For the period of January 1 to March 31, 2022, the university received **1 regulatory fine** from the *Service de sécurité incendie de Montréal* for a false fire alarm.

Year	Fines Received
2022 Q1 <i>Jan., Feb., Mar.</i>	\$250
2022 <i>Year To Date</i>	\$250
2021 Q1 <i>Jan., Feb., Mar.</i>	\$0
2021 <i>Full Year</i>	\$0

15. Hazardous Materials Emergency Responses

The university’s Hazardous Materials Emergency Response Team responds to hazardous material emergencies that occur on university premises, including spills and odours. Service providers are called upon to assist when a major spill occurs, and additional resources are required.

For the period of January 1 to March 31, 2022, there was **1 hazardous materials emergency response** by the EHS Hazardous Materials Emergency Response Team.

Year	Hazardous Material Spill Responses
2022 Q1 <i>Jan., Feb., Mar.</i>	1
2021 <i>Year To Date</i>	1
2021 Q1 <i>Jan., Feb., Mar.</i>	1
2021 <i>Full Year</i>	17



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 19, 2022**

AGENDA ITEM: Collection of a new undergraduate student fee levy

ACTION REQUIRED: For approval

SUMMARY: In accordance with the *Policy on Student Associations and Groups* (PRVPA-10), the Board of Governors is being asked to approve the collection by the University on behalf of the Concordia Student Union of a new undergraduate student fee levy, following a referendum conducted in March 2022.

BACKGROUND: The results of the vote have been validated by the Dean of Students, as outlined in the attached memo.

DRAFT MOTION:

Mental Health Office

That the Board of Governors authorize Concordia University to collect a fee levy of \$0.45 per credit for a Mental Health Services Office, from all CSU members, annually adjusted to the Consumer Price Index of Canada, to be implemented with registration for the fall 2022 (2222) term in accordance with the University's tuition, Refund and Withdrawal Policy.

PREPARED BY:

Name: Shelina Houssenaly
Date: May 5, 2022

Dean of Students Office

INTERNAL MEMORANDUM

April 7, 2022

TO: Ms. Shelina Housenaly, Secretary, Board of Governors

FROM: Andrew Woodall, Dean of Students

RE: CSU Election Results March 2022

In the most recent Concordia Student Union by-elections held from March 15-17, 2022, undergraduate students voted on the following referendum question:

Mental Health Office

Do you agree to create a fee levy for Mental Health Services office of \$0.45 per credit, annually adjusted to the Consumer Price Index of Canada, to be collected from all CSU members? The fee levy will be effective in the Fall of 2022 and billed in accordance with the university tuition billing and refund policy.

YES: 2353
NO: 811
ABSTAIN: 723



Andrew Woodall



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 19, 2022**

AGENDA ITEM: Collection of a graduate student fee levy

ACTION REQUIRED: For approval

SUMMARY: In accordance with the *Policy on Student Associations and Groups* (PRVPA-10), the Board of Governors is being asked to approve the collection by the University on behalf of the Graduate Students' Association (GSA) of a graduate student fee levy, following a referendum conducted in April 2022.

BACKGROUND: The results of the vote have been validated by the Dean of Students, as outlined in the attached memo.

DRAFT MOTION:

CSU Advocacy Centre

That the Board of Governors authorize Concordia University to collect a fee levy of \$3.00 per semester (an increase of \$0.50 per semester from \$2.50 per semester) to increase support hours for graduate students at the CSU Advocacy Center and to be paid directly to the Concordia Student Union (CSU) Advocacy Center instead of the Graduate Student Association (GSA), from all graduate students, annually adjusted to the Consumer Price Index of Canada, to be implemented with registration for the fall 2022 (2222) term in accordance with the University's tuition, Refund and Withdrawal Policy.

PREPARED BY:

Name: Shelina Houssenaly
Date: May 5, 2022

May 2, 2022

TO: Ms. Shelina Housseny, Secretary, Board of Governors
FROM: Andrew Woodall, Dean of Students
RE: GSA Election Results April 2022

In the most recent Graduate Student Association elections held from April 21-22, 2022, graduate students voted on the following referendum questions:

Do you, as a graduate student at Concordia, agree to pay the current Advocacy Centre fee-levy of \$2.50 per semester directly to the Concordia Student Union (CSU) Advocacy Centre instead of the Graduate Student Association (GSA) for graduate students to continue to access advocacy services at the CSU Advocacy Centre, and for this fee-levy to be annually adjusted to the Consumer Price Index of Canada? The fee levy will be effective in the Fall 2022 semester and billed in accordance with the University's tuition, Refund and Withdrawal Policy.

Yes- 502

No- 294

Do you, as a graduate student at Concordia, agree to increase the Advocacy Centre Fee Levy from \$2.50 per semester to \$3.00 per semester (an increase of \$0.50), annually adjusted to the Consumer Price Index of Canada, to increase support hours for graduate students at the CSU Advocacy Centre ? The fee levy will be effective in the Fall 2022 semester and billed in accordance with the University's tuition, Refund and Withdrawal Policy.

Yes- 435

No- 377



Andrew Woodall



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 19, 2022**

AGENDA ITEM: Professional liability waiver for an in-house architect

ACTION REQUIRED: For approval

SUMMARY: The Board is being asked to adopt a resolution stating that the University, as the employer, will stand surety for an in-house architect in case of any error or omission on his part in the course of his professional duties.

BACKGROUND:

The Regulations respecting professional liability insurance for members of the *Ordre des architectes du Québec* provide for mandatory participation by its members in a group professional liability insurance plan. However, the Regulations also set out the circumstances under which members may be exempted, such as those who work exclusively for an employer.

Similar resolutions have been adopted in the past for engineers and architects employed by the University.

DRAFT MOTION:

Considérant que Sabina Kuepper, architecte, est au service exclusif de l'Université Concordia;

Considérant que Sabina Kuepper, architecte, ne pose des actes professionnels que pour des édifices destinés à l'usage exclusif de l'Université Concordia et non destinés à la revente;

IL EST RÉSOLU de déclarer aux fins du Règlement sur la souscription obligatoire au Fonds d'assurance de la responsabilité professionnelle de l'Ordre des architectes du Québec (chapitre A-21, r. 13) que l'Université Concordia se porte garant et s'engage à prendre le fait et cause et répondre financièrement des conséquences de toute erreur ou omission de Sabina Kuepper dans l'exercice de ses fonctions.

PREPARED BY:

Name: Shelina Houssenaly
Date: May 5, 2022



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 19, 2022**

AGENDA ITEM: Finance Committee recommendation: Administrative fee

ACTION REQUIRED: For approval

SUMMARY: On recommendation of the Finance Committee, the approval of the Board is being sought to increase the Administrative fee charged to all students.

BACKGROUND:

This fee contributes to covering some of the administrative costs in relation to front-line services provided by various units throughout a student's academic career, from the Welcome Center, Birks Student Services Center, Student Accounts, Enrolment Services, Exams Office, etc.

DRAFT MOTION:

Whereas the current Administrative fee being charged to all students is \$11.70 per credit; and

Whereas the government has allowed the University to increase this fee up to 2.64% for 2022-23;

Be it resolved:

That, on recommendation of the Finance Committee, the Board of Governors approve the collection of an increased Administrative fee of \$12.01 per credit from all students, to be implemented with registration for the fall 2022 (2222) term, in accordance with the University billing, refund and withdrawal policy.

PREPARED BY:

Name: Shelina Houssenaly
Date: May 5, 2022



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 19, 2022**

AGENDA ITEM: Finance Committee recommendation: Technology Infrastructure fee

ACTION REQUIRED: For approval

SUMMARY: On recommendation of the Finance Committee, the approval of the Board is being sought to increase the Technology Infrastructure fee charged to all students.

BACKGROUND:

The funds collected for this fee are used to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology, including the University's wireless network, and to provide support for remote access and online resources during the COVID-19 pandemic.

DRAFT MOTION:

Whereas the current Technology Infrastructure fee being charged to all students is \$5.52 per credit; and

Whereas the government has allowed the University to increase this fee up to 2.64% for 2022-23;

Be it resolved:

That, on recommendation of the Finance Committee, the Board of Governors approve the collection of an increased Technology Infrastructure fee of \$5.67 per credit from all students, to be implemented with registration for the fall 2022 (2222) term, in accordance with the University billing, refund and withdrawal policy.

PREPARED BY:

Name: Shelina Houssenaly

Date: May 5, 2022