

**CONSENT AGENDA
to the Open Agenda of the 610th Meeting of the Board of Governors**

**Thursday, May 24th, 2018
Room 2440R River Building, Carleton University**

4.1 ITEM(S) FOR APPROVAL

4.1.1 Approval of minutes of the previous meeting and Business arising from the Minutes

- a) Approval of the Open Session Minutes of the 609th meeting on April 30th, 2018

4.2 ITEM(S) FOR INFORMATION

4.2.1 Committee Minutes

- a) Building Program Committee
 - 152nd Meeting, January 11th, 2018
 - 153rd Meeting, March 5, 2018
- b) Community Relations and Advancement Committee
 - 106th Meeting, November 20, 2017

4.2.2 Environmental Health and Safety Annual Report 2017

- Report circulated in advance.

4.2.3 Minutes from Senate Meeting

- Approved Minutes from March Senate meeting were circulated in advance.



Canada's Capital University

The Board of Governors acknowledges and respects the Algonquin First Nation, on whose traditional territory the Carleton University campus is located.

**Minutes of the 609th Meeting of the
Board of Governors**

**Monday, April 30th, 2018 at 4:00 p.m.
Room 2440R Richcraft Hall, Carleton University**

PRESENT:	Ms. D. Alves	Mr. L. Harrington	Ms. R. Stiles
	Dr. C. Carruthers (Chair)	Ms. L. Honsberger	Dr. A. Summerlee (phone)
	Ms. G. Courtland	Mr. O. Javanpour	Mr. A. Ullett
	Mr. D. Craig	Mr. I. Lee	Ms. L. Watson
	Ms. L. A. Daly (phone)	Mr. P. Merchant	Mr. B. Wener
	Mr. P. Dinsdale	Mr. N. Nanos (Vice-Chair)	Ms. C. Young
	Mr. K. Evans	Mr. J. Nordenstrom	
	Mr. G. Farrell	Ms. N. Prowse	
	Mr. D. Fortin (phone)	Dr. E. Sloan	
REGRETS:	Dr. F. Afagh	Mr. J. Durrell	Mr. T. Tattersfield
	Mr. E. Berhe	Ms. C. Gold	
STAFF:	Ms. S. Blanchard	Mr. D. Cumming	Mr. S. Levitt
	Ms. J. Brenning	Ms. A. Deeth	Mr. M. Piché
	Ms. J. Conley	Ms. A. Goth (Secretary)	Mr. T. Sullivan
		Dr. R. Goubran	Dr. J. Tomberlin

OPEN SESSION

1. CALL TO ORDER AND CHAIR'S REMARKS

The Chair called the meeting to order at 4:00 p.m. All attendees, guests and observers were welcomed. The Open Session was live-streamed to Southam Hall 617.

2. DECLARATION OF CONFLICT OF INTEREST

The Chair asked for any declarations of conflict of interest from the members. There were none declared.

3. APPROVAL OF OPEN AGENDA

Mr. Nordenstrom moved, and Mr. Wener seconded, that the Open Agenda of the 609th meeting of the Board of Governors be approved, as presented. The motion carried.

4. APPROVAL OF THE OPEN CONSENT AGENDA

The following items were circulated in the Open Consent Agenda for approval:

Item(s) for Approval:

- Minutes of the previous meeting and business arising from the minutes
- Student Association Fees 2018/2019
- SIPP for CU Retirement Fund

Item(s) for Information:

- Minutes from Finance Committee
- Minutes from February Senate

Mr. Dinsdale moved, and Ms. Honsberger seconded, that the Open Consent Agenda be approved, as presented. The motion carried.

5. ITEMS FOR EDUCATION & RESEARCH STRATEGIC INITIATIVES

5.1 Ravens Basketball Engagement Actives (J. Brenning & J. Conley)

The Chair introduced Ms. Brenning and Ms. Conley and acknowledged the success of Carleton's Ravens Varsity Basketball Teams, their fans and alumni supporters.

Ms. Brenning, Associate Vice-President, Recreation and Athletics provided an update on the recent women's and men's basketball teams successes. The women's team was ranked number one overall for the first time in Carleton's history and the men's program had 13 titles in 15 years. Alumni engagement with the basketball teams has been a real focus over the past two years with several different, large events.

Ms. Conley, Chief Advancement Officer, noted Athletics thrives on the challenges from fundraising and the peer-to-peer friendly competition. Two notable challenges include the Dunsmore Challenge and the Nicol Challenge, both offering matching funds up to \$25,000 - \$60,000. This year saw unprecedented levels of engagement with the Raven's Nest venue selling out on five separate occasions.

There is a significant amount of investment in athletics programs and it is a useful tool in engaging our alumni and students while demonstrating school pride. At Carleton, the donations have been used to help enhance the programs. An example of this was the men's basketball team's participation in a tournament held in Italy. This provided

exposure for players to NBA scouts, and scouts from professional European teams. The funds are also used to provide meal supplements for players when on the road and to assist with the increasing demands on competitive staffing. It was noted that the investment in athletics, the library, and healthy living programs helps to elevate school spirit and is evident to prospective students, which converts to increased interest and enrolment.

Ms. Brenning and Ms. Conley were thanked for their leadership and involvement in athletics and fundraising efforts. The coaches were also recognized for their involvement and mentorship with a focus on building the complete individual in athletics, academics and volunteering to produce successful students, athletes and ambassadors of Carleton.

6. OPEN – ITEM(S) FOR APPROVAL

6.1 Proposed Operating Budget 2018/2019

A presentation and working paper were circulated in advance.

Mr. Wener, Chair of the Finance Committee introduced the item, noting that in accordance with the mandate provided by the Board, management has produced a balanced budget for contingencies, planned capital expenditures and replenishment of reserves. It was noted that it is becoming increasingly difficult to match and/or exceed those operating expenses with operating revenues as the expenses have increased at a rate of 6% per year while revenue has increased at a rate of only 3% per year.

Mr. Pichè, Vice-President (Finance and Administrative) provided a presentation that included information on the various aspects of the University's planning process. There are two main parts consisting of a base budget and annual appropriations that contribute to the planning process and help to determine where funds are allocated. Carleton is projecting strong financial results for 2018/2019 which will serve the university well during an upcoming period of limited government funding. Heading towards the end of the Strategic Integrated Plan (SIP), Carleton is looking at developing strategic priorities for the coming years. These priorities were reviewed during the Board Retreat where a need to emphasize branding and communications was identified.

Enrolment drives the university's revenue and is a key contributor to financial success. Carleton continues to grow annually and is one of two Canadian Universities that have grown consistently in the last 5-8 years despite conservative projections. This demonstrates the incredible effort from the student services and recruitment teams at continuing to attract and retain students. There has been a shift in enrolment by Faculties over the years with Science and Engineering continuing to grow, while the Faculty of Arts and Social Sciences have experienced a slight decline. The Sprott School of

Business has managed to maintain consistent enrolment and will look to more positive projections in the coming years.

It was determined that despite setbacks/delays with the labour dispute, there should not be a significant effect on enrolment for Fall 2018. The 2018/2019 operating budget totals \$505M (\$575M including the ancillary budget). Tuition accounts for the largest portion of the revenue followed closely by government grants. It was noted that the government grants will continue to decrease year after year as a result of limited available funding. Salary and benefits combine for the most significant portion of expenses. A combined expense of \$60M was allocated to student support services such as scholarships and incentives.

There is an increase in graduate student government grants expected. Carleton has been approved for the funding of 150 graduate spaces of which 75 international graduate spaces would have their tuition rate funded at the domestic level. In terms of differentiation funding, the new SMA includes a shift in enrolment funding. Carleton is expected to receive 92% of total government grant funding based on enrolment and another 8% based on meeting certain SMA criteria. Various efforts are being employed to improve the matrix that makes up the differentiation funding starting in 2020/2021.

Expected investment income is \$8.2M, resulting from a 2.7% return on investments. As agreed upon previously, any investment return exceeding \$8.2M will be held in a reserve investment fund equalization account which will help Carleton handle years of negative return. Other income consists of \$7.1M reflective of supplementary fees as approved by the Board.

The provisions and contingencies account for \$36.8M of the budget which includes ongoing contingency of \$12.2M, an enrolment incentive of \$2.2M and capital projects at \$22.4M. The capital projects portion accounts for the ARISE Building fit-up as well as additional funds for the Capital Reserve.

Carleton's financial projects have continued to increase annually and there is a significant amount in the reserve funds to handle any deficits. If everything remains consistent it is anticipated that Carleton will have a breakeven point (revenues = expenses based on conservative approach) during the 2022/2023 budget year. A conservative, moderate and best-case scenario was requested for future presentations.

In terms of capital investments, the following projects have been approved:

- Health Science Building at \$52M:
 - including the fit-up of the 4th and 6th floor
- SIF Projects:
 - ARISE Building at \$29.5M (extended to fall 2018)
 - Energy Retrofit at \$20.5M

- CoGen Project at \$20.7M (substantial completion fall 2018)
- Nicol Building at \$48M

Potential future projects (in planning and development and subject to approval by the Board) include:

- New athletic facility estimated at \$10-\$12M
- Extension to University Centre estimated at \$38M
- Extension to P7 parking garage estimated at \$25M
- Other potential projects:
 - Condo type student residence (TBD)
 - New Engineering building from Ontario STEM funding (TBD)

The proposed extension to the University Centre is to create a health and wellness centre to provide additional service to students.

An additional draw from the Capital Reserve will likely be the Nicol Building. It was clarified that the fit-up of the ARISE Building is included as part of the budget submission for 2018/19 (in provisions and contingencies).

There is also a need to expand parking on the perimeter of the campus (as per the Campus Master Plan) with a window of opportunity with the shutdown of the light rail system in 2020-2021.

The pension plan based on the July 1, 2016 valuation showed a solvency deficit of \$223M and has been helped by different relief measures by the government requiring payment on the interest of the deficit for periods of three years at a time. At the end of 2017-2018 there is \$129M in the Pension Reserve Fund which has been built responsibly over time. The new funding framework changes the way Ontario organizations will deal with the going concern funding and solvency funding which are measures of an organizations ability to maintain pension benefits. The regulation strengthens the going concern funding (10-year amortization of deficits) and provides flexibility in the solvency funding (meeting solvency status at 85% is required and if below this there is a 5-year amortization period). For Carleton, with the new funded Provision for Adverse Deviation (PfAD), a pension reserve will be required to deal with years where there are negative returns on investment due to changes in demographics and interest rates, etc. that would negatively impact the solvency funding. The PfAD was set at 10% of the value of the pension fund (for Carleton \$125M). With the new regulations Carleton's Pension Fund will be one of the few that will be fully funded and sustainable for the future. The date of the next valuation was discussed and the benefit of redoing it in light of the regulation to the university's benefits.

The University of Toronto, Queen's University and the University of Guelph are working on a pilot project for a combined defined benefit pension. Each of the three universities

have large pension deficits but this would not mean that the other Ontario Universities would come to the aid of those that are in deficit. All university pension plans (with the exception of Ryerson and Carleton) have large deficits. Carleton has strengthened and maintained a strong governance structure for the Pension Plan which is sustainable and can be affective managed internally.

There was a discussion of the carry-forward/reserves maintained by the Faculties which are used for existing or future liabilities, acquisition of capital assets including construction of new facilities, major equipment, deferred maintenance, one-time strategic initiatives such as donation matching contributions, endowments, major research projects, unexpected changes in financial condition and academic and administrative requirements.

A break-down of the “Other” Category was requested. It was explained that this area of expenditure amounts to 10% of the budget and includes library acquisitions, campaign matching, research support, supplies, and travel. Exact numbers for these items were requested from the Assistant Vice-President (Financial Services).

The reserves were discussed which include Pension Reserve, Capital Reserve (together \$250M), Carry-forward Reserves (\$75M), and Research Reserve (\$24M).

The Health Sciences Building budget was a total of \$52M and a separate project has been approved for the 4th and 6th floors at a cost of \$9M.

Mr. Wener moved, Dr. Sloan seconded to approve the proposed Operating Budget for 2018/2019, as presented and recommended by the Finance Committee. The motion carried.

7. OPEN-ITEMS FOR INFORMATION

7.1 Report from the Chair (C. Carruthers)

A verbal report was provided by Dr. Carruthers. The governors were reminded to complete the 2018 Board Assessment. The assessment is critical for the board’s governance.

7.2 Report from the President (A. Summerlee)

A memo was circulated in advance.

The Director of Equity position has had a high turn-over in recent years. The current Director is retiring mid-year but this has been part of the transition plan for the office.

The commitment to action on self-identification for Indigenous faculty, staff and students was recognized. Assistance was offered by Mr. Dinsdale as he has experience in this area from various institutions.

7.3 Update on Comprehensive Campaign (D. Fortin)

A brochure was circulated in advance.

Dr. Summerlee gave an update as of April 30, 2018 (fiscal year-end). Credit was given to the Advancement team, Ms. Conley, Ms. Chea and Mr. Fortin for raising \$41.5M for 2017/2018 which is double previous years and a considerable achievement. It also reflects the considerable support provided by members of the Board with peer-to-peer and collaborative approaches. There are also considerable ongoing efforts to get to the campaign goal of \$300M.

Mr. Nordenstrom's leadership for the Clean Economy Fund was noted as a significant achievement of \$870,000.

Mr. Javanpour was recognized for his tireless support, and outreach for the Jelenkovic Centre.

The leadership of the President in championing the campaign was noted.

7.4 Committee Chair Updates

a) *Building Program* (D. Craig)

The Building Committee met on March 5th and will be meeting on May 3rd, and in a joint meeting with Finance later in May. The May agenda items include the Health and Safety Report, an update on Dominion Chalmers United Church purchase (a final agreement is being completed), project management improvements, transportation and parking, Health Sciences Building update (building and fit-up), ARISE Building (building and fit-up), and Nicol Building (tender results).

b) *Community Relations & Advancement* (L.A. Daly)

There was nothing additional to report.

c) *Finance Committee* (B. Wener)

The Finance Committee has reviewed the operating and ancillary budgets for 2018/19, student fees, and is maintaining a watch on the budgets of ongoing capital projects.

c) *Governance Committee* (K. Evans)

The Governance Committee will be meeting in May to discuss the board self-assessment results, and best practices review with a focus on frequency and format of meetings, training and orientation of members, and board recruitment.

8. OPEN – OTHER BUSINESS

No additional business was raised.

9. OPEN – QUESTION PERIOD

The following question was brought forward to the Board:

“Other institutions such as Brock, McMaster, U of T, (and just 2 weeks ago) University of Ottawa, have revised international PhD tuition rates to be on par with domestic. Carleton is still charging twice the domestic rate. Not only is this an unfair burden on international students, it also puts us at a competitive disadvantage for attracting top international graduate students. To remain competitive and enhance our international reputation, I believe Carleton should move to on-par tuition fees for international graduate students as well.”

The government has created a new international strategy that allows for a number (75) of international students to be funded at the domestic rate level but the Ministry has put an embargo on an announcement. Many universities have proceeded with an announcement but this does foreshadow an announcement from the Ministry in early May. This is a response to years of pressure from universities to fund international PhD students so that they can be only charged domestic student fees. A discussion paper is being reviewed internally with the financial planning group at Carleton and will be brought to the Board.

During the last Finance Committee meeting a delegation asked that the tuition fees of the social work program be reviewed. This will be part of the discussion on tuition fees.

10. END OF OPEN SESSION AND BRIEF NETWORKING BREAK

It was moved by Dr. Sloan, seconded by Mr. Ullett to adjourn the open session of the board at approximately 5:45 pm.



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**Minutes of the 152nd Meeting of the Building Program Committee
Thursday, January 11th, 2018 at 4:00 p.m.
Richcraft Hall 2440R**

MINUTES

Present:	Mr. D. Craig, Chair	Dr. C. Carruthers
	Mr. J. Durrell, Vice-Chair	Mr. A. Ullett
	Dr. A. Summerlee	Ms. L. Watson
	Ms. G. Courtland	Mr. E. Berhe
	Mr. N. Nanos (phone)	Ms. C. Young
Staff:	Ms. S. Blanchard	Mr. S. Levitt
	Ms. A. Goth (Recording Secretary)	Mr. M. Piché
	Dr. R. Goubran	
Guests:	Mr. D. Boyce	

1. CALL TO ORDER AND CHAIRMAN'S REMARKS

The meeting was called to order at 4:00 p.m.

2. DECLARATION OF CONFLICT OF INTEREST

The Chair asked if anyone needed to declare a conflict of interest regarding any of the items on the agenda. There were none declared.

3. APPROVAL OF THE AGENDA

It was moved by Mr. Ullett and seconded by Mr. Berhe that the agenda be approved as presented. The motion carried.

4. APPROVAL OF THE MINUTES AND BUSINESS ARISING

It was moved by Mr. Durrell and seconded by Dr. Carruthers that the minutes for the 151st meeting of the Building Program Committee and the meeting of the Joint Finance and Building Program Committee meeting of November 14th, 2017 be approved, as presented. The motion carried.

5. ITEMS FOR DELIBERATION

5.1 Internal Audit of Capital Project Management

A working paper, the Carleton University- Internal Audit of Capital Project Management Audit Report, and the Building Program Committee Terms of Reference were circulated in advance.

Mr. Piché, Vice-President, Finance and Administration was introduced to give an overview of the audit and its recommendations. The audit report was presented to the Audit Committee on November 14th, 2017 and to the Board of Governors on December 5th, 2017.

Recommendation 1 from the Audit Report, which states – “that a project management framework be formalized and documented, in conjunction with project management information system, to enable a standard approach to the management, documentation, approval and reporting of capital projects across the university” was thought to be a fair observation. Management advised that currently, Carleton is in the process of acquiring a computerized integrated project management system. The system will be web based and will be able to track projects. The support for project management is needed and recognized by management.

Recommendation 2, states– “for transparency purposes, we recommend that management fully document the tiering process and the associated criteria used to assess score and prioritize/tier the bidders”. Management agrees with the recommendation and will ensure that contractor performance evaluation system be better documented.

Recommendation 3 states – “that oversight expectation for the capital project portfolio, specifically project under \$5 million, be defined in the applicable Board Committees’ Terms of Reference. As part of this, reporting templates for the status of the capital project portfolio for the board committees should be reviewed to provide increased visibility on the financial status of each project, taking into account the risk and materiality of the projects being reported on.” Management agreed that the reporting for projects under \$5 million will be improved with the implementation of a new project management system and resources to support many projects ongoing at once. Additionally, the number of projects underway makes it difficult to report and track them effectively with current staffing levels.

Recommendation 4 states that – “The existing conflict of interest policy should be reviewed and adapted to apply to all relevant stakeholders, including all contractors and consultants working for the University and a conflict of interest declaration should be requested for all parties involved in the evaluation of competitive bids in line with the Directive.” The University has a Policy and Procedures Regarding Conflict of Interest and Conflict of Commitment which is referred to in the FMP Procurement and Payment Policy & Procedures. Contractors are required to formally declare when they are bidding for work any

conflicts of interests which is a good proactive step, however it was noted that declarations should not be solely relied upon.

Recommendation 5 recommends– “that the University develop an implement a monitoring program for Health and Safety on campus construction sites. This monitoring program could leverage the new EHS system for evidence of the completion of monitoring and the associated results.” Management noted that improvements to the EHS monitoring on campus construction sites and management of vendors on campus are being developed and implemented. It was noted that contractors are in control of construction sites during the construction and EHS cannot interfere with their care and control requirements. The EHS Policy is documented and contractors hired by the University are also expected to observe and comply with this Policy where applicable. It was noted that how well contractors are managing health and safety on their sites needs to be documented on an ongoing basis.

The discussion also included recommendations for the following:

- Additional resources for project management
- Forecasting for projects based on best practices
- Regular reporting on assets (current and forecasting)
- More details were requested on the computerized integrated information management system being implemented and that input should be sought from Ms. Courtland on potential systems.

5.2 Update on Major Projects

A working paper and report was circulated in advance.

The report provided an update on major potential future capital projects including: addition to the University Centre, addition to North Campus Parking Structure, addition to Athletics Complex, Expansion of Tunnel System to O-Train Station, new Residence building, ARISE Building Fit-up, Business Building 5th Floor Fit-up and Health Sciences Building 4th and 6th Floor Fit-ups including size, estimated project budget, description, and rationale.

All projects listed in the future capital projects are in the planning stages and do not have formal Board approval. Certain projects may possibly be part of the budget submission for 2018/2019. A full business case for each project will be needed and brought to the Building Program Committee, Finance Committee and Board of Governors for consideration and approval.

The discussion included recommendations for the following:

- That the update include estimated timing of when tendering, construction and substantial completion.
- Prioritization of the projects over the next five years

An update on major ongoing construction projects was given by Mr. Boyce, Assistant Vice-President (Facilities Management and Planning). The Committee

was advised that the construction of the ARISE Building has proved challenging with substantial completion now scheduled for August 2018. FMP is working with the contractor to control delays on the project. Weather and issues the existing structure (including an unknown concrete wall and ground water) have affected the construction though there is no expected significant cost overruns. It is expected that the Federal Government will provide an extension for completion of the project. The buildings use is not intended for teaching and will be used for research space. The Chair requested that Mr. Boyce investigate if Carleton is the subject of a delay claim and obtain a modified schedule on an ongoing basis.

The cogeneration facility construction is underway with completion delayed to the end of summer 2018. The turbine and heat recovery boiler are on-site and the structure will be built around them. A room on the side of the plant will be constructed that will have a teaching purpose for the Faculty of Engineering and Design.

The Committee was advised that Nicol Building will likely go to tender in February 2018. The design for the 5th floor fit-up is being completed will be included as an option. The classroom spaces are also being reconsidered to ensure that they will be built to suit the needs of teaching.

5.3 Update on Minor Construction Projects/Deferred Maintenance

A report on deferred maintenance and renewal project was circulated in advance.

Management was directed that in the future projects that aggregate to a total of \$5 million (even if over subsequent years) be included in reports.

6. OTHER BUSINESS

6.1 Dominion Chalmers United Church

The Chair asked for a brief update on the Dominion Chalmers United Church (DCC) acquisition. On January 10th, the Chair of the Board, the Chair of the Finance Committee, Greg Farrell (the assigned board member), Mr. Piché, Mr. Levitt and Dr. Summerlee met to review and finalize the term sheet for the purchase and sales agreement. Mr. Levitt is finalizing the language and the term sheet will be walked over to the church officials by Dr. Summerlee. It was stressed that it needs to be emphasized to DCC that no public comment be given until the negotiations are completed.

The Committee was updated on the due-diligence process which is ongoing and includes:

- The status of the zoning application is being discussed with the City of Ottawa and is expected to go to Council on February 27th.
- The environmental phase 2 is being conducted.

- A blueprint for the balcony structure and reinforcement has been obtained and will be reviewed by a structural engineer.
- The extent and timing for the roof repairs is being confirmed.
- An Asbestos Exposure Risk Assessment is being done.
- A Heritage Conservation study is being completed.
- A space allocation plan is being developed including space for academic use, rental use and the operating model.
- Lease agreements will be needed and the financial picture moving forward needs to be determined.

Advancement will be working on details for engagement with donors over the next six months for opportunities to support projects at the Dominion Chalmers United Church property.

6.2 Board member concerns regarding Internal Audit Report

The Committee was advised that a member of the Board has sent an extensive list of questions outlining specific concerns with the Capital Project Management Internal Audit which will be distributed to the committee. Dr. Summerlee will be leading on the response and will have the Chair of the Building Program and Finance Committees review. The response will be brought to the next meeting of the Committees.

6.3 Map of Campus

It was requested that a map of campus be added to the boardroom. It was also expressed that the hand dryers in the restroom were inadequate.

7. ADJOURNMENT

It was moved by Ms. Courtland and seconded by Mr. Ulett to adjourn the meeting at approximately 5:13 p.m.



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**Minutes of the 153rd Meeting of the Building Program Committee
Monday, March 5, 2018 at 4:00 p.m.
Via teleconference**

MINUTES

Present:	Mr. D. Craig, Chair	Dr. A. Summerlee
	Mr. J. Durrell, Vice-Chair (left at 5:05 pm)	Ms. L. Watson
	Dr. C. Carruthers	Ms. C. Young
	Mr. A. Ullett	Mr. B. Wener (guest left at 4:45 pm)
Regrets:	Mr. E. Berhe	Mr. N. Nanos
	Ms. G. Courtland	
Staff:	Ms. S. Blanchard	Mr. M. Piché
	Ms. A. Goth	Dr. J. Tomberlin
	Dr. R. Goubran	

1. CALL TO ORDER AND CHAIRMAN'S REMARKS

The meeting was called to order at 4:00 p.m. The Chair thanked the committee members for their attendance. There was concern expressed about the materials being circulated the day of the meeting and a lack of sufficient time for review and consideration.

2. DECLARATION OF CONFLICT OF INTEREST

The Chair asked if anyone on the committee felt the need to declare a conflict of interest regarding any of the items on the agenda. There were no declarations.

3. APPROVAL OF THE AGENDA

The agenda was approved as circulated.

4. APPROVAL OF THE MINUTES AND BUSINESS ARISING

The approval of the minutes was deferred to next meeting.

5. ITEMS FOR INFORMATION

5.1 Health Sciences Building Fit-Up

A memo, working paper, Capital Project Approval and Control Document, the floor designs for the 4th and 6th floors of the Health Sciences Building Fit-up as well as the original working paper for the awarding of the contract for the Health Sciences Building

(November 10, 2015), Financing for the Health Sciences Building (February 12, 2014), and an updated cost estimate, cost by fiscal year, and approvals on the Capital Project Approval and Control Document for the Health Sciences Building were circulated in advance.

It was indicated that the justification and the budgeting for the project is not clear. There is an urgency around this project as delaying it would further disrupt students, researchers and research animals.

The Health Sciences Building Committee (staff and faculty) and Facilities Management and Planning have reviewed the fit-up options for the 4th and 6th floor as designed by the architect. The design once approved will go back to the building architect to fit-up the floors. It was expressed that there is a need for this to be clarified in the report and there should be evidence of sign-off and appropriate project management. There is a need to ensure that the concerns of the occupants are understood and students most affected should be consulted effectively. Dr. Summerlee indicated that although the current students wish they did not need to continue their research at the University of Ottawa they are agreeable to the decision to move forward with the fit-up of the two additional floors. This point needs to be included in the report to the Board of Governors.

Carleton has preliminarily engaged a third-party lab user (Ottawa Health Research Institute) in a partnership that would provide the capital contribution to fit-up and equip the floors and would provide the ability to do collaborative research with our faculty. The Faculty of Science will not need full utilization of the space at this time but over the next five years as the number of students grow and new faculty are hired, the space will be needed. The floor designs have been completed in consultation with the faculty to best benefit Carleton in the future. The Institute is willing not only to equip the space but to leave the equipment following their use, which will benefit our researchers. They are also open to contributing to Carleton research a proposal that is fully supported by the Dean of Science.

The original contractor is still on-site addressing deficiencies, warranty issues and finishing the 7th floor of the building (estimated completion April 2018). Complete sign-off and completion of the current contract is needed prior to moving into a new contract for the 4th and 6th floor fit-up. The estimated time for tender of the 4th and 6th floor is April 2018 with substantial completion by Winter 2019. Administration confirmed that none of the proposed fit-up budget will be directed toward deficiencies or oversights in the original base building project and that all of the funding requested is for actual fit-up and improvements on the fourth and sixth floors.

The external project manager has caused concern and a senior manager has now been assigned. There was concern expressed about this project manager being used to oversee the 4th and 6th floor fit-up.

The Committee discussed the amount and depth of the change order on this project. Mr. Piché is to confirm the number of change orders and the origin of the changes (depth). The number of bathrooms and showers in the building was discussed and it has been confirmed by the architect and building code that the number meets requirements.

Dr. Summerlee and Mr. Piché will revise the report to provide details for the steps, decisions, and process to ensure due process was followed and the level of commitment from the Faculty, the cost of move-in, fit-up, design, furniture, the operating costs of the new floors, the actual rental cost with the University of Ottawa should be outlined in a report by Friday, March 9, 2018.

6. OTHER BUSINESS

6.1 Board member concerns regarding Internal Audit Report

A report entitled *Response to the concerns about Board oversight, FMP practices and Internal Project Management at Carleton for New Buildings* was circulated to the committee for information and will be fully discussed at the next Building Program Committee.

7. ADJOURNMENT

It was moved by Mr. Ullett, and seconded by Ms. Young to adjourn the meeting at approximately 5:10 pm. The motion carried.



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**Minutes of the 106th Meeting of the Community Relations
and Advancement Committee**

**Monday, November 20, 2017
Room 2440R, Richcraft Hall**

Present:	Ms. L. Daly, Chair	Mr. J. Nordenstrom, Vice-Chair
	Dr. A. Summerlee	Ms. C. Switzer
	Mr. D. Fortin (phone)	Dr. E. Sloan
	Mr. L. Harrington	Ms. N. Prowse
	Ms. J. Teron (non-voting member)	
Staff:	Ms. S. Blanchard	Mr. S. Levitt
	Ms. A. Goth (Secretary)	Mr. M. Piché
Guests:	Ms. C. Regimbald	Ms. J. Conley
	Mr. D. Cumming	
Regrets:	Dr. C. Carruthers	
	Mr. N. Nanos	
	Ms. R. Thompson	

1. CALL TO ORDER AND CHAIR'S REMARKS

The meeting was called to order at 1:01 p.m.

2. DECLARATION OF CONFLICT OF INTEREST

The Chair asked if anyone on the Committee felt the need to declare a conflict of interest. There were none declared.

3. APPROVAL OF THE AGENDA

It was moved by Mr. Harrington and seconded by Dr. Sloan that the Community Relations and Advancement Committee approve the agenda of the 106th meeting, as presented. The motion carried.

4. APPROVAL OF MINUTES

It was moved by Ms. Switzer and seconded by Mr. Harrington that the Community Relations and Advancement Committee approve the minutes of the 105th meeting, as presented. The motion carried.

5. BUSINESS ARISING

There was no business that arose from the minutes.

6. ITEMS FOR DELIBERATION

a) Board Award Jury

The 2017/2018 Carleton University Board of Governors Award for Outstanding Community Achievement Criteria and timeline were circulated in advance.

A jury is needed to review the applications and make a recommendation to the Community Relations and Advancement (CR&A) Committee on the recipient. The jury composition is required to include: the Chair or Vice-Chair or designate of the Board of Governors, the Chair or Vice-Chair or designate of the CR&A Committee, one faculty representative, one staff representative, one undergraduate representative, and one graduate student representative.

It was moved by Dr. Summerlee and seconded by Ms. Daly to recommend the approval of Jay Nordenstrom, Elinor Sloan, Clair Switzer, Liam Harrington and Natalie Prowse for the Board of Governors Award Jury to the Board of Governors. The motion carried.

b) Talk Exchange Report & Board Priorities

The Talk Exchange Executive Summary, Compilation of Comments and Feedback Summary were circulated in advance.

The Chair thanked the Committee members that were able to attend the Talk Exchange to listen and facilitate the discussion at the tables. The intension is to have another Talk Exchange in the spring of 2018. It was discussed how there were many different perspectives at the tables and many differences in opinion e.g. education vs. research focus. The main take-away from the event was more discussion is needed with the community and that participants liked the opportunity. The main themes from the Talk Exchange aligned with the Board priorities identified at the Board retreat. The participants spoke about the need for a wholistic/strategic communications strategy at the university. There was a lack of understanding from participants about where the university is going and what the role of the Board and Senate are.

It was suggested for the next Talk Exchange to advertise to a wider group, have more tables and a longer session. It was also discussed that some of the issues discussed at the Talk Exchange are more Senate (academic) responsibilities than Board responsibilities.

It was proposed that the next Talk Exchange be hosted on March 19th from 1 – 3 pm (possibly in the Richcraft Hall atrium) and that CR&A members be present to facilitate the discussions. Don Cumming and Alastair Summerlee were asked to develop a communications plan for the Talk Exchange. There was a discussion that registration might be an impediment for participants and should not be mandatory. Currently, registration is used to help ensure the tables have a good mix of participants to spark discussion.

Mr. Cumming mentioned that the university is experiencing some audience fatigue. At a number of events across campus there has been a noticeable reduction in turnouts and that it is important that we are realistic about the attendance.

It was suggested that the March Talk Exchange focus on:

1. Create conditions/policies/approaches to monetize (leverage) land assets, intellectual property and facilities
2. Encourage development of academic experimentation/flexibility/leadership.

7. ITEMS FOR INFORMATION

a) Dominion Chalmers Church

The Report on the Proposal for the potential purchase of the Dominion Chalmers United Church by Carleton University was circulated in advance.

There has been ongoing discussion about the proposed acquisition of the Dominion Chalmers United Church (DCC). There was a joint meeting of the Finance and Building Program Committees on November 14th to consider the acquisition and a recommendation will be made to the Executive on whether to proceed with negotiations. A number of caveats include:

1. A satisfactory purchase and sales agreement being negotiated with the Church including: an appropriate lease with the Church authorities; identification of the space to be used by the Church authorities; clarification of legal title and negotiating rights of the Church authority; and other legal terms and conditions recommended by legal counsel;
2. Confirmation of the pledge at \$2M from the Crabtree Foundation for the donation to support the renovation fund for the facility;
3. Completion of the following additional items of due diligence:
 - Phase 2 Environmental assessment on potential soil contaminants on the parking lot;
 - Structural assessment of the balcony to determine that it is sound and can withstand the anticipated load;
 - Heritage Conservation study on the property;

- Specific asbestos assessment study;
 - Load carrying assessment of the main floor of the concert hall;
 - Review of the estimates of roofing costs and timing of repair.
4. Satisfactory zoning amendment to the property for institutional use including a rationale for splitting the zoning of the property or not for future sale if necessary. The assessment should include an understanding of the importance and significance of separation of the assets; and
 5. Identification, by management, of the activities that would define the metrics for success of the property.

The project will have an academic and community focus. The longer-term plans for FASS on campus were discussed. The addition of approximately 9,000 sq feet (church) will not accommodate the current or projected enrolment in FASS. The DCC will be able to accommodate a specific aspect of the FASS programming that cannot be adequately delivered on campus for drama, music production, recording study and performance in the public sphere. The freed-up space on campus will accommodate the indigenous studies program. The university will expanding space on campus with the addition of the Nicol Building, Health Sciences Building and Canal Building. It was stressed that there is a need to find the right person to manage the DCC facility and balance the academic and community needs. The annual salary of the manager and maintenance staff should be included in the operating cost projections.

The logistics for students was discussed and how they would get back and forth from the DCC to campus. The university currently has a challenge with music students travelling around downtown for master classes with their instruments. The DCC will create a hub downtown for instructors and a reasonable storage solution for instruments. Carleton has many joint programs across Ottawa that students have to travel for and scheduling is done to limit the amount of travel in a given day. The music and drama faculty are very supportive of the proposed acquisition.

It was mentioned that the Carleton University Retiree Association are interested in this space for their Learning in Retirement Program due to limited space on campus for this program and DCC would be able to bring a bigger profile to Carleton. There have been many written letters of support and there are ongoing expressions of interest from the community.

There will be a communications strategy following the board meeting. The Chair of the CR&A Committee requested getting a copy of the communications plan to provide input. The “Proposed Actions and Communications Plan” is outlined in the report.

Currently, groups on campus rent rooms for a \$20 deposit. It was asked if groups, clubs, societies and associations could use of the facility for free. It was stated that the priorities for the DCC and maximizing the revenue for the space are being considered and if there was excess capacity, that this type of use could be investigated further and possibly facilitated.

There was a discussion about the possibility of commercial partners to offset costs of the facility and potential challenge of having partners. Long-term and short-term leases will need to be investigated if the purchase goes ahead.

The donation from the Crabtree Foundation was discussed. It was asked if the Foundation expects to receive a naming right. It was stated that the donation has been secured and there is an expectation they will be recognized but not in the form of a naming. There will however be opportunities to raise funds that will include naming opportunities should the acquisition proceed. An inventory of these opportunities can be developed that will offset the costs of the building and support programming, travel and student aid.

b) Relationship Development and Engagement – Employability

A presentation on enrolment update and employability was circulated in advance.

Ms. Blanchard, Vice-President (Students and Enrolment) was introduced to give an update on enrolment for fall 2017. The fall full-time undergraduate enrolment for degree programs has shown an increase of 3.88% between 2016 and 2017. The fall full-time international undergraduate enrolment for degree program has showed an increase of 6 -8 %. The part-time undergraduate enrolment numbers are not reflected in the numbers. The Master's and PhD enrolment numbers are stable between 2016 and 2017. A significant increase (2.14%) has been seen in the two-year retention rate which is positive and we are looking to ensure sustainability in this measure. The system average for retention rate for 2017 is not known at this time.

Ms. Courtney Regimbald, Director of Career Development and Coop Education was introduced to give a presentation on Employability. The presentation was to give an overview of the initiatives underway to enhance student employability.

The Career Services department is a one-stop shop for career support for current students and alumni and offers a variety of services. MySuccess is a web portal designed to update students on upcoming events and job postings. CUHire is a portal for employers to post job opportunities and volunteer positions. Major Exploration is service for student looking to change majors. The online offerings through Career Services has expanded to include online interview tools, chat feature and career counselling through Skype.

The Your Degree, Your Future website (<https://students.carleton.ca/degree-to-future/>) is a tool used by the Career Services staff every day that helps students identify the skills they develop through programs to see the future possibilities and career paths and how to improve their employability skills through experience that was launched about one year ago. Students can select the program and area of study they are currently taking to see the skills and knowledge they gain from taking the

program and see what current alumni are doing with this program and career ideas for graduates. The site is designed so users can get the information they need in three clicks or less. Tracking the analytics of the website is done to help continually improve the site and updates were done over the summer. The office also works to ensure that information is up to date by checking with the facilities and promoting use of the website in the classroom with in-class workshops and presentations customized to the course.

Career Services host a number of career fairs, networking events, information sessions and workshops throughout the year including an international student series.

To gain experience we also have a number of initiative including work study (on-campus), job shadowing, work abroad, volunteer opportunities and co-operative education.

Career Services also offers the Accessible Career Transitions (ACT) program which designed to support the employment needs of students with disabilities. It is a collaborative program with the Paul Menton Centre for Students with Disabilities (PMC) and the Research, Education, Accessibility and Design (READ) initiative. The service provides career education and university-to-workplace transition programming. Students can have one-on-one appointments with an advisory and drop-in times are also offered. It is a highly used services with 440 students with disabilities seen at Career Services in 2016-17 which is an increase of 21%. The five pillars of the program are: create solutions to overcoming barriers of employment; obtain volunteer and work experience relevant to field or study; establish professional relationships through mentorship and professional networking; develop an effective resume, cover letter and interview skills; and gain confidence in having conversations regarding disability disclosure and accommodation requests.

A number of networking nights are also offered including Net Night for the STEM disciplines which had a turn-out of 330 students, Net Café for the Public Policy, Communications, and Community Organizations which had 180 students in attendance. We hosted our first Indigenous Career fair this year which had 9 employers. We also had a part-time employment career fair with 19 employers and a full-time employment career fair with 62 employers and are planning for a summer employment career fair. Information session with employers are well attended (1,200 students).

On-campus work study jobs contribute to the successful transitions of students into the work place with many gaining their first reference for future employment. This year Carleton provided additional funding to increase the number of work student jobs available on campus (294 students). Posting jobs was also made easier for the employers with a skills inventory to choose from when posting.

Job shadowing is an annual program that allows upper-year BA students to spend a day or two with an employer at their workplace and a wide range of opportunities are offered.

International internships were piloted in 2016-2017 and was a great success and is being done in 2017-2018. 17 students were successfully sent to opportunities in 11 countries including South Korea, Uganda, Senegal, England and Peru. This year we are working to expand opportunities in Europe, Asia and Australia.

The support for co-operative education was outlined and it was noted that 237 co-op students are employed by Carleton alumni. The course COOP 1000 is designed to help students design their resumé to improve employment offers.

The Student Work Integrated Learning Program (SWILP) program was discussed as a recent announcement from the federal government funding partnerships between employers and Post-Secondary institutions to create more work placement opportunities for students in STEM and Business programs. A quick reference for employers on our website and social media has been developed to promote SWIMP.

A new Employer Centre is being established in early 2018 on the 4th floor of the Carleton's Technology and Training Centre (CTTC Building) for interview space for employers and students.

It was requested that historical trend data be provided for the services to show growth overtime to highlight the services offered. Specific targets and how Carleton is meeting them should be highlighted.

It was asked if the services offered are for both undergraduate and graduate students. Currently the services are geared towards undergraduate students but the services are available to all students and alumni.

c) Revenue Generation

A University Advancement Update was circulated in advance.

Ms. Conley presented a summary of the comprehensive campaign. The Campaign total is over \$245 million raised to date translating to 80% completion rate. The Campaign is tracking positively to date. New commitments over \$100,000 were outlined in the report. There was a Great Grads and Good Deeds event hosted in Toronto which brought many alumni, parents and students together to hear from graduates who have made a social and economic impact in the GTA. This event model will serve as a template for events in Vancouver and Calgary.

Carleton's impact in the community has also been celebrated in social media through the #75thanks digital campaign. Individual alumni, students, staff, faculty and supporters have been recognized for their contributions to campus, the Campaign and the wider community.

An appeal for the Fund for Good was mailed to all alumni in September, giving graduates a chance to support the out-of-the-classroom experience. The fifth annual Giving Tuesday on November 28th will promote many other meaningful student-led crowdfunding initiatives. The goal is to raise \$250,000 which will be matched.

The Major and Principal Giving team has been planning fundraising strategies for the new Nicol Building for the Sprott School of Business. Carleton will offer naming opportunities and other funding initiatives in support of the School's community engagement, entrepreneurship activities and student support priorities.

Planned Giving continues its marketing outreach.

Throughout all activities we continue to animate and activate the "Here for Good" ethos- the promise that through Carleton we can serve the greater good of society.

d) Reputation Protection and Enhancement

The Department of University Communications report was circulated in advance.

Mr. Cumming, Director of Communications gave a summary of recent events and achievements at Carleton. Carleton had a very successful Carleton Day at Queen's Park on October 25th which included meetings with five difference ministries: Energy, Environment and Climate Change, Advanced Education and Skills Development, Indigenous Relations and Reconciliation and Research, Innovation and Science. The meetings included ministers, a parliamentary assistant, Assistant Deputy Ministers, senior policy officials and political staff. In the meetings, Carleton had an opportunity to thank government for its support of the university sector, highlight the importance of funding for inflation and the need to stabilize tuition rates for students. There were a number of Board members and faculty members who participated in our meetings who were thanked for their participation including: Liam Harrington, Efreem Behre, Natalie Prowse, Pauline Rankin (AVP of Research and International), Professor Matthew Johnson (FED), Professor Banu Örmeci (FED), Professor Jennifer Adese (Indigenous and Canadian Studies), and Professor Chris Herdman (Psychology). New connections were made with the government and Carleton faculty and staff are now engaging in discussions with the province about encouraging Indigenous students to study at Carleton who are graduating to apply for paid internships to work on policy files in Toronto. The Ministry of Energy was informed about Carleton's strengths in sensors, energy and sustainable housing design, solar and thermal storage systems. There were excellent discussions with the Ministry of Advanced Education about international opportunities for students and they

welcomed the ideas and want to visit Carleton. Carleton also learned that one Parliamentary Assistant (Arthur Potts) and one Assistant Deputy Minister (Glenn Craney) have children attending Carleton. There was a very successfully reception at the end of the day co-hosted with MPP Yasir Naqvi and where Dr. Summerlee spoke. Mr. Cumming thanked Pia Chin, Chris Cline and Rose Crossett especially for their organization support for the event.

Carleton had a very successful Convocation on Saturday, November 18th and Department of University Communications was very focused on telling Convocation stories from various faculty perspectives.

Collective bargaining with CUPE 2424 (support staff) and CUASA continues.

November 16th Carleton hosted federal Deputy Minister Champion, Helena Borges. Carleton had an opportunity to discuss how Carleton can work with the federal government to help recruit Indigenous students and graduates into the public service.

8. OTHER BUSINESS

No other business was raised.

9. ADJOURNMENT

It was moved by Mr. Harrington and seconded by Dr. Sloan to adjourn the meeting at approximately 3:07 p.m. The motion carried.



Carleton
UNIVERSITY

Environmental Health and Safety
Annual Report
of the Vice-President (Finance and Administration)
2017

To the Building Program Committee
Of the Board of Governors

April 2018

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1. EXECUTIVE SUMMARY

The Annual Report on Environmental Health and Safety (EHS) summarizes the effectiveness of Carleton's efforts in managing the operational risks of a research and educational intensive university.

The Environmental Health and Safety Office is a critical partner in support of Carleton's mission through developing, promoting and implementing best practices in prevention strategies while balancing these with responsible risk taking:

- By establishing structures, policies, standards, programs and educational opportunities
- By managing Carleton's response to regulatory issues related to health and safety, the environment and research associated areas
- By identifying opportunities to influence change in safety awareness
- By ensuring early identification of emerging trends and recommending proactive responses
- By fostering and strengthening a culture of collaborative prevention and effective resolution of health and safety concerns
- By embedding sustainability principles in all our operational, research and academic endeavours

More than ever, Carleton is subject to an increasing array of health & safety and compliance legislation, increasing in complexity, as traditional Employer boundaries are broadened to include our students and broader community given societal influences. These require differing intensity of activities, program development, training and documentation for compliance. As such, these require a robust internal responsibility system to ensure we support Carleton's core pillar of innovation in research and education, while ensuring that Carleton is managing risks responsibly.

Table 1: Key Performance Indicator Changes between 2016 and 2017

	2016	2017	Change
# of Critical Injuries	3	4	
Days Lost to Injury Claims	48	42	
# of Lost Time Injuries	7	8	
Average # of Lost Days/Injury Claim	6.9	5.25	
# of Good Catches Reported	89	160	
# Responses to Fire Alarms	108	87	
H&S Awareness Training (%completion)	70	63	

1.1 2017 ACHIEVEMENTS AND SUCCESSES

- Conducted survey of 250 full time staff and faculty members who had undergone individualised ergonomics assessments over the previous 3 years with EHS. **96%** of respondents indicated the assessment provided strategies which improved their symptoms, with **71%** no longer requiring the use of paramedical services. In 2017, that means approximately 25 of our employees are no longer using their own time and paramedical benefits to address their pain. Completed 91 ergonomics assessments this year, a 20% increase over the previous year.
- Completed Phase 2 of enhancing engineering controls through a performance verification study of Local Exhaust Ventilation units across the campus. Over **50** different units tested and verified, with several identified as deficient. Repairs or enhancements implemented, and training developed for their safe and effective operation. Result is enhanced awareness, with increased staff and student safety.
- Conducted campus wide Noise Hazard Assessment to ensure all campus operations compliant with recently introduced Occ. H&S Act requirements. Implemented signage, including PPE requirements, the generation of a program along with employee engagement and awareness.
- Improved safety culture through the resurrection of the Health & Safety Award. Two staff members were recognized in 2017 for their **demonstrated commitment and promotion of health & safety with colleagues and students**. The 2017 recipients received their awards at a celebratory event for the 200th meeting of the Joint Health & Safety Committee. Senior Leadership, including the President and Vice President Finance and Administration, presented an overview of changes over the past 35 years.
- The Workplace Violence Prevention Program was reviewed and updated to align with new modifications to the Occupational Health and Safety Act, including enhanced investigation and reporting requirements, and seamless integration with the Sexual Violence Policy requirements.
- The integrated data management system, CU WorkSafe, was developed and introduced in several phases during 2017, and will continue to be rolled out during 2018 as additional modules are implemented. The system provides integrated data collection and analysis tools which reinforce the Internal Responsibility System, streamline faculty and staff required actions, and provide enhanced trending and metrics to assist decision making.

1.2 GOALS AND OBJECTIVES 2018 AND BEYOND

- Develop and implement an effective strategy to ensure compliance with WHMIS 2015 legislation which requires relabelling of over 30,000 chemical containers in Carleton's Chemical Inventory, and retraining of all staff and students who will be impacted by the legislation, prior to December 30, 2018.
 - **Goal: Ensure Carleton is compliant with legislation, as of December 2018**
 - **Goal: WHMIS training updated**

- **Target: All first year undergraduate Chemistry students trained in updated WHMIS training material**
 - **Target: All new Research Staff and Students trained in updated WHMIS**
 - **Target: 20% of existing staff, subject to WHMIS, retrained**
- Roll out Phase 2 of CU WorkSafe (Audits and Inspections) and integrate support for mobile platforms (August 2018).
 - **Goal: All injuries, incidents and good catches reported directly into CU WorkSafe**
 - **Target: 50% of all injuries, incidents and good catches reported directly into the software system in 2018**
 - **Target: 80% of all reports closed out with required actions**
- Develop and implement strategies to effectively address incoming marijuana legalization prior to summer 2018. Collaborative approach with VP Students and Enrolment, HR, DUS, Risk Manager, Legal Counsel and faculties.
 - **Goal: Seamless approach to legislation that will establish expectations, while meeting student, staff and management objectives**
- Develop campus wide risk-based H&S training strategy as a recommendation from the EHS Internal Audit to strengthen EHS culture and reduce risk across the organization through alignment with ISO 18001 standards. Collaborative approach with HR, OQI, EDC and faculty and departmental stakeholders. CUPE2424 classification initiative to be leveraged.
 - **Goal: Develop an implementable framework that will assign training to each person, based on their occupational risk**
 - **Goal: Provide training programs that meet needs of the community**
 - **Target: Update Workplace Violence and Harassment training and transfer to CuLearn platform**
 - **Target: Develop and launch Fumehood Safety Training**
 - **Target: Introduce training feedback process for online training**

2. 2017 STRATEGIC PRIORITIES – What drove us?

2.1 ASSESSING NEEDS: INTERNAL FORCES

In accordance with Carleton's Health and Safety Management System, activities, programs and policies are continually reviewed with the goal of further strengthening Carleton's environmental health and safety performance and positioning Carleton as a responsive organization, capable of readily adapting to changes in both the regulatory environment and with the ability to reduce risk while supporting our teaching and research activities.

With 2017 being the third year of strategic investment of \$14M annually into renewal of university facilities, there are increasingly construction type activities within staff and student occupied spaces. With increased regulatory oversight being evidenced across the construction industry, increased attention to

ensuring staff and student satisfaction, and fiscal restraint applied to all projects, there is an increasingly critical need to ensure health and safety measures are not only adhered to at a minimum, but that these become consistently embedded in all activities moving forward. A Contractor Safety Oversight framework was drafted, and will be fully implemented in 2018.

As first described in the 2016 annual report, investment into improved effectiveness into health and safety decision making through metrics was secured with the development and implementation of an integrated EHS data management system, **CU WorkSafe**. Trialed during third and fourth quarter 2017, and following extensive stakeholder engagement and feedback, this “Made for Carleton” solution was officially launched to the campus in January 2018 to positive reviews. Phase 2, which addresses inspections and audits, and which integrates directly into facilities management and planning operations will be introduced later in 2018. Not only does **CU WorkSafe** provide decision making value to align objectives and targets with identified trends and needs, it also fully supports the Internal Responsibility System and provides the Carleton community with a powerful resource for engaging with health and safety.

3. REGULATORY REQUIREMENTS – 2017 impacts

As part of Carleton University’s ongoing commitment to ensure compliance with current and emerging regulatory change in health and safety policy matters, the following were identified as requiring monitoring or action, either at the university level, or at the provincial level, through the Council of Environmental Health and Safety Officers (CEHSO).

3.1 OCCUPATIONAL HEALTH AND SAFETY ACT AMENDMENT (BILL 177)

Bill 177, the “Stronger, Fairer Ontario Act” was an omnibus budget measures Bill introduced in November 2017 that received Royal Assent in December 2017. The Ministry of Labour (MOL) significantly increased fines to include individual fines rising from \$25K to \$100K per charge and corporate fines from \$500K to \$1.5 Million. In addition, a new requirement was introduced requiring notification to the MOL if any JHSC member identified potential structural inadequacies.

The potential impact of the amendment will be mitigated in 2018 through the updating of the Health and Safety Management System which should result in increased awareness of Roles and Responsibilities of Leadership and Supervisors, and in proactively addressing identified deficiencies.

3.2 OCCUPATIONAL HEALTH AND SAFETY ACT AMENDMENT (Bill 70)

Bill 70, the “Building Ontario Up for Everyone Act” received Royal Assent on December 8, 2016. This introduced the definition of health and safety management system and the accreditation of health and safety management systems. Mid 2017, a standard for a voluntary health and safety management system was introduced and consultations were held on the draft standard. Carleton provided commentary in December 2017 as part of the broader university response.

Carleton University's Health and Safety Management System was reviewed under the lens of this proposed standard, as well as compliance with the CSA standard (CSA Z1000) on Occupational Health and Safety Management Systems. A final version will be introduced mid 2018.

3.3 OCCUPATIONAL HEALTH AND SAFETY ACT (Regulation 833 and Regulation 490 Amendment)

Occupational Exposure Limits (OELs) were amended in August 2017 for 21 chemical substances based on recommendations by the American Conference of Governmental Industrial Hygienists (ACGIH). These would take effect as of January 2018. Amendments to the minimum Oxygen content in Air (19.5%) were likewise implemented.

A review of the 21 substances was conducted and it was determined that there would be no impact to current Carleton activities. EHS had previously identified 19.5% as the minimum safe level for Oxygen for all Carleton activities, and therefore there was no impact.

3.4 OCCUPATIONAL HEALTH AND SAFETY ACT (Regulation 860, WHMIS Amendment)

The WHMIS Regulation was amended mid-2016 to adopt new, international standards that are part of the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). The amendments affect various requirements governing labels and safety data sheets for hazardous workplace chemicals. A transition period is in effect to gradually phase out the old requirements.

A provincial strategy is under development to enable universities to comply with the intent of the legislation, without incurring significant financial impact. At Carleton, the partnership with nine other Ontario universities through the HECHMET Chemical Inventory Consortium is being leveraged. There are currently 30,000 individual containers of chemicals at Carleton that if required to be replaced, would conservatively require a \$1M reinvestment, a cost borne almost entirely by research faculty members.

3.5 WORKPLACE SAFETY AND INSURANCE ACT (Bill 127, Stronger, Healthier Ontario Act)

A CEHSO led working group, prepared a white paper for submission by the Council of Ontario Universities (COU) in July 2017 to the WSIB as part of public consultation on the draft policy on Chronic Mental Stress as part of *Bill 127, Stronger, Healthier Ontario Act*.

Among potential impacts to universities identified were the dual role of students as workers and the intersection with legislation related to sexual violence investigations. Initial documentation from the province indicates that bullying and harassment claims would form the majority of anticipated claims due to the policy revision.

4. MANAGING RISK @ CU

To assist in managing risks that affect the university, an evolving risk review process is completed annually which includes regulatory compliance elements as well as program identification and gap analysis, particularly with regard to the infrastructure elements. Injury/incident data such as severity and frequency dimensions are also incorporated when establishing the risk ranking.

4.1 2017 RISK MITIGATION ACTIVITIES AT A GLANCE

4.1.1 In House Risk Assessments and Program Development

In 2017, **a total of 22 risk assessments were completed** and included areas such as: 1) campus wide noise assessment, 2) Ductless fume hood risk assessment and commissioning (including air sampling), 3) Animal allergen exposure study for staff and students working with animals, 4) Chlorine and Chloramine exposure study for the Carleton Pool, 5) IAQ and mould concerns, 6) Decommissioning of research laboratories and animal facilities to allow for demolition of building for the Arise building, and 7) Various ergonomic assessments. These risk assessments were a combination of reactive and proactive in nature.



The above highlights primarily task specific risk assessments but 2017 also included the completion of a campus wide noise hazard assessment, an asbestos condition assessment, and a fire evacuation signage standardization. The noise assessment was to bring the university into compliance whereby all high noise areas are to be identified and appropriate controls recommended. This required the assessment of over 70 suspected high noise hazard areas and pieces of equipment. As a result, 26 areas were identified as requiring appropriate hearing protection signage (installed in 2017) and hearing protection. This included the identification of 7 locations whereby double hearing protection may be needed.

Protection from inhalation hazards requires a properly fitted respirator. EHS conducted fit testing and provided training on respirator use and maintenance to 9 individuals in 2017 including 5 undergraduate students from the School of Social Work prior to their practicums in a health care setting.

With respect to the asbestos survey, it was completed as part of the 5 year review cycle to update the campus wide asbestos containing materials (acm) inventory and condition assessment. This involved the review of approximately 150,000 m², 25,000 linear metres of insulation along with 10,000 fittings of acm to determine condition and risk. 2018 will see the remediation of asbestos as needed based on risk while taking into consideration the type of asbestos, percentage of asbestos, current condition, and location.

Lastly, the completion of the third and final phase of the fire evacuation signage was completed to bring all building evacuation signage up to a consistent and pre-determined signage standard. This included updated signage for Leeds, Stormont-Dundas, Fieldhouse, Herzberg labs, University Centre, and Mackenzie. All existing outdated signage were removed and 174 new signs were installed to include safe destination sites and floor plans.

4.1.2 Performance Verification of Engineering Controls on Campus

In 2017 a concerted effort was made to assess the engineering controls in place on campus. This included the evaluation of fume hoods, biological safety cabinets and various styles of local exhaust systems. These are the primary safety controls in place on campus to mitigate the risk of biological and chemical exposures for our workers and students.

2017 was the first year that the campus fume hood verification testing was completed internally by the EHS Office. This allowed a quicker response time to address issues and discuss with end users issues that were noticed during the testing process. 205 fume hoods were tested and some of the key outcomes measures can be found in the table below. After the initial testing and follow up testing, 53 fume hood monitors were fixed, the flow to 10 fume hoods were adjusted to within an acceptable range, and 37 of the fume hoods that failed the initial performance test passed the performance criteria after adjustments were made for an average 18% increase. The table is broken down into results from initial as tested findings and outcomes after follow ups were completed.

Table 3: Fume hood certification pass/fail rates

		Face Velocity		Face Velocity Deviation		Smoke Test		Fume Hood Monitor		Overall Performance	
		%	Count	%	Count	%	Count	%	Count	%	Count
Initial	Pass	81	166	91	186	91	179	69	120	60	122
Results	Fail	19	38	9	18	9	17	31	55	40	82
Follow Up	Pass	86	176	92	188	91	179	99	173	78	159
Results	Fail	14	28	8	16	9	17	1	2	22	46

In addition to the fume hoods, 16 biological safety cabinets were tested according to ANSI/NSF 49-2008: *Biosafety Cabinetry – Design, Construction, Performance, and Field Certification* and where deficiencies were noted they were addressed at the time of the assessment.

A campus wide inventory of all local exhausts such as snorkels, down draft tables and slot hoods was created and the effectiveness of each was verified. Each unit was tested to a defined guidance level and ensure a standardized level of ‘as used’ performance on campus. All units were tested and compared to ANSI or ACGIH Industrial Ventilation guidance parameters. As a result, 14% (8 of 58) local units did not pass the testing criteria for their particular style of exhaust. These units were then individually reviewed with the Principal Investigators to assess specifics on chemical use, frequency and amounts to determine if further actions were needed. Repairs or enhancements implemented, and training developed for their safe and effective operation. Result is enhanced awareness, with increased staff and student safety.

4.1.3 Undergraduate Laboratory Exercise Review

The departments of Health Sciences and Neuroscience will launch undergraduate laboratory programs in the fall of 2018. Throughout the development of the program and the specific exercises, EHS has reviewed and consulted with the lab coordinators.

This review provided a safety perspective on the proposed exercises in regards to the handling and disposal of chemicals and biologicals along with specific control measures, such as the use of biological safety cabinets available in the new Health Science Building

4.1.4 Hazardous Waste and Chemical Management

The Chemical Inventory continues to be an integral system for research and academic laboratories across Carleton. In 2017, nearly 3000 chemicals were entered into the inventory and nearly the same amount were disposed of. Consultation of the inventory related to laboratory risk assessment is required for decommissioning procedures and laboratory cleanout. Building Fire Safety Plans were updated and targeted chemical risk banding has begun using the data available in the inventory system. EHS also continues to leverage the inventory in our reporting requirements to Global Affairs Canada for chemical weapons declaration.

EHS continues to manage disposal of hazardous waste to reduce storage of chemicals and ensure compliance with MOECC regulations. Hazardous waste disposal decreased across faculties and services.

4.1.5 Audit of EHS Office

In 2016, Price Waterhouse Cooper performed an internal audit of EHS to assess the adequacy and effectiveness of policies, procedures and practices of the EHS Office as compared to generally accepted international standards. The April 2016 Report concluded:

“there is a strong culture and commitment to EHS across the University – from the direction, services and support provided by the EHS Office and senior executives/Board of Governors commitment to oversight relative to EHS to the individuals working across the University who demonstrate their commitment to a safe and healthy working environment on a daily basis”.

The audit identified some opportunities to further strengthen the overall Environment Health and Safety program to reduce the potential to expose the University to a moderate level of risk.

One final recommendation, to develop a university wide health and safety training framework, was initiated in 2016 in collaboration with Human Resources and Faculty Leaders, and will continue through mid 2018. The centralized learning management system (CuLearn) will continue to be leveraged to enhance delivery of core health and safety training to staff and students across campus.

Furthermore, the implementation of an enterprise EHS software tool for EHS data management will allow for improved information for trending and decision-making as confirmed through the audit.

4.2 ENFORCEMENT BY LEGISLATIVE AUTHORITIES

Table 4: Summary of Enforcement Agency Involvement

Ministry of Labour (MOL) - Enforcement	Ministry of Labour (MOL) - Notifications
<ul style="list-style-type: none"> • 1 inspection • 1 order for information 	<ul style="list-style-type: none"> • 4 notifications for Critical Injuries • No orders, No legal pursuits

Ministry of Environment (MOE) – Enforcement	Canadian Nuclear Safety Commission (CNSC)
<ul style="list-style-type: none"> • No inspections • Follow-up from 2015 <ul style="list-style-type: none"> - ECA granted - Abatement Plan continues 	<ul style="list-style-type: none"> • No inspections • Full compliance • License renewed
Canadian Food Inspection Agency (CFIA)	Public Health Agency of Canada (PHAC)
<ul style="list-style-type: none"> • Full compliance 	<ul style="list-style-type: none"> • No inspections or enforcement
Public Works and Government Services Canada (PWSGSC)	
<ul style="list-style-type: none"> • Full compliance 	

4.2.1 Ministry of Labour: Notifications

The following were reported in 2017:

- March 22, 2017: An employee of C&W sustained burns to his face and hands from an Arc Flash incident when he dropped a hand held device onto a live electrical conduit. The incident occurred in the mechanical room in Leeds Residence. The employee had not been wearing the appropriate personal protective equipment required under the C&W lock out tagout procedures.
- May 8, 2017: A construction worker/supervisor sustained a fractured pelvis when he was struck by a backhoe in the construction site for the ARISE building. The individual had just exited a portable toilet recently located on the site when he walked into the path of the vehicle. A safety site review was completed by the construction company and the MOL.
- June 2, 2017: A worker sustained a fractured wrist when she fell down the steps in Robertson Hall. A review of the incident indicated the presence of some areas of pitted concrete. High heeled footwear may have contributed to the fall. The pitted sections of concrete were repaired.
- November 9, 2017: A worker sustained a fractured kneecap when she fell on the sloped pathway from the Library to the parking garage. A review of the incident indicated a possible flash freezing of ice along the slope. Handrails were present, and footwear was appropriate for the conditions

An order for information was received for the Arc Flash injury, however Carleton’s programs were all found to be in compliance. No orders were received for the two other injuries, and the MOL did not attend.

4.3 SAFETY AND COMPLIANCE COMMITTEES

4.3.1 Joint Health and Safety Committee

The primary objective of the JHSC is to oversee the internal responsibility system and is comprised of worker and management representatives working together to promote a co-operative, positive and progressive approach to dealing with health and safety issues. The committee met five times in 2017 (January, March, June, September and November).

A celebration of the 200th meeting of the JHSC occurred with over 90 current and past members of the JHSC attending a celebratory luncheon. The Ministry of Labour attended, and in speaking with senior leadership, praised Carleton for its health and safety management.

Local safety committees in Science and Engineering continue to examine and develop mitigation strategies to address hazards and risks specific to their work environments.

4.3.2 Radiation Safety Committee

The Radiation Safety Committee reports to the Vice President Finance and Administration and is chaired by the Dean of Science. The Committee met on April 18, 2017. The Two new X-ray installations (Physics and Mechanical and Aerospace Engineering) were approved by the Ministry of Labour.

4.3.3 Animal Care Committee

The Animal Care Committee reports to the Office of the Vice-President (Research and International). The EHS representative on the committee actively participates in the assessment of Animal Use protocols in regards to animal welfare and occupational health, performs mandated inspections of animal holding spaces and facilitates the acquisition of controlled substances often associated with animal work. Other than activities related to the temporary transfer of animals to the University of Ottawa, there were no noteworthy incidents.

4.3.4 Biohazards Committee

The Biohazards Committee reports to the Office of the Vice-President (Research and International). An update was provided to the Committee members by the Biosafety Officer regarding the successful application of an institutional licence under the Human Pathogens and Toxins Act. Currently, Carleton holds 31 active Biohazard permits. 13 biohazard applications were submitted, reviewed and approved in 2017. The assessment includes a review of training records, potential hazards, preventative measures such as engineering controls and decontamination procedures. A laboratory inspection of the proposed location is also conducted to ensure biohazard containment requirements are met before approval of the research project.

4.4 POLICY STRENGTHENING AND RISK REDUCTION STRATEGY

The Asbestos Management Policy was updated in January 2017, with minor changes related to program maintenance and compliance with Regulations.

The Building Authorities Policy was renewed in April 2017, with a strengthened focus on increased communications prior to, during and following activities impacting the buildings in question, and alignment with the CU WorkSafe reporting structure.

The Golf Carts in Tunnels Policy was renewed January 2017, with an added focus on the need to advise of any factors which would impact the driver's ability to safely operate the golf carts. The EHS Policy was renewed in October 2017, without changes.

The Workplace Violence Prevention and Workplace Harassment Prevention Policies were renewed in October 2017, without changes. However, significant changes were introduced into the Programs associated with those policies.

5. PERFORMANCE INDICATORS

5.1 INJURY, INCIDENT AND WSIB INDICATORS

In 2017, Environmental Health and Safety received reports of 149 incidents/accidents in the workplace (89 injuries, 60 incidents). These represent an increase of 25% in injury reports, and a 100% increase in incident reports.

Together, this represents an overall increase in reporting of 50% from 2016, which successfully reflects ongoing engagement and awareness efforts to ensure the reporting of all injuries and incidents, as well as good catches, as these form the cornerstone of identifying and addressing hazards, and preventing injuries from occurring.

Root Cause Analysis of these increased reports identified common risks which could be mitigated by streamlining the LOTO (Lock Out Tagout) program, and strengthening the Construction Safety Program, as well as targeted messaging to the community to address specific hazards.

Table 5: Incident and Injury Metrics

	2015	2016	2017	Change
# of Critical Injuries	2	3	4	
Days Lost to Injury Claims	102	48	42	
# of Lost Time Injuries	9	7	8	
Average # of Lost Days/Injury Claim	11.3	6.9	5.25	

Of these 149 reports, there were a number of incidents of significance.

In September, a student who had been suspended for misconduct returned to campus and ambushed two DUS officers with an imitation gun. Minor injuries to the officers resulted. The former student was arrested and charged by Ottawa Police. Review of the incident resulted in improvements to the DUS response procedures and increased lighting surrounding Robertson Hall.

A minor fire occurred in a dryer in the laundry room of Lennox Addington. No injuries occurred, but the incident resulted in improved housekeeping procedures and messaging to students on fire safety.

A fire in an electrical vault resulted in loss of power to residence. No injuries occurred and FMP were able to rapidly and effectively restore power and reduce impact on students.

Minor injuries (exposure) occurred following a chemical spill in NWRC. Technical expertise and Carleton’s building monitoring capabilities proved invaluable, and strengthened relationships with both NWRC and the Ottawa Fire Department responders.

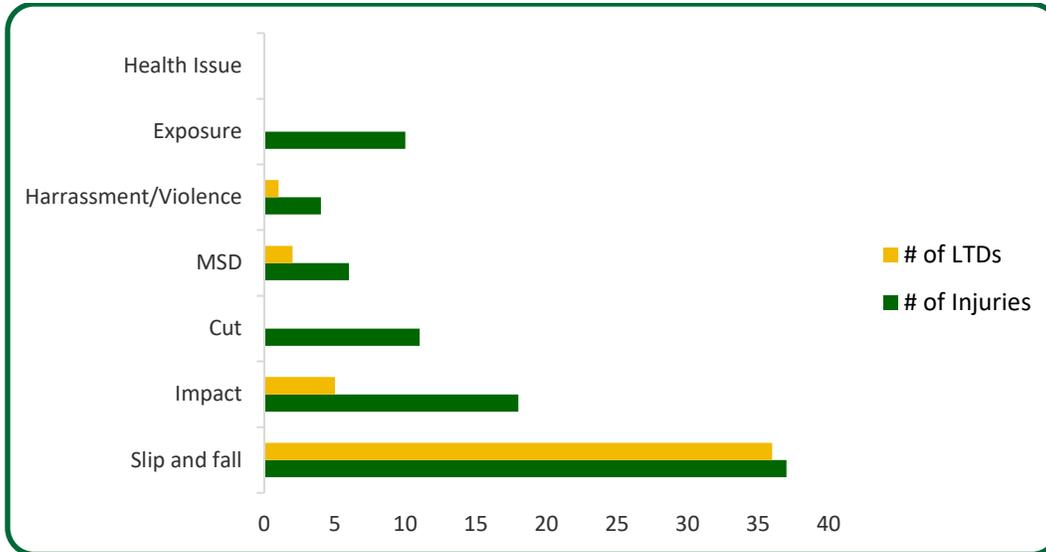


Figure 1 Number of injuries vs. number of LTD’s taken within the 2017 calendar year

The injuries from 2017 (above) continue to support the long term data suggesting that slips and falls along with MSDs are the primary cause of any lost time days accumulated in the incidents calendar year irrespective of the number of incidents (see Figure 2 below).

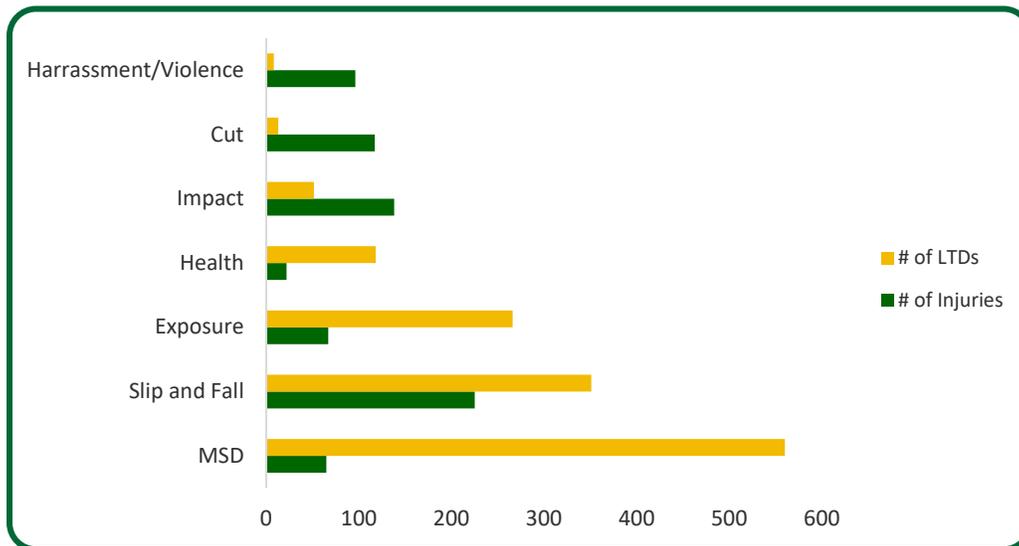


Figure 2 Number of injuries vs. number of LTD’s taken within calendar year from 2010 to 2015

5.1.1 Comparison with Other Ontario Universities

The Workplace Safety and Insurance Board (WSIB) determines insurance premiums based on how an employer compares with other employers in the same category. Carleton University is measured for performance against the rate group (which includes Ontario Universities, post secondary non universities, museums and libraries), as well as across the universities.

Lost time Injury Frequency examines the number of injuries where time is lost, divided by a denominator representing the total number of hours worked by the total of all employees.

Over the past five years, Carleton University consistently has a lower LTI frequency than the average of all Ontario Universities, although the gap is narrowing.

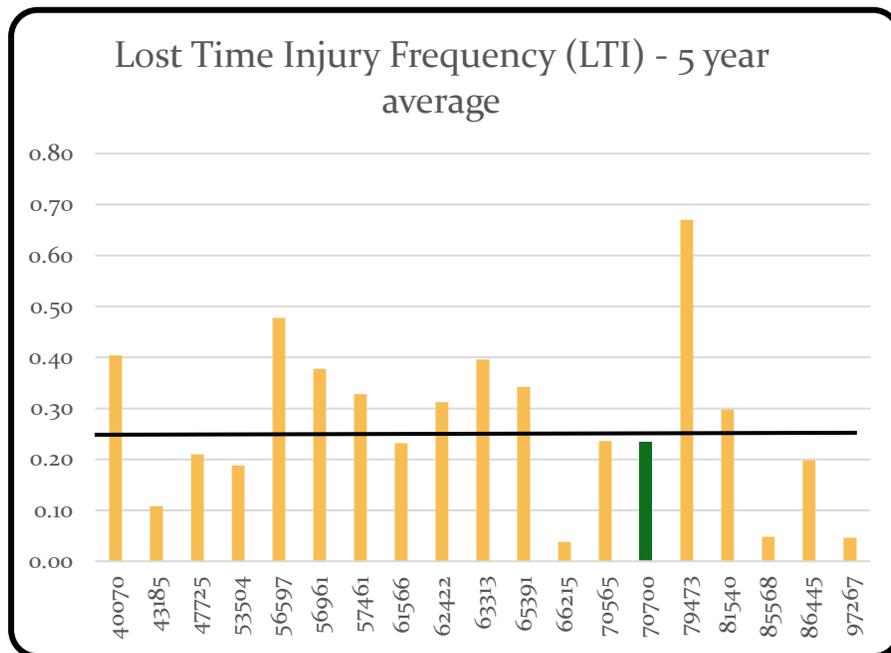


Figure 3 Lost Time Injury Frequency (2012-2016*) 2017 data will only be available fall 2018

In addition to the LTI frequency, the WSIB calculates a performance index (PI) based on projected costs for sustaining employees that become injured in the workplace. While projected medical costs account for a portion of the costs, the majority of the cost projection is based on the time that an employee will be away from work.

As reported previously, the WSIB rate framework is changing, with their new model to be implemented in 2020. The major impacts will be that injury impacts will move from a four year window to a six year window, meaning that significant injuries, with extensive leave and costs, will work against the employer for a longer period of time. On the other hand, annual premium costs will be more regularised, as there would be a maximum of 15% increase per year, as compared to the current premium calculations.

When the Performance Index exceeds 1.0, the universities are in a surcharge position. When the universities are below 1.0, they are in a rebate position, and the WSIB would return funding to the employers.

Of note, over half of the Ontario Universities, including Carleton, have been in a surcharge position, on average, over the past five years.

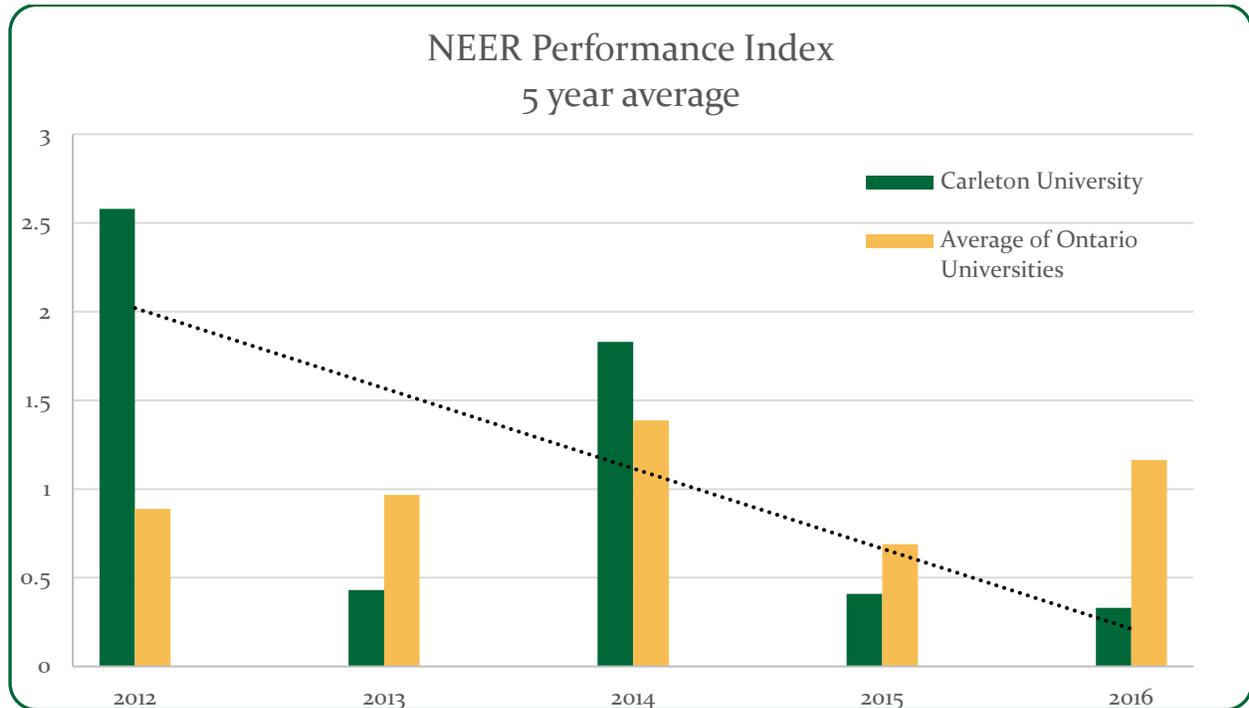


Figure 4 Performance Index (2012-2016*) 2017 data will only be available fall 2018

As indicated in the Performance Indicators at the beginning of this section, **Carleton has successfully reduced the average # of lost time days per claim from 11.3 days in 2015 to the current 5.25 days in 2017**, largely due to increased efforts at ensuring employees are able to successfully and safely return to work following their injuries.

5.2 TRAINING PERFORMANCE INDICATORS

5.2.1 Worker and Supervisor Health and Safety Awareness Training

In 2017, 1731 employees and students completed the Worker Health & Safety Awareness training which brought the overall completion rate to 63%. Low completion rates (51%) for the 2465 employees hired in 2017, unfortunately lowered the overall completion rate from 70% in 2016. Unfortunately, we seem to be missing an opportunity to get new employees trained.

There were however improvements among particular groups. Among organizational units/faculties, VP Students & Enrollment (64%) and the Faculty of Public Affairs (54%) increased completion rates by 6% and

4% respectively. Improvements within employee groups were seen between Academic Management (77%) and Labour Trades (96%) who increased completion rates by 12% and 6% respectively.

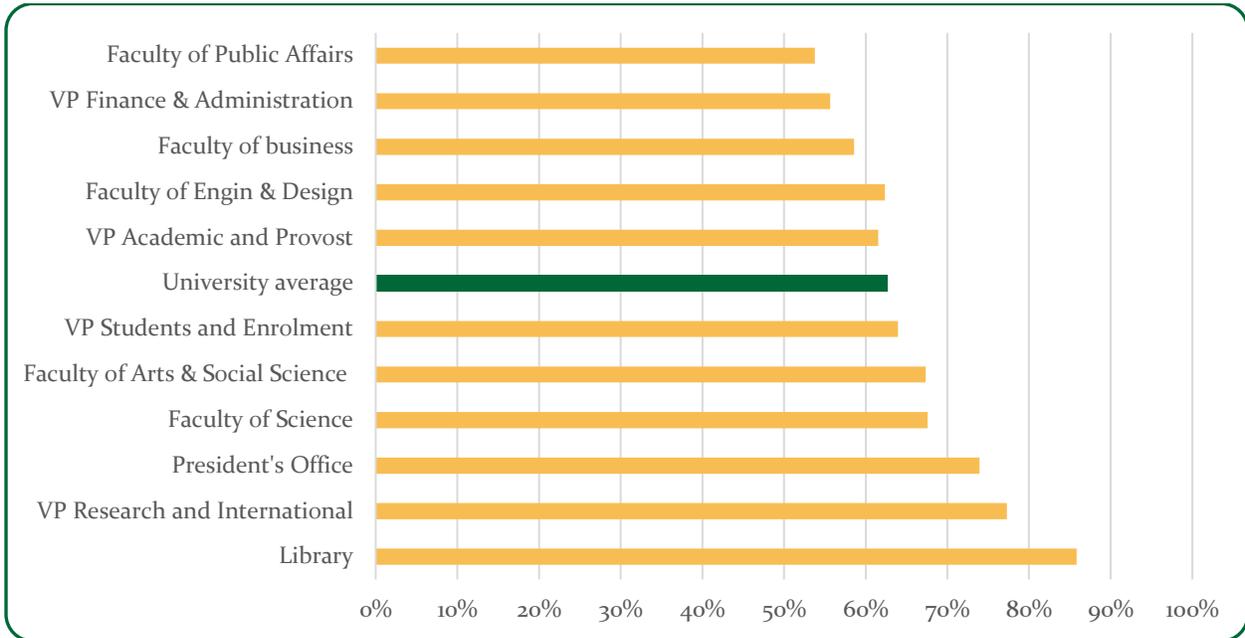


Figure 5 Worker Health & Safety Awareness training completion rates when separated by Faculty or Organizational Unit

In 2017, 331 supervisors completed the Supervisor Health & Safety Awareness addition to the Worker Health & Safety Awareness training. Dialogue continues with Human Resources to provide this data as a compliance and completion percentage, as definitions of “Supervisor” vary across the organization. Equally challenging to quantify is compliance with the requirement to ensure all supervisors have completed the training within five days.

Metrics such as increased and timelier incident/injury reporting, increased inquiries for risk assessment, more effective close-out of inspection reports, speak to the effectiveness of the training, and overall improvement in safety culture.

5.2.2 Workplace Violence and Harassment Prevention Training

In 2017, 1633 employees and students completed the Workplace Violence and Harassment Prevention Training. As with the Worker Health & Safety Awareness training, low completion rates (51%) among 2017 hires, overall completion has decreased from 74% in 2016 to 65% in 2017.

While many employee groups show levels of compliance above 95% (Department of University Safety, Labour Trades, Academic Management, Administrative Management, Administrative Staff), certain groups remain challenging. Casuals (48%), Contract Instructors (62%), and Graduate Students/TAs/RAs (69%) have further decreased completion by 7%, 5%, and 3 % respectively.

This shows demonstrated commitment to Carleton’s workplace violence and harassment prevention policies and programs by core staff groups, with work to be done with Carleton’s more transient workforce.



Figure 6 2017 workplace violence and harassment prevention training completion rates when separated by employee group

In 2018, the Workplace Violence and Harassment Prevention Training will be updated and renamed to include new elements from the policies and programs approved in 2017.

5.2.3 Additional Health and Safety Training

Training development and delivery continues to be tailored and responsive to the needs of the organization, with the majority of the training being developed and provided by EHS staff. The use of some third-party service providers remains the most effective solution for highly specialized areas where the expertise is best acquired externally.

Table 6: Summary of all training offered by EHS in 2017

Training Course	Sessions Delivered	# of Participants Completed	Facilitator
Aerial Work Platform Training	3	25	external
Asbestos Awareness	online	221	EHS
Bio-Safety Awareness	5	44	EHS
Workplace Health and Safety Inspections	2	10	EHS
Emergency First Aid and CPR	3	49	external
Fire Safety Awareness	online	297	EHS
Laboratory Safety	11	133	EHS
Ladder Safety	online	19	EHS
Laser Safety Training	2	9	EHS

Radiation Safety Training	4	39	EHS
Supervisor Health & Safety Awareness	online	328	EHS
Transportation of Dangerous Goods	2	12	EHS
Uninhabited Aerial Vehicle Workshop	1	15	FED/EHS
Violence	online	1633	EHS
WHMIS	online	1,760	EHS
Worker Health & Safety Awareness	online	1731	EHS
Working at Heights Training	1	10	external
Young Worker Orientation	2	49	EHS

** It is noted that the 1760 participants who completed the WHMIS training in 2017 also included 1179 first year chemistry students.*

5.3 PROMOTING SAFETY CULTURE

The safety culture of an organization represents the shared beliefs, attitudes and work practices of employees and management. An organization that successfully develops a strong and vibrant safety culture can expect to realize tangible results in reducing workplace accidents and their associated costs.

5.3.1 Good Catch Reporting

Often referred to as a near miss, a Good Catch is an unplanned event that did not result in injury, illness or damage, but had the potential to do so, had circumstances been slightly different. Near miss incidents often precede loss-producing events, and are therefore a key opportunity to rectify a situation, and prevent injury, and promote safety-based behaviours.

	2015	2016	2017
# Good Catches Reported	37	89	160

Since introduction in 2015, Good Catch reports have once again doubled, resulting in a **400%** increase in proactive reporting within a two-year period, enabling Carleton to implement corrective actions in advance of an incident.

5.3.2 Events

In 2017, EHS once again organized and successfully ran a weeklong series of activities to promote North American Occupational Safety and Health (NAOSH), Mental Health Awareness and Emergency Preparedness week. Presented in collaboration with Healthy Workplace and the Department of University Safety in May of 2017.

Senior leadership had a recurring presence throughout the week's events and received a hands-on demonstration of AEDs (automated external defibrillators). This became the driving force to establish and fund AEDs across campus for 2018 -2021.

The annual NAOSH week events provide an excellent opportunity to focus, reinforce and strengthen the Carleton community's commitment to occupational health & safety, mental health, and emergency preparedness in support of the SIP goal of organizational excellence.

The **200th meeting of the Joint Health and Safety Committee** occurred September 27th, 2017. Over 90 members of the current and previous members of the committee, current union Presidents, Ministry of Labour representatives, and Senior Leadership, including the President and two Vice Presidents, attended and celebrated the vibrant programs that have been endorsed by this largely voluntary organization. Major milestones and events were celebrated through pictures and statements.

2017 saw the resurrection of the Carleton University **Health and Safety Award** as a means to honour those employees who have exemplified safety culture. Two members of the Carleton Community, Beth McLarty Halfkenny (Faculty of Science) and Alex Proctor (Faculty of Engineering & Design), were nominated by their peers and awarded the 2017 Health and Safety Recognition Award at the 200th JHSC meeting Luncheon. Both recipients were identified for their restless dedication in ensuring their students are offered experiential learning opportunities while maintaining robust safety culture in their laboratories and workshops. Experiencing these learning opportunities through a defined safety lens will surely prepare them for their future careers and reflect positively on the educational experience offered by Carleton University.

Fire Prevention Week was held in October of 2017, with a particular focus on residence students. In collaboration with Ottawa Fire Services, students were given the opportunity to extinguish a virtual fire with hands-on direction. More than 200 students visited the Fire Prevention Booth stationed in Residence Commons over two days. Other fire safety activities were held for the duration of the week.

5.3.3 Communications

A particular focus was placed on increasing awareness of EHS services at Carleton in 2017. Health and Safety has been a recurring theme in internal Carleton Newsletters (Top 5, State of the Ravens, The Graduate) and the intranet feed, appearing an average of 3 times per month. Specific events and training have also been promoted through the Carleton Events Calendar, the Student Events Calendar, the Healthy Workplace Newsletter and Notice Boards, mass emails, and messaging from Senior Leadership.

Social media has proven to be an effective way to reach and interact with members of the Carleton, and general community. On twitter, **@CU_HealthSafety** has achieved an average monthly growth of 14 followers and an average monthly reach of over 7400 views. More importantly, the extent to which our audience engages with our content is indicative of the strength of our connection with the community. We are proud to say that our average engagement rate is 1.85%! This is well-above the 1% that an average, well-established twitter user hopes to achieve and represents a 0.4% increase from 2016.

As hoped, this engagement with the community resulted in increased participation in safety culture initiatives throughout 2017 and increased awareness and utilisation of EHS services on campus. 2017 saw an increase of 17% in website traffic in comparison to 2016. The increased traffic suggests a rise in health and safety information seeking and buy-in from the community. To support this growth in safety culture, we will continue to expand our informational resources and programing in 2018 to meet the needs of the Carleton community.

5.4 FIRE ALARM STATISTICS

A total of 87 calls for service were made to Ottawa Fire Service (OFS) in 2017. This was a decrease from the previous year from 108.

External cause unknown and malicious acts contributed to 31% of all calls for service. Twelve incidents were due to malicious acts involving students/visitors intentionally activating a pull station, tampering with smoke/heat detector, or smoking/vaping indoors. Nineteen of the incidents involved unknown particulates triggering a smoke detector. These incidents may involve smoking/vaping indoors where the odor dissipates and is undetectable when OFS arrives on scene.

Construction related false alarms fell from 24 events last year to 11 this year despite an increase in intensity of construction and renovation, in large part due to increased communications with our construction partners.

Twenty incidents resulted in a notice of malfunction issued to Carleton University down from 26 in 2016. Three were due to actual fire events (dryer fire in residence, Arc-flash event in service duct in residence tunnel, and a minor construction related fire incident in Herzberg). The majority of the remaining were due to detector or other system failure.

In addition, DUS responded to a further 13 incidents related to garbage/cigarette/mulch fires, and fire extinguisher thefts and discharges (malicious acts).

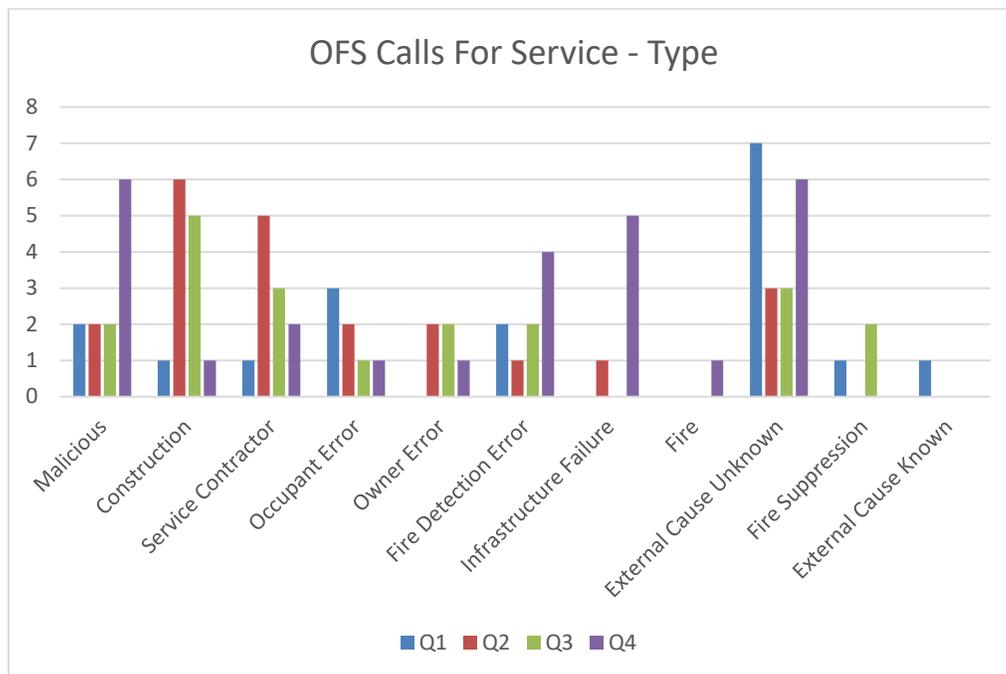


Figure 8 OFS Calls for Service for 2017 – categorized by Type

5.4.1 Emergency Evacuation

Timed egress fire evacuation drills were conducted for all buildings. The target for a successful exercise was to achieve substantial evacuation by the 8-minute mark. All academic buildings met this requirement. Fire Drills for residence occurred during the first week of the fall semester to enhance and supplement student orientation activities. All residences achieved the target of 8 minutes for substantial evacuation.

6. LOOKING TO THE FUTURE AND BEYOND

As EHS continues implementation of multi year initiatives, the coming year will solidify the trend for positive change in safety culture across the organization. Carleton's Excellence Canada successful journey in Mental Health, Excellence Innovation and Wellness, as well as Healthy Workplace, could not be achieved without a strongly embedded Health and Safety foundation, based on risk assessment, continuous improvement and employee and student engagement. These position Carleton firmly at the forefront to meet incoming legislative oversight and compliance, innovative research activities, student focused educational activities and responsive operational enhancements.

6.1 EHS Benchmarking Recommendations – Data Management

The EHS data management system is being implemented in two phases, the first phase (Injury/Incident/Good Catch) successfully rolled out in 2017, and the second phase (Inspections, Equipment and Audits) will be rolled out mid 2018.

Combined, these complementary processes will provide a definitive entrenchment of the Internal Responsibility System across the campus, leveraging the injury, inspection and risk assessment landscapes. A comprehensive communication strategy will accompany deployment across campus to supplement early adopter engagement, and ensure a successful tool for capturing and analysing, and ultimately decreasing risk through strategic investment

6.2 Internal Audit Recommendations

The 2016 PWC Internal Audit of EHS identified a number of opportunities to strengthen EHS and reduce risk across the organization. These include updating Carleton's Health and Safety Management System, establishing annual targets and objectives, formalizing an operational risk and hazard register aligned with legislative requirements, developing risk assessment tools to assist departments with their specific risk assessment activities, and formalizing a campus wide training matrix that would assist departments and supervisors with identifying required training aligned to hazards.

The latter part of 2018 will see the introduction of a campus wide health and safety training strategy. This strategy will be underpinned by a number of foundational elements, including:

- 1) the "learning" required to address regulatory and risk based processes;
- 2) a learning and teaching methodology consistent with our staff and student's needs;
- 3) phased development and provision of training to meet those needs, at a campus and specific departmental or risk level;
- 4) as well as consolidated management tools to support these.



Carleton University acknowledges and respects the Algonquin people, traditional custodian of the land on which the Carleton University campus is situated.

Carleton University Senate
Meeting of March 23, 2018 at 2:00 p.m.
Senate Room, Robertson Hall

MINUTES

Attending: F. Afagh, S. Blanchard, A. Bowker, D. Buss, L. Callaghan, A. Chan (acting Vice-Provost), A. Chandler, J. Cheetham, Z. Clayden, W. Clement, J. Debanné, D. Deugo, T. Di Leo Browne, C. Dion, A. Dodge, D. Dogan, L. Dyke (acting Provost), J. Erochko, M. Esponda, P. Farrell, R. Goubran, E. Grant, N. Grasse, P. Gunupudi, B. Hallgrimsson, A. Hassan, O. Javanpour, W. Jones, C. Joslin, S. Klausen, J. Kovalio, J. Liu, D. Long, K. Lumsden, A. Maheshwari, H. Nemiroff, M. Neufang, D. Nussbaum, Z. Parkkari, J. Paulson, M. Piché, A. Plourde, J. C. Prent, M. Rooney, D. Russell (Clerk), L. Schweitzer, A. Shotwell, D. Siddiqi, E. Sloan, P. Smith, S. Taylor, J. Tomberlin (Chair), C. Viju, J. Wolfart, C. Young.

Regrets: S. Ajila, A. Barclay, C. Carruthers, J. Coghill, K. Evans, J. Green, J. Hayes, E. Hitsman, W. Horn, F. Hosseinian, D. Howe, B. Hughes, H. Jay, E. Kwan, P. Lagasse, Z. Masjedee, C. Miller, J. Miller, J. Ramasubramanyam, J. Shields, J. Smith, J. Stoner, A. Summerlee, P. Watzlawik-Li,

Recording Secretary: Kathy McKinley

Welcome – Smudging

The Chair began the meeting at 2:02 pm, by introducing Zoyer Clayden, an Anishinaabe Senator, who performed a smudging ceremony for all Senators present.

At the conclusion of the ceremony, Senate moved into Closed Session briefly, for confidential business.

Open Session:

1. Welcome (Chair)

Non-Senators were welcomed back into the chamber.

2. Approval of Agenda (open)

It was **MOVED** (D. Russell, D. Deugo) that Senate approve the open agenda for the meeting of Senate on March 23, 2018, with the change to move Item 8.a. (SAPC Report) to immediately follow Item 3 (Minutes).

The motion **PASSED**.

3. Minutes: February 16, 2018 (open session)

It was **MOVED** (E. Grant, Z. Parkkari) that Senate approve the minutes of the open session of the Senate meeting of February 16, 2018, as presented.

The motion **PASSED**.

4. Matters Arising:

There were none.

8. Reports:

a. Senate Academic Program Committee (SAPC)

The Vice-Provost and Associate VP Academic briefly introduced the proposed new BSc in Interdisciplinary Science and Practice, a 20-credit honours and 15-credit general program with emphasis on interdisciplinarity and collaboration.

It was **MOVED** (L. Dyke, P. Smith) that Senate approve the proposed BSc in Interdisciplinary Science and Practice program to commence with effect from Fall 2019.

The motion **PASSED**.

5. Chair's Remarks

The Chair began by thanking Senator Clayden for the smudging ceremony at the beginning of the Senate meeting. Moving forward, Senate will hold a smudging ceremony once per academic year, normally at the beginning of the year. The Senate Office will consult with the Indigenous Education Council and Equity Services to ensure that proper procedures are followed and that an Indigenous Elder is engaged to perform the ceremony.

6. Question Period

Several questions were submitted in advance regarding the CUPE 2424 Support Staff strike.

Submission #1

What are the administration's plans for ensuring the continuity of academic affairs during the strike (e.g. how will exams be affected)?

Response from the Chair:

An Academic Continuity Committee meets three times a week to discuss academic affairs during the labour disruption. The meeting is led by the Vice-Provost and Associate Vice-President (Academic) and involves the Deans, the Associate Vice President (Teaching and Learning) and the Vice-President (Students and Enrolment). The Committee works together to find solutions to academic issues arising from the labour disruption. Exams will be addressed in another question below.

Submission #2

With regards to the ongoing strike, I'm wondering if we can get updates on the following practical matters:

Students in courses experiencing disruption: some students are in courses that rely on the work of CUPE 2424 staff to function. These include lab courses in the sciences and engineering, studio courses in programs such as journalism, project-based courses in history that require students to produce documentaries with the aid of IMS staff, and so on. What will the university do for the students in those courses? Will they earn their credit without completing these core components? Or have (a portion of) their tuition reimbursed? Or will their term time be extended until after the strike has been resolved? Or is there some other plan?

Response from the Chair:

Classes will continue on the normal schedule throughout the labour disruption. There is no intention to extend the term or otherwise inhibit students' ability to complete their term.

While there are some elements of course delivery that have been curtailed or adjusted in the absence of CUPE 2424 staff - such as some labs in Science and Engineering - there are alternate methods of achieving the intended learning outcomes. Our calendar descriptions and curriculum maps specify the learning outcomes - not the pedagogical methods. It is often the case that pedagogical methods differ by faculty member and over time.

One example of this type of adaptation in the current situation is in journalism. Journalism students are completing their video journalism assignments using their smartphones rather than the department's camera equipment. The students are still learning the key elements of journalistic visual storytelling but using a different method.

For courses where a portion of the grade has been allocated to affected activities such as labs in Science, the overall lab grade will be pro-rated based on the labs completed. These adjustments will be finalized by faculty at the end of the term.

Final exams for the Winter term: SES has provided updates recently regarding procedures for submitting exams, but can SES tell us if the normal services professors rely on during exams will still be in place if the strike continues into the exam period? For instance, will copies of the exams be produced and brought to the exam site for instructors? And will the routine scheduling of exam locations go forward as normal?

Response from the Chair:

Scheduling and Examination Services (SES) has communicated their processes to instructors and can resend the email to anyone who did not receive it. SES will produce copies of the exams and deliver them to the exam site provided the copy of the exam is submitted before the stated deadlines as per our regular processes. All April 2018 examinations will continue as scheduled. The locations for formally scheduled exams were posted on Friday, March 16, 2018. Questions about exam locations can be emailed to examinations@carleton.ca. There is no change to the process for proctor allocation.

Graduation applications: students must apply to graduate, and presumably that means we have staff who review transcripts and so on, confirm completion of the degree, and then authorize graduation, all of which requires staff to process. Can we get an update on this matter? Does the RO anticipate 'business as usual' in this regard, or will there be disruptions? If the latter, what is our plan to address those disruptions?

Response from the Chair:

Graduation will not be affected. The bulk of graduation preparation occurs during the month of May. We have sufficient management staff in the RO and FGPA who can review audits for graduation if that becomes necessary. In the meantime, transcripts are still being produced in a timely fashion and acknowledgement emails have been sent to students who have applied to graduate. If anyone has any questions or concerns, they can email the registrar's office.

Academic Integrity violations: I was informed that academic integrity violations will not be processed until this strike is over. This means I have students with assignments that I can't assign a grade to. How to discuss this matter with them, and how to instruct them to do engage with sources responsibly on future assignments, without raising the

accusation of plagiarism, is a tricky question. Do we have a policy for this situation? What will happen to those students who have AI violation cases pending for weeks after the term is done and their grade remains "GNA"? Presumably our associate deans will have a significant backlog to process, and that will take time. In the meantime, students will want to know 1) if they have earned the credit for the winter or fall/winter course in question and 2) if they ought to register for a summer course.

Response from the Chair:

The RO continues to process paperwork arising from academic integrity violations. Investigations of violations are proceeding through the Dean's offices as usual.

Discussion: Several Senators disputed the Chair's response and indicated that, according to their Associate Deans, the Academic Integrity process in FASS is on hold and will not be processed until after the strike. Dean Clement responded that Academic Integrity cases are being processed and they are prioritizing those that require a timely response. An update will be provided at the next Senate meeting.

Registration for summer courses: Registration for courses opens next week. Can we get an update on plans for summer registration? Will registration proceed as normal? One related matter: in my department, we depend on staff to help us promote summer courses, which typically have lower enrolment than our fall/winter courses. Without such advertisement, I worry that some of our courses might not meet the minimum enrolment number usually required of us (typically 17 or 20). I myself am scheduled to teach a summer course, and I have a syllabus ready to share, as well as posters ready to promote the course, but our CUPE 2424 staff members in the department are the gatekeepers of our WordPress page and our Twitter account. With the strike making online advertisement practically impossible, will our deans hold us to the same enrolment standard as always for summer courses?

Response from the Chair:

Summer registration is underway. Students are directed to email or visit the RO for questions relating to course registration. There is some processing work that needs to be done such as course overrides. The RO and the Deans are working collaboratively to ensure appropriate decisions are communicated to students through the regular channels. Response times may be longer than usual.

The Deans will work with instructors and departments on a case-by-case basis regarding minimum enrolment numbers in summer courses.

Undergraduate/graduate admissions offers and responses: A number of members of the Carleton community have raised this concern, since everyone understands that our jobs are tied to student enrolment. Can we get an update from someone from Admissions and FGPA regarding how our enrolment numbers are doing for this coming year, both undergraduate and graduate, and how they compare with prior years at this same time? Are admission offers still being sent out and processed? Graduate supervisors in my faculty tell me, for instance, that they can't see who has been sent an offer or its status (i.e., if it's been accepted or not). Do we have a clear picture at the

present time of our current enrolment landscape for 2018-2019 at the undergraduate and graduate levels?

Response from the Chair:

At the undergraduate level, offers are continuing to be processed. However, there is a small lag in the number of offers overall compared to last year. The management team in the admission office is reviewing areas of concern and continuing to review applications and process offers of admissions.

At the graduate level, the offers are at a similar level compared to previous years overall. The Dean of FGPA is working closely with the academic units to continue to process offers of admission.

Response from VP Students and Enrolment: For Undergraduate applications from Ontario High School students, grades are in and are being assessed. Offers are continuing to be sent out.

Response from Dean of FGPA: There is little fluctuation for PhD admissions compared to last year. We are 6.5% behind in outgoing offers of admission to our domestic Masters' applicants, but we are ahead of last year on accepted offers.

RACER access: I wrote to the library to get my access to RACER addressed, at which point I was informed that RACER has in fact been shut down for the duration of the strike. This development impacts a lot of people on this campus. As an instructor, it means I can't get access to a particular set of articles I'm looking for to develop a series of upcoming lectures. For our permanent faculty, I imagine this development represents a major disruption to their research activities. The same must be true of our students, especially at the graduate level, who are expected to engage in the kind of higher-level research that scholars must do. Can the library give us an update on this situation? Is there some plan in place to assist students and instructors who find themselves unable to access the materials they need for their lectures/research projects/assignments?

Response from University Librarian: 75 of the 105 staff normally employed at the MacOdrum Library are out on strike, including all of the staff assigned to Inter-Library Loans. 25 librarians along with 5 – 10 administrators are working to maintain services to students and faculty as best they can. At this time of year, the ILL receives between 100 and 200 requests per day. RACER is back online, but the service is reduced and staff are triaging requests. Any requests that were submitted before the strike have been rolling out. Strategies to improve service for urgent requests include:

- Purchasing books via Amazon
- Referring students to the University of Ottawa
- Securing materials from Canadian sources
- Not lending materials to other libraries, to prioritize and manage workload

The Library website has been updated to reflect these changes.

Discussion:

A Senator asked if the library will be using the regular books budget for these special purchases from Amazon. The answer was yes.

A Senator asked if ARES would be affected for the upcoming Summer semester. The University Librarian responded that reserves will be operational for summer courses.

A Senator asked if Library hours would be affected by the strike, particularly during exam period. The librarian responded that the library will be open 24/7 during exam period, as usual.

Students applying to graduate and other programs: I have seen students complaining on social media that they aren't able to get copies of their official Carleton transcripts, which they need to apply to graduate and other programs, whether internal or external to Carleton. Can the RO provide us with an update on this situation? Are student orders for transcripts being processed at this time? If not, do we have a plan in place to address this situation? Program applications are time-sensitive matters: while graduate programs are Carleton (for instance) can extend their deadlines, we have no control over application closure dates at all the other institutions Carleton's graduates might be applying to.

Response from the Chair:

There has been no impact on the processing time for transcripts. Official transcripts are being produced within 24-48 hours of a student's request through Carleton Central.

Violence/assault on the picket lines: There have been numerous reports of people on the picket lines who have been assaulted or threatened with assault by people waiting in their cars (i.e., people getting out of cars to shove/hit picketers, cars that bump into picketers, cars that swerve out into oncoming traffic and put the lives of the picketers, the private investigators who are observing the picket line, and the people in the other lanes at risk). What is the university currently doing to ensure the safety of people (commuters, picketers, pedestrians, etc.) at the entrance gates during this time? And do we have plans to change/update our security measures in light of these developments, and if so, what are they?

Response from the Chair:

The primary role of Department of University Safety officers is to ensure the safety of everyone (staff, students, and visitors). The university continues to remind students, staff and faculty to exercise patience while passing through the picket lines.

In addition to having DUS officers monitoring picket lines on an ongoing basis, the university has hired an external security firm to provide trained, provincially certified security officers. These officers are stationed in proximity to the picket lines, and are responsible for monitoring and recording picket line activity. DUS and Ottawa Police Service are constantly reviewing picket line activity and reports and deploying staffing where and when needed. One of the concerns recently identified relates to the number of incidents reported after 6:00 p.m. As a result, security staffing at the picket lines has been increased from 6:00 pm to 10:00 pm to better monitor and respond to incidents.

When an incident occurs, DUS and/or the Ottawa Police Service are notified. The circumstances are reviewed, and follow-up action is taken when required. DUS checks in regularly with picket captains and campus safety officers for any concerns or issues that they might have. CCTV camera coverage of the entrances to campus is reviewed regularly to assist in ensuring the safety of all.

Discussion:

In response to a question from the floor, the VP Finance and Administration replied that there were fewer than 6 assault incidents reported.

Submission #3

Given that the Carleton University Act states:

3. The objects and purposes of the University are:

- (a) The advancement of learning.
- (b) The dissemination of knowledge.
- (c) The intellectual, social, moral and physical development of its members, and the betterment of its community.

The current CUPE 2424 strike and the university administration's resistance to return to the bargaining table are impeding these objects and purposes. Several of my students have expressed concern that the current labour disruptions are impeding the advancement of their learning. My students, and I, would like answers to the following questions?

How does Dr. Summerlee and the administration expect students to be successful if support staff are taking legal strike action?

Response from the Chair:

The university's priority is to focus on ensuring that classes continue as scheduled and that students receive support. Their success is our highest priority.

Our student service and support offices on campus remain open to provide **core** service and support to students during this difficult time. This includes the undergraduate and graduate Registrar's Offices. The Centre for Student Academic Support (CSAS) continues to provide all services including Writing Tutorial Service and Skills Development Workshops. Health and Counselling Services remains open and our family doctors, GP psychotherapists and psychiatrists continue to provide mental health services and medical care. Walk-in appointments are available each afternoon with priority given to people with urgent mental health issues on a first-come, first-served basis. Complete information regarding reduced hours of operation and service levels for offices across the university is available on the student website.

The Library returned to regular hours as of Tuesday. Plans are in place to keep the Library open 24/7 effective April 2 in order to support students throughout the exam period.

What actual steps is the administration taking to make all support staff feel welcome and valued in the Carleton community?

Reponse from the Chair:

This is a very difficult time for the Carleton community. It is unfortunate that we are in a current labour dispute. CUPE 2424 members are highly valued and respected members of the university community, by both the administration and the greater Carleton community. We are looking forward to having the CUPE2424 staff come back to work.

Our primary efforts remain the support for our students, and their success.

I have also attached an open letter that my student, Barâa Arar, sent to Dr. Summerlee last week.

Discussion: A Senator from FASS reported that the strike is adversely affecting students and faculty in her department. A major 4th year undergraduate conference has been cancelled, a history documentary film course was cancelled, and many other events have either been cancelled or poorly attended. Some students are not having a successful term. The Chair agreed that the situation is not normal but students are being supported as much as possible. Faculty should fulfill their responsibilities to deliver their course materials. Some activities will not take place, but the core learning objectives should be covered.

Another Senator rose to echo the concern of the first Senator, asking how we define “core services.” For example, the Health & Counselling doors might be open, but are there any nurses or counsellors available to students? There have been reports of students not able to receive injections and other medical services. Counselling appointments and nursing services are cancelled according to the Health & Counselling website.

Response from VP Students & Enrolment: Appointments were cancelled. Rebooking and other options have been explored and implemented. Student may not be able to see their regular counsellors, but counsellors are available every afternoon for walk-in appointments. The website will be updated to reflect this.

Discussion:

A Senator asked for more information on the **Academic Continuity Committee**, mentioned by the Chair at the beginning of the Question Period. The Chair responded that the Academic Continuity Committee is advisory to the Provost’s office, and is not a committee of Senate. The Senator asked about the role of this committee vs. the role of Senate, and whether ensuring academic continuity is not the responsibility of Senate. The Clerk responded that Senate’s role is the academic governance of the university and the Administration has the responsibility of making that happen. The Chair confirmed that recommendations from the Academic Continuity Committee that are in the purview of Senate would be referred to Senate for decision.

Several Senators asked if external **accreditation** of programs will be an issue because of the strike. The Dean of Engineering responded that experiments and labs have been cancelled, but students are analyzing data from other sources and completing the course requirements in this way. The situation is being monitored to ensure that there will be no accreditation issues.

Paul Menton Centre accommodations was also a concern raised by Senators. Some instructors maintain that PMC is not updating instructors, and instructors are not receiving information about upcoming exam accommodations. There is a concern that the students needing these accommodations will not be properly supported. The VP Students & Enrolment responded that although the number of coordinators at the PMC is reduced, the accommodations for students

already enrolled should be in the system, and the PMC should be able to coordinate the exams for these students.

A Senator asked for an update on **graduate admissions**. The Dean of the Faculty of Graduate and Postdoctoral Affairs responded that they are continuing to work on and monitor admissions. As an example, they are currently 6.5% behind on outgoing offers of admission to domestic Master's applicants compared to this time last year, but 17.6% ahead on accepted offers. In response to a question regarding matching offers, the Dean responded that the Faculty of Graduate and Postdoctoral Affairs will work with graduate units to match, if deemed appropriate, competing offers from other institutions.

Another Senator noted that services are not being covered evenly from department to department. Some professors are refusing to cover duties normally assigned to a CUPE 2424 staff member. Graduate students are concerned about issues with scheduling thesis defenses.

A Senator requested that the agenda be changed to allow Other Business to be heard immediately following the Question Period.

It was **MOVED** (A. Shotwell, S. Kaussen) that the agenda be amended to move Other Business to follow immediately after Question Period, in order to consider a motion to adopt a policy on academic amnesty for students in the event of a labour disruption.

The motion required a 2/3 majority to pass.

For: 25

Against: 19

The motion was **DEFEATED**.

7. Administration (Clerk)

a. Nominations to Senate and Senate Committees

It was **MOVED** (D. Russell, J.C. Prent) that Senate ratify the new Senate and Senate Committee appointments, as presented.
The motion **PASSED**.

b. Senate Appointment to CUSA Awards Committee

It was **MOVED** (D. Russell, E. Grant) that Senate approve J. C. Wolfart as the Senate faculty member to serve on the CUSA Awards Committee.
The motion **PASSED**.

c. Ratification of CUCQA Nominees

It was **MOVED** (D. Russell, L. Dyke) that Senate ratify the 2017-18 membership of the Carleton University Committee on Quality Assurance, as presented.

The motion **PASSED**.

d. Review of Nomination Procedures for 2018-19

The Clerk presented an outline of the procedures that Senate follows for nominating and electing members to Senate and Senate Standing Committees.

See attached document: Senate Nominations Process.

A Senator asked if there could be nominations from the floor, and how contested positions are decided. The Clerk responded that, according to the Academic Governance of the University, the Senate Executive Committee decides on contested positions and brings forward a single nominee to Senate for approval/ratification.

Other Senators noted that members of a Faculty are not always notified after a faculty member has been chosen to serve on Senate or a Senate Committee. The Clerk agreed to propose a procedure for this at the next meeting.

8. Reports:

b. Senate Committee on Curriculum Admission and Studies Policy (SCCASP)

The Chair of SCCASP introduced 7 motions for Senate and one item for information.

1) Revisions of R-UG-2.2. The Chair noted that the document circulated to Senators for this item has been amended. The second sentence of Section 2.2 which reads:

The course outline must be made available to all Carleton students on or before the required date found in the schedule for The Academic Year, normally one week prior to the start of term.

Should read as:

*The course outline must be made available to all Carleton students **registered in that course** on or before the required date found in the schedule for The Academic Year, normally one week prior to the start of term.*

It was **MOVED** (H. Nemiroff, E. Grant) that Senate approve the amendment to R-UG-2.2 for the 2018/19 Calendar as amended. The motion **PASSED**.

2) Revisions of R-UG-2.5 Deferral of Final Examinations

This motion was WITHDRAWN.

3) BJ/BJHum program changes; update to regulations

It was **MOVED** (H. Nemiroff, W. Clement) that Senate approve the amendment to BJ/BJHum regulations for the 2018/19 Calendar as presented.

The motion **PASSED**.

4) Revisions of R-UG-1.4 Withdrawal

It was **MOVED** (H. Nemiroff, E. Sloan) that Senate approve the amendment to R-UG-1.4 for the 2018/19 Calendar as presented.

The motion **PASSED**.

5) Revision of Admissions requirements for B.Math

It was **MOVED** (H. Nemiroff, D. Deugo) that Senate approve the amendment to R ADM program BMath for the 2018/19 Calendar as presented.

The motion **PASSED**.

8-Reports:

6) Coop regulations for B. Media Production and Design

It was **MOVED** (H. Nemiroff, A. Plourde) that Senate approve the addition of Coop regulations for BMPD for the 2018/19 Calendar as presented.

The motion **PASSED**.

7) Coop regulations for Computer Systems Engineering

It was **MOVED** (H. Nemiroff, S. Blanchard) that Senate approve the amendment to Coop regulations for Computer Systems Engineering for the 2018/19 Calendar as presented.

The motion **PASSED**.

8) Minor Modifications to 2018/19 Calendar were circulated to Senators for information only.

8-Reports (cont'd)

c. Senate Academic Governance Committee (Clerk)

The Senate Academic Governance Committee has outlined a policy, to clarify when and how Senate can and should use electronic voting to conduct business.

It was **MOVED** (D. Russell, Z. Clayden) that Senate approve the inclusion in the Academic Governance Document the policy on electronic voting at Senate, as presented.

Discussion:

One Senator questioned the validity of e-votes in general, as they do not allow for debate, which should be possible for every motion. The Senator asked how debate can happen, if necessary, during

an e-vote. The Clerk responded that e-voting would only be used for routine business for which there is no anticipated discussion or debate. However, if just one Senator has a substantive objection to the e-vote and feels that debate is necessary, the vote will be stopped and the matter referred to a regular Senate meeting.

Another Senator rose to publicly thank the Clerk for his work on this and other Senate governance issues over the past term. The Clerk received a round of applause from the floor.

The motion **PASSED**.

9. Reports for Information:

- a.** Academic Colleague (Jeff Smith)
There were no questions.
- b.** Senate Executive Minutes (January 16, 2018 and February 6, 2018)
There were no questions.
- c.** Election Process for Clerk of Senate (Senate Executive Committee)
There were no questions.
- d.** University Committee Membership Report (UPC)
There were no questions.

10. Other Business

Senator Shotwell asked for a motion to be added to the agenda. She noted that since 1999, York University has implemented a policy of academic amnesty for students who do not wish to cross picket lines in the event of labour disruptions at university. The proposed motion would offer something similar to students at Carleton University.

Senate voted on whether to consider this motion:

For: 24

Against: 19

Since it did not achieve 2/3 majority, Senate voted not to consider the motion.

11. Adjournment

The meeting was ADJOURNED at approximately 4:30 pm.