



**BOARD OF GOVERNORS**

**NOTICE OF MEETING**

May 18, 2018

Please be advised that the next meeting of the Board of Governors of Concordia University will take place **at 4 p.m., on Wednesday, May 23, 2018**, in Room GM 410 (Board of Governors Meeting Room), located on the 4<sup>th</sup> floor of the Guy-Metro Building, 1550 de Maisonneuve Blvd. West, on the SGW Campus. Refreshments and light fare will be provided.

Kindly confirm your attendance to the meeting to Evelyne Loo as soon as possible at [evelyne.loo@concordia.ca](mailto:evelyne.loo@concordia.ca) or at 514-848-2424, ext. 4814.

*Members of the University community who wish to view the meeting are invited to go to the observers' room H-565, located on the 5<sup>th</sup> floor of the Hall Building, on the SGW Campus.*

A handwritten signature in blue ink that reads "D. Tessier".

Danielle Tessier  
Secretary of the Board of Governors





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

Wednesday, May 23, 2018, at 4 p.m.  
Room GM 410 (Board of Governors Meeting Room)  
SGW Campus

<b>Time</b>	<b>Item</b>	<b>Presenter/s</b>	<b>Action</b>
4:00	1. Call to order	N. Hébert	
	1.1 Adoption of the Agenda	N. Hébert	Approval
	<b>CONSENT AGENDA</b>	N. Hébert	
	2. Adoption of April 18, 2018 Minutes		Approval
	3. Membership of Evaluation Committee for the Dean of Engineering and Computer Science ( <i>Document BG-2018-3-D1</i> )		Information
	4. Discontinuance of the collection of an undergraduate student fee levy from students in the Faculty of Fine Arts ( <i>Document BG-2018-3-D2</i> )		Approval
	5. Audit Committee report ( <i>Document BG-2018-3-D3</i> )		Information
	6. Finance Committee report ( <i>Document BG-2018-3-D4</i> )		Information
	7. Human Resources Committee report ( <i>Document BG-2018-3-D5</i> )		Information
	<b>REGULAR AGENDA</b>		
4:05	8. Business arising from the Minutes not included on the Agenda		

4:10	9. President's report ( <i>Document BG-2018-3-D6</i> )	A. Shepard	Information
	9.1 Update on District 3		
4:25	10. Report on compliance with environmental legislation and health and safety (EH&S) regulations ( <i>Document BG-2018-3-D7</i> )	R. Côté	Information
4:35	11. Finance Committee recommendations:	G. Paulez/ D. Cossette	Approval
	11.1 Per-credit tuition fees for undergraduate international students in ENCS and JMSB Cycle I programs ( <i>Document BG-2018-3-D8</i> )		
	11.2 Administrative fee ( <i>Document BG-2018-3-D9</i> )		
	11.3 Technology Infrastructure fee ( <i>Document BG-2018-3-D10</i> )		
4:55	12. Other business		
5:00	13. Adjournment	N. Hébert	

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

Held on Wednesday, April 18, 2018, at 4 p.m.  
in Room GM 410 (Board of Governors Meeting Room)  
located on the 4<sup>th</sup> floor of the Guy-Metro Building,  
1550 de Maisonneuve Blvd. West  
on the SGW Campus

**PRESENT**

**Governors:** Norman Hébert jr., *Chair*, Françoise Bertrand, *Vice-Chair*, Jeff Bicher, Antoinette Bozac, William Bukowski, Jarrett Carty, Gina P. Cody (*via telephone*), Daniel Cross, Hélène Fortin (*via telephone*), Rana Ghorayeb, Chaim Kuhnreich, Tony Loffreda, Claudine Mangen, Frédérica Martin, *Vice-Chair*, Michael Novak, Georges Paulez, Maria Peluso, Philippe Pourreaux, Suzanne Sauvage, Alan Shepard, *President and Vice-Chancellor*, Ted Stathopoulos (*via telephone*), Leyla Sutherland

**Alternate Governor:** Robert Young

**Also attending:** Philippe Beauregard, Sylvie Bourassa, Graham Carr, William Cheaib, Denis Cossette, Roger Côté, Bram Freedman, Christophe Guy, Frederica Jacobs

**ABSENT**

**Governors:** Helen Antoniou, Gabriel Bran Lopez, Jean Pierre Desrosiers

**Non-voting Observer:** Jonathan Wener, *Chancellor*

1. **Call to Order**

Mr. Hébert called the meeting to order at 4:01 p.m., welcoming Rana Ghorayeb who was appointed at the February Board meeting.

1.1 **Adoption of the Agenda**

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

R-2018-2-4 *That the Agenda be approved, including the items on the Consent Agenda.*

CONSENT2. Adoption of February 8, 2018 Minutes

R-2018-2-5 *That the Minutes of the meeting of the Open Session of February 8, 2018 be approved.*

3. Membership of the Evaluation Committee for the University Librarian (Document BG-2018-2-D2)

This document was provided for information.

4. Request for the use of the Concordia name (Document BG-2018-2-D3)

R-2018-2-6 *That, subject to the conditions set out in the Policy on the Use of Concordia University's Name, Logo and Related Insignia, and the Governance of its Visual Character and Digital Presence (SG-4), the Board of Governors approve the following requests to use the Concordia name:*

- *Concordia Diplomatic Affairs (CDA)*

5. Collection of undergraduate student fee levies from all undergraduate students (Document BG-2018-2-D4)

R-2018-2-7 Concordia Community Solidarity Co-op Bookstore

*That the Board of Governors authorize the University to collect an increased fee levy of \$0.14 per credit (an increase of \$0.04 per credit from \$0.10 per credit) from all undergraduate students to support the Concordia Community Solidarity Co-op Bookstore, annually adjusted to the Consumer Price Index of Canada, to be implemented with registration for the Fall 2018 (2018/2) term, in accordance with the University's tuition, refund and withdrawal policy.*

R-2018-2-8 Library Services Fund Project

*That the Board of Governors authorize the University to collect a contribution of \$1 per credit from all undergraduate students to support the Library Services Fund Project for ten years (2020-2029), to be implemented with registration for the Winter 2020 (2019/4) term until the end of the Fall 2029 (2029/2) term, in accordance with the University's tuition, refund and withdrawal policy.*

6. Collection of an undergraduate student fee levy from undergraduate students in the Faculty of Arts and Science (Document BG-2018-2-D5)

R-2018-2-9 Concordia University's Center for Creative Reuse (CUCCR)

*That the Board of Governors authorize the University to collect a fee levy of \$0.04 per credit from all undergraduate students in the Faculty of Arts and Science, for the Concordia University's Center for Creative Reuse (CUCCR), to be implemented with*

*registration for the Fall 2018 (2018/2) term, in accordance with the University's tuition, refund and withdrawal policy.*

7. Audit Committee report (Document BG-2018-2-D6)
8. Finance Committee report (Document BG-2018-2-D7)
9. Real Estate Planning Committee report (Document BG-2018-2-D8)

These reports were provided for information.

### REGULAR

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

There was no business arising from the Minutes not included on the Agenda.

11. President's report (Document BG-2018-2-D9)

As complimentary information to his written report, Prof. Shepard's oral report included the following:

- He welcomed Marie-Claude Lavoie whose mandate as Associate Vice-President, Facilities Management began on April 16 and thanked Martine Lehoux for her leadership as the Interim Associate Vice-President following the sudden passing of Michel Nadeau in September 2017.
- Referring to a fee levy approved under the consent agenda, he underlined the CSU's contribution to the Library Services Fund, which helps support 24-hour access to both libraries and also paid for the installation of living green walls in the Webster Library.
- He congratulated Tony Loffreda, who received the Lieutenant Governor's Gold Medal for Exceptional Merit. Three Concordia students were also awarded the Lieutenant Governor's Bronze Youth Medal.
- He noted that Concordia advanced six spots to 10th place among Canada's engineering schools in the Maclean's 2018 Program Rankings, while computer science advanced three spots into 11th position this year.

12. Report on compliance with environmental legislation and health and safety (EH&S) regulations (Document BG-2018-2-D10)

Mr. Côté summarized the key highlights of the report which covered the 2017 fourth quarter as well as the 2017 full year, noting that the information is presented in two categories, leading safety key performance indicators (KPIs) and lagging safety KPIs and that emphasis is placed on the leading safety KPIs which focus on preventative measures, such as safety awareness and training. He indicated that a number of graphics have been added to identify trends and benchmark data with other universities.

Compared to 2016, there was an increase of 15% in the number of training sessions held in 2017 as well as in the number of individuals trained. Moreover, 281 supervisors attended

training specific to their EH&S supervisory responsibilities. This training will continue to be offered throughout 2018.

Mr. Côté explained that the increase in the number of internal non-compliance citations in 2017 was attributable to the completion of more preventative assessments which include a more comprehensive evaluation of safety. He noted that the number of work-related injuries is relatively stable, and that sports injuries will be embedded into the report going forward. A request was made that the data relative to the number of total injuries per year be included in the next report.

13. Finance Committee recommendations regarding policy review (Document BG-2018-2-D11)

Reporting on behalf of Finance Committee, Mr. Paulez apprised the Board that the Committee had reviewed both policies at its meeting held on March 27, 2018 and is recommending Board approval thereof.

Mr. Cossette outlined the approach and process leading to the overhaul of the *Policy for Travel and Other Allowable Expenses* (CFO-3) and the creation of the *Policy on Hospitality, Meetings and Events* (CFO-10). Benchmarking was conducted with other universities and government bodies. The comprehensive internal consultation process included approximately 35 key stakeholders from various sectors of the University. Feedback was taken into account and incorporated into the policies.

There is now a clear segregation of expenses related to travel (transportation, accommodations, meals, visitors and local conferences), which are included in CFO-3, while those related to hospitality (venue rentals, promotional and business meals, gifts and official internal events and training) are included in CFO-10. He also highlighted the three main milestones in CFO-10 with respect to approvals of events when the cost exceeds \$5,000, when alcohol is involved, and when the number of Concordia members at external events is over 6.

Mr. Cossette informed Governors that a request had been made to present the handbooks together with the policies. He indicated that the policies focus on the concepts, principles, framework and levels of authority, while the handbooks outline the procedures, noting that the policies are under the Board's jurisdiction, not the handbooks. Following Board approval, information about the policies and the handbooks will be widely disseminated.

Following his presentation, Mr. Cossette responded to questions of clarification. A suggestion was made that the definitions be listed in alphabetical order.

13.1 Revisions to Policy for Travel and Other Allowable Expenses (CFO-3) (Document BG-2018-2-D12)

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

R-2018-2-10 *That, on recommendation of the Finance Committee, the Board of Governors approve the revisions to the Policy for Travel and Other Allowable Expenses (CFO-3), including its*



*revised name, Travel and Conference Policy (CFO-3), as outlined in Document BG-2018-2-D12, effective May 1, 2018.*

13.2 Creation of Policy on Hospitality, Meetings and Events (CFO-10) (Document BG-2018-2-D13)

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

R-2018-2-11 *That, on recommendation of the Finance Committee, the Board of Governors approve the Policy on Hospitality, Meetings and Events (CFO-10), as outlined in Document BG-2018-2-D13, effective May 1, 2018.*

14. Other business

There was no other business to bring before the Open Session.

15. Adjournment

The meeting adjourned at 4:37 p.m.



Danielle Tessier  
Secretary of the Board of Governors





**BOARD OF GOVERNORS  
OPEN SESSION  
Meeting of May 23, 2018**

**AGENDA ITEM:** Membership of the Evaluation Committee for the Dean of Engineering and Computer Science

**ACTION REQUIRED:** For information

**SUMMARY:** The first term of the Dean of Engineering and Computer Science, Amir Asif, is ending on July 31, 2019. Since he is seeking reappointment for a second term, in accordance with the *Policy on the Remuneration and Evaluation of Senior Administrators (BD-8)*, the President has established an evaluation committee, whose membership is as follows:

- ⇒ Graham Carr (*chair*)
- ⇒ Hélène Fortin (*external board member*)
- ⇒ Otmane Ait Mohamed, Ciprian Alecsandru, Abdessamad Ben Hamza, Yong Zeng (*full-time faculty members*)
- ⇒ Stuart Thiel (*part-time faculty member*)
- ⇒ Marisa Ward (*administrative and support staff*)
- ⇒ Deepak Reddy Erropole (*graduate student*)
- ⇒ Ibrahim Babiker (*undergraduate student*)

The Committee's report and recommendation will be presented by the President for Board approval in due course.

**PREPARED BY:**

Name: Danielle Tessier  
Date: April 20, 2018





**BOARD OF GOVERNORS  
OPEN SESSION  
Meeting of May 23, 2018**

**AGENDA ITEM:** Discontinuance of the collection of an undergraduate student fee levy from undergraduate students in the Faculty of Fine Arts

**ACTION REQUIRED:** For approval

**SUMMARY:** At the request of the Fine Arts Student Association (FASA) and following confirmation from the Dean of Students, a resolution of the Board of Governors is required to authorize the University to discontinue the collection on behalf of FASA of a fee levy of \$0.35 per credit paid by all undergraduate students in the Faculty of Fine Arts to support Café X.

**BACKGROUND:** Despite efforts from FASA, the Faculty of Fine Arts and others, Café X was not sustainable and ceased conducting business in December 2017. The funds collected in the Winter 2018 term (2017/4) and Summer 2018 term (2018/1) will be reimbursed to students.

**DRAFT MOTION:** That the Board of Governors authorize the University to discontinue the collection a fee levy of \$0.35 per credit currently collected from all undergraduate students registered in the Faculty of Fine Arts to support Café X, effective as of the Fall 2018 term (2018/2).

**PREPARED BY:**

Name: Danielle Tessier  
Date: May 15, 2018





**AUDIT COMMITTEE  
REPORT TO THE BOARD OF GOVERNORS  
Mr. Jean-Pierre Desrosiers, Chair  
May 23, 2018**

At its meeting held on May 10, 2018, the Audit Committee was updated on the state of completion of the mandates included in the 2017/2018 internal audit plan. It reviewed and approved the audit plan for 2018/2019, proposed by the Director, Internal Audit.

The Director, Internal Audit also presented her review of the processes and procedures deployed by the Purchasing Services in awarding ten contracts which she randomly selected. Her analysis concluded that overall the procedures and processes were followed in the awarding of these contracts.

The University Treasurer and Investment Officer presented his annual review of the University's underwriting program. He also provided a summary in connection with the initiatives undertaken by the Emergency Risk Management Committee during the past year, conveyed the ten top risks which emerged from the 2017/2018 annual risk register review and apprised members on content of the 2018/2019 to 2019/2020 risk management plan.

The Vice-President, Services updated the Committee on the status of the cyber security risk assessment which began last Summer as well as the state of completion of the elements included in the cyber security action plan.







**FINANCE COMMITTEE  
REPORT TO THE BOARD OF GOVERNORS  
Mr. Georges Paulez, Chair  
May 23, 2018**

At its meeting held on April 30, 2018, the Committee reviewed the following items which will be presented for Board approval during its Closed Session meeting:

2018/2019 operating budget

The proposed operating budget includes the 2.7% increase imposed by the Ministère de l'éducation et de l'enseignement supérieur (MEES) for the 2018/2019 year in regulated programs, the 3.28% increase imposed by MEES for 2018/2019 for Canadian out-of-province students and Belgian and French students.

The operating budget was also prepared on the premise of a 3.28% increase in undergraduate international students in ENCS and JMSB Cycle I deregulated programs as well as a 2.7% increase in the Administrative fee and the Technology Infrastructure fee, effective for the Fall 2018 term. These proposed increases will be presented for Board approval during the Open Session meeting.

2017/2018 to 2020/2021 capital budget

The capital plan, established over a four-year cycle, sets out the principles and process of the University's capital asset management and financial policy to ensure that the University can sustain a healthy financial position, protect its capital investments as well as prioritize and fund its new capital needs.

2018/2019 cash budget

This is a requirement imposed under article 77.1 of the *Loi sur l'administration financière*, requiring universities to receive authorization from the Ministry of Education and Ministry of Finance for their liquidity needs for 2018/2019, with respect to the operating budget, restricted funds and capital investments. Those liquidity needs are commonly referred to as the cash budget which must receive Board approval.





**HUMAN RESOURCES COMMITTEE  
REPORT TO THE BOARD OF GOVERNORS  
Mr. Jeff Bicher, Chair  
May 23, 2018**

At its meeting held on May 3, 2018, the Committee reviewed the tenure recommendations as well as one off-cycle sabbatical leave which require Board approval and also reviewed the promotions to professor which are presented for information purposes.

In keeping with article 5 of the *Policy on the Remuneration and Evaluation of Senior Administrators (BD-8)*, the Chair of the Board sought input from the Committee with respect to the President's annual confidential performance review, the conclusions of which will be presented for approval by the Executive Committee and reported to the Board in due course.

An update was provided on the status of the negotiations with groups at the bargaining table as follows:

**ACUMAE**

(Association of Concordia University Management and Administrative Employees)

The agreement is in effect until May 31, 2018. The parties have not yet begun negotiations for the renewal of the agreement.

**CARE (PSAC)**

(Public Service Alliance of Canada - Research Associates & non-student RA's)

The parties began negotiations in November 2014. The parties began meeting in conciliation in April 2017. The union made a request to the "Tribunal administrative du travail" (TAT) to merge this accreditation with CARE - Professional and technical staff. This request was granted on May 18<sup>th</sup> 2017. The union made a request for arbitration for the settlement of the first agreement. Arbitration will start on July 13, 2018. Meanwhile, the parties have agreed to resume negotiations on June 5, 2018.

**CUCEPTFU**

(Concordia University Continuing Education Part-time Faculty Union)  
(Confédération des syndicats nationaux (CSN))

The collective agreement is in effect until September 6, 2018. The parties have not yet begun negotiations for the renewal of the collective agreement.

**CUFA**

(Concordia University Faculty Association)

The agreement is in effect until May 31, 2018. The parties are currently in negotiations for the renewal of the collective agreement.

**CULEU**

(Concordia University Library Employee Union)  
(Confédération des syndicats nationaux (CSN))

The collective agreement is in effect until August 31, 2017. The parties expect to begin negotiations during the spring of 2018.

**CUPEU**

(Concordia University Professional Employees Union)  
(Confédération des syndicats nationaux (CSN))

The collective agreement is in effect until August 31, 2017. The parties have not yet begun negotiations for the renewal of the collective agreement.

**CUPFA**

(Concordia University Part-time Faculty Association)

The collective agreement is in effect until December 31, 2017. The parties are currently in negotiations for the renewal of the collective agreement.

**CUSSU**

(Concordia University Support Staff Union)  
(Confédération des syndicats nationaux (CSN))

The collective agreement is in effect until August 31, 2017. The parties have not yet begun negotiations for the renewal of the collective agreement.

**CUUSS-TS**

(Concordia University Union of Support Staff - Technical Sector)  
(Confédération des syndicats nationaux (CSN))

The collective agreement is in effect until August 31, 2017. The parties are currently in negotiations for the renewal of the collective agreement.

**Invigilators (PSAC)**

(Public Service Alliance of Canada)

The unit was certified in December 2014. Negotiations began in November 2015. The parties began meeting in conciliation April 2017. The union made a request for arbitration for the negotiation of the first collective agreement. The parties will meet with the arbitrator on December 3, 2018. The parties have agreed to continue negotiations on May 4, 2018.

**MÉTALLOS LOCAL 9358 (Trades) LOYOLA**

(United Steelworkers – Local 9358 Loyola Campus)

The collective agreement is in effect until May 31, 2018. The parties have not yet met for the renewal of the collective agreement.

**TRAC TA and RA (students) (PSAC)**

(Public Service Alliance of Canada - Teaching Assistants)

The collective agreement is in effect until April 30, 2016. TA and RA union accreditations merged in September 2016. The parties had a first negotiation meeting in June 2017. Negotiations have been on-going since then, and will resume later this spring.

**Trades (CSN) SGW**

(CSN Trades - Sir George Williams Campus)

The collective agreement is in effect until August 31, 2017. The parties have not yet met for the renewal of the collective agreement.



BG-2018-3-D6



## REPORT TO THE BOARD OF GOVERNORS

ALAN SHEPARD  
PRESIDENT AND VICE-CHANCELLOR

MAY 2018

## INTRODUCTION

With spring comes a surge of activity in Montreal. That air of excitement is mirrored on campus, especially among graduating students ahead of convocation.

In anticipation of ceremonies from June 11<sup>th</sup> to 13<sup>th</sup>, Concordia announced **11 honorary doctorate recipients**. They are all inspirational leaders: Val d'Or Native Friendship Centre Executive Director Edith Cloutier; political cartoonists Terry Mosher (Aislin) and Serge Chapleau; Grand Chief Wilton Littlechild; Chief Scientist for Exploration at the NASA Ames Research Centre Meyya Meyyappan; philanthropists Lorne Trottier and Louise Rousselle Trottier; Rwandan government official Clare Akamanzi; landscape architect Cornelia Hahn Oberlander; entrepreneur Robert Briscoe; and theatre director Peter Schumann. Members of the board are invited and welcome to attend all or part of convocation. If you have not received signup information please be in touch.

Three **Canada Research Chairs** were created, and one was renewed, to develop and sustain the university's prominence in the areas of biology, fine arts, psychology, and business management. The combined value of the chairs is **\$2.4 million**. Concordia researchers also received **50 Discovery Grants**, which support research with long-term goals, totalling **\$6.85 million**.

As part of the speaker series, **This is Concordia. Now.**, a snapshot of Concordia's research took to the road. I visited alumni chapters in Vancouver and Calgary on April 24<sup>th</sup> and 26<sup>th</sup>, respectively. Accompanying me on both occasions was Claudine Gauthier, a Department of Physics professor and PERFORM Centre researcher. More than 100 alumni attendees were captivated by Gauthier's talk, which detailed her research into new ways to measure brain health.

The **Concordia President's Speaker Series on Digital Futures** wrapped up with two sold-out events on April 18<sup>th</sup> and 24<sup>th</sup>. Shannon Vallor, a specialist on the ethics of new technology at Santa Clara University, and Yoshua Bengio, head of the Montreal Institute for Learning Algorithms, concluded the series. All insights will help inform the development of Concordia's digital strategy.

The **Alumni Recognition Awards** were held on May 14<sup>th</sup>. This is always an amazing opportunity to honour outstanding graduates, students, faculty, and staff.

## TEACHING, RESEARCH, INNOVATION

Twenty-six incoming **Fonds de recherche du Québec** awards total more than **\$3.4 million**. This includes \$573,000 to advance work by **Patrik Marier**, Concordia University Research Chair in Aging and Public Policy.



The **Quebec English-speaking Communities Research Network (QUESCREN)** received **\$950,000** from the Government of Quebec's Secretariat for relations with English-speaking Quebecers. QUESCREN is a joint initiative between Concordia's School of Community and Public Affairs and the Canadian Institute for Research on Linguistic Minorities.

**Vivek Venkatesh** (Department of Education) is directing a **\$1.05 million** initiative through project **SOcial Media EducatiON Every day (SOMEONE)**. Venkatesh and educational collaborators working with at-risk communities in Lebanon will develop a trilingual (Arabic, French and English) Massive Open Online Course (MOOC) on counter-terrorism strategies in pedagogy.

The Faculty of Fine Arts welcomed their first-ever **political party-in-residence**, part of a year-long project focused on how the arts can influence political decision making. During the first residence In April, members of Denmark's The Alternative met with students, faculty members, community leaders, and city executives. They addressed issues of abandoned and underutilized spaces.

In collaboration with industry partners, **Khashayar Khorasani** (professor and Concordia Research Chair, Electrical and Computer Engineering, Tier I) will research how aircraft owners and operators detect and isolate degradation due to wear and tear. The Consortium for Research and Innovation in Aerospace (CRIAQ) and MITACS will provide almost **\$3 million** in funding over three years.

As part of the Canadian CubeSat Project, **Khorasani** will lead 10 professors from across the Faculty of Engineering and Computer Science and over 25 Space Concordia students through the process of creating and launching a satellite. The initiative was awarded **\$200,000** from the Canadian Space Agency.

**Mourad Debbabi** (Concordia University Research Chair in Information Systems Security) and collaborators from academia and industry will receive **\$520,000** to predict cyber threats to open source software. Funding is from a Collaborative Research Development Grant; the Ministère de l'Économie, de la Science et de l'Innovation; and the Ontario Centres of Excellence.

**Concordia International** awarded 61 graduate students **\$106,900** in **Graduate Student Mobility Awards** for research projects in 21 countries for summer and fall 2018.

Recent funding announcements also included:

- Three **NSERC Research Tools and Instruments** grants totalling **\$408,967**
- Four **SSHRC Connection** grants totalling **\$118,786**
- One **NSERC Engage** grant of **\$25,000**
- A **Discovery Accelerator Supplement** of **\$120,000**

The **Institute for Co-operative Education** has partnered with Bombardier to launch the Accelerated Career Experience. Senior engineering students in the program will complete a 16-

month work term with the company. Third-year students David Dunleavy, Julia McDonald, Michael Anthony Farinaccio and Marc Nasr will inaugurate the internships this month.

The 2018 NSERC **Gilles Brassard Doctoral Prize for Interdisciplinary Research** was presented to **Amir Hooshir**, a PhD candidate in the Department of Mechanical, Industrial and Aerospace Engineering. He is the first Concordian to receive the award since its inception in 2012. The \$10,000 award is given to an outstanding Vanier Canada Graduate Scholarship recipient who best exemplifies interdisciplinary research.

Faculty of Fine Arts graduate student **Frédérique Laliberté** was awarded a **Claudine and Stephen Bronfman Fellowship in Contemporary Art**. Each year one emerging artist from Concordia and one from UQAM are selected. The annual ceremony took place this year at the Leonard and Bina Ellen Art Gallery on May 3<sup>rd</sup>.

Adjunct professor Francine Pelletier (Department of Journalism) received the **Hyman Solomon Award for Excellence in Public Policy Journalism** on April 12<sup>th</sup>. The honour, given by the Public Policy Forum, recognizes a journalist whose work provides insight into Canada's policy-making process.

The **Blue Metropolis** literary festival celebrated its 20<sup>th</sup> anniversary from April 20<sup>th</sup> to 29<sup>th</sup>. For the second consecutive year, the large number of Concordia participants earned the university its own section in the program: "The Concordia Effect at Blue Met."

**Younes Medkour**, a PhD candidate in the Department of Biology and Concordia Public Scholar, placed second in NSERC's **Science, Action!** video competition. His prize was \$2,500. **Medkour's** entry, "Fountain of Youth," features his research on aging.

Concordia has **new international agreements**:

- Charles University, Prague, Czech Republic
- Grenoble Institute of Technology – double master's degree program with the Faculty of Engineering and Computer Science
- ICN Business School – agreement for their students to attend the John Molson School of Business
- Indian Institute of Technology Delhi, India
- University of Guanajuato, Mexico
- University of Barcelona, Spain

A number of events were hosted by Concordia's **Milieux Institute for Arts, Culture and Technology**:

- A workshop exploring the merging of real and virtual worlds, co-sponsored by Milieux and Microsoft, took place from April 21<sup>st</sup> to 22<sup>nd</sup>

- “Uncommon Senses II,” a symposium organized around sensory studies, which takes a cultural/historical approach to investigating the senses, from May 2<sup>nd</sup> to 3<sup>rd</sup>
- “Inviting Movements: Emerging Critical Disability and Deaf Perspectives and Practices,” a critical disabilities studies symposium on May 4<sup>th</sup> and 5<sup>th</sup>

The **Centre for Pattern Recognition and Machine Intelligence** hosted the inaugural International Conference on Pattern Recognition and Artificial Intelligence from May 13<sup>th</sup> to 17<sup>th</sup>.

Three Faculty of Fine Arts instructors earned **Distinguished Teaching Awards**. The recipients were **Kay Dickinson** (professor and undergraduate program director and area head, Film Studies, Mel Hoppenheim School of Cinema), **François Morelli** (professor, painting and drawing, Department of Studio Arts) and **Jenny Lin** (part-time instructor, print media, Department of Studio Arts).

The **Concordia Film Festival** ran from May 3<sup>rd</sup> to 6<sup>th</sup>. This was the 45<sup>th</sup> edition of the largest and oldest student-run film festival in North America.

CRIAQ/MITACS have sponsored a **\$2.2 million aviation safety software** research project, led by **Amr Youssef**, a professor with the Concordia Institute for Information Systems Engineering. Partners on the initiative are from academia and industry.

Cognitive states of pilot trainees will be examined through a collaboration between Concordia engineering faculty, the National Research Council of Canada, two sister universities, and three industry partners. The three-year project is valued at **\$1.27 million**.

Thirteen Concordia researchers presented at the 86<sup>th</sup> edition of the **Congrès de l'Association francophone pour le savoir** (Acfas) at the Université du Québec à Chicoutimi. Their topics included international student mobility and the inclusion of Indigenous pedagogical values and terminology into translation curriculum. Acfas is the largest multidisciplinary research gathering in the French-speaking world.

John Molson School of Business (JMSB) honorary doctorate recipient **Lise Watier** was awarded the **Beta Gamma Sigma Entrepreneurial achievement award**. The accolade recognizes individuals who combine innovative business achievement with service to humanity. Watier will be presented with the award at JMSB's Beta Gamma Sigma induction ceremony in June.

Ownership of Dutch Golden Age painting “Women of Weinsberg” by Gerrit Claesz Bleker was restituted to the **Max and Iris Stern Foundation** from the City of Weinsberg, Germany. The Stern Foundation agreed to allow the City of Weinsberg to retain the work, given its historical significance to city, following its restitution. This is the 17<sup>th</sup> Nazi-plundered work recovered by the foundation, which is administered by Concordia.

**Mohamed Ahmed**, a PhD student in the Department of Building, Civil and Environmental Engineering; and **Francisco Gonzalez-Rosas**, a master's student in the Department of Studio Arts, received **Mitacs Globalink Research Awards** to conduct research projects at the University of Lyon and Ca' Foscari University of Venice, respectively.

## SERVICES SECTOR

The **Safety and Sustainability Champions Awards** took place April 12<sup>th</sup>. The six award recipients were students, staff, and faculty members. Champions were recognized for contributing to the social, ecological, and economic well-being of the university.

The annual Hospitality Concordia **Sugar Shack** was held on April 10<sup>th</sup>. Proceeds benefit the Concordia University Student Parents Centre. The event is the first on campus to receive Environmental Health and Safety's Sustainable Event Certification under the Sustainable Events pilot project.

On April 30<sup>th</sup>, construction on the expansion of the Richard J. Renaud Science Complex began on the Loyola Campus. This new **science and engineering hub** will provide the Concordia community with state-of-the-art scientific facilities to support ongoing research, innovation and training at the university.

## ADVANCEMENT & EXTERNAL RELATIONS

### Fundraising

**Peter Bird** renewed his commitment to the Triskelion Fellowships in Chemistry and Biochemistry with a gift of **\$30,000**.

A number of **Campaign for Concordia Cabinet** volunteers made gifts totalling **\$250,000** to Concordia's Greatest Needs.

**Fondation J.A. DeSève** donated **\$50,000** to the Fondation J.A. DeSève Graduate Fellowships for students in the Mel Hoppenheim School of Cinema.

A gift of **\$50,000** from the **John Gray Moving Company** will support awards for top varsity athletes enrolled in a bachelor's program.

**Frank Murphy**, GrDip 83, pledged more than **\$1 million** to create the Frank Murphy Endowment. His donation will provide entrance scholarships to mature students at JMSB.

A donor, who wishes to remain anonymous, pledged **\$30,000** to Concordia's Faculty of Arts and Science.

## IN OTHER GOOD NEWS

Montreal is the **most popular city in the world in terms of student experience**, according to recent rankings from Quacquarelli Symonds (QS). The “Student View” category weighs how students scored their city’s inclusion, diversity, friendliness, ease of getting around, affordability, employment opportunities, and arts and culture.

Graduate students Meaghen Buckley, Eric Powell and John (Jay) Marquis-Manicom have been selected among the 25 finalists for the Social Sciences and Humanities Research Council **annual Storytellers competition**. Each finalist receives a \$3,000 prize and the opportunity to compete in front of at a showcase during the 2018 Congress of the Humanities and Social Sciences conference in late May.





**BOARD OF GOVERNORS  
OPEN SESSION  
Meeting of May 23, 2018**

**AGENDA ITEM:** Report on compliance with environmental legislation and health and safety (EH&S) regulations

**ACTION REQUIRED:** For information

**SUMMARY:** This report is provided to members of the Board of Governors on a quarterly basis to apprise them of matters concerning EH&S at Concordia and to allow them to ask questions.

**PREPARED BY:**

Name: Danielle Tessier  
Date: May 15, 2018







**ENVIRONMENTAL  
HEALTH AND SAFETY**

# **Report on Due Diligence for Concordia University Board of Governors**

***Reporting Period***

*2018 Q1*

*(January, February, March)*

Pietro Gasparini, C.I.H.  
Director, Environmental Health & Safety  
May 15, 2018

Environmental Health & Safety (EHS) supports the academic, research and operational activities of the University and promotes a safe, healthy and sustainable campus environment. EHS manages and coordinates programs and services that minimize health, safety, environmental and regulatory risks. Through a multitude of safety programs, EHS monitors compliance with federal and provincial health and safety legislation and internal university policies. We identify and evaluate risks, develop control strategies, and implement appropriate internal procedures. Education is a key component of all risk mitigation strategies and providing high quality, relevant safety training is one of EHS’s main responsibilities.

**Section A** presents the University’s Leading Safety Key Performance Indicators (KPIs) which measure safety performance and help reflect the safety culture within the University. **Section B** presents the traditional Lagging Safety KPIs which are retrospective and which now include four incident/injury rates.

## **Section A: Leading Safety Key Performance Indicators**

### **1. Safety Training**

For the period of January 1 to March 31, 2018, **66** safety-training sessions took place with **744** participants. Compared to Q1 2017, there was a 9% increase in the number of training participants and a 38% increase in training sessions offered in Q1, 13% of participants opted for online safety training.

	<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	<b>2017</b> <i>Full Year</i>	<b>2018</b> <i>Jan, Feb, Mar</i>	<b>2018 Q1</b> <i>Year To Date</i>
<b>Total Safety Training Sessions</b>	48	223	66	66
<b>Total Participants</b>	684	2560	744	744

### **2. Injury & Near-Miss Investigations**

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

For the period of January 1 to March 31, 2018, **10** injury and near-miss investigations were conducted.

	<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	<b>2017</b> <i>Full Year</i>	<b>2018</b> <i>Jan, Feb, Mar</i>	<b>2018 Q1</b> <i>Year To Date</i>
<b>Injury Investigations</b>	6	26	8	8
<b>Near-Miss Investigations</b>	1	16	2	2
<b>TOTAL</b>	<b>7</b>	<b>42</b>	<b>10</b>	<b>10</b>

### 3. Preventative Internal Inspections & Assessments

Preventative internal inspections and assessments (total number) refer to workplace inspections and risk assessments conducted by, or in collaboration with, EHS staff on university premises (e.g., research laboratories, workshops, art studios, mechanical rooms).

Workplace inspections involve a walkthrough of a workplace (e.g. research laboratory, studio, workshop, mechanical room) to determine the degree of compliance with both government regulations and internal policies and procedures. Inspections result in internal non-compliance citations (Section 4) and required corrective actions (Section 5). Audit checklists are used and permit an easy on-the-spot recording of findings.

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

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

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

For the period of January 1 to March 31, 2018, EHS conducted **52** preventative internal inspections and assessments. EHS completed risk assessments in 45 elevator mechanical rooms (serving 84 elevators) over the course of two months, with a report issues to Facilities Management in January 2018.

<b>Year</b>	<b>Preventative Internal Inspections &amp; Assessments</b>
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	16
<b>2017</b> <i>Full Year</i>	47
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	52

Year	Preventative Internal Inspections & Assessments
<b>2018</b> <i>Year to Date</i>	52

#### 4. Internal Non-Compliance Citations

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

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

For the period of January 1 to March 31, 2018, **236** internal non-compliance citations were issued. As indicated in Section 3, EHS completed risk assessments in 45 elevator mechanical rooms. These risk assessments resulted in 208 non-compliance citations, however it is important to note that these citations do not compromise or influence the safety of the elevators. Elevator mechanical rooms are highly restricted areas and specialized training is required in order to obtain authorization to enter these rooms. EHS is currently working with Facilities Management on an action plan on improving the safety of the university’s elevator mechanical rooms.

Year	Internal Non-Compliance Citations
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	62
<b>2017</b> <i>Full Year</i>	239
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	236
<b>2018</b> <i>Year To Date</i>	236

#### 5. Corrective Action Completion Rate

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

All non-compliance citations (internal and external) must be resolved in a timely manner. External non-compliance citations from external bodies received during external inspection (Section 12) are accompanied by obligatory corrective actions and imposed deadlines. Internal Non-Compliance Citations (Section 4) are also accompanied by obligatory corrective actions and target deadlines. This

metric tracks the percentage of assigned corrective actions that are completed. This is tracked by calendar year until all actions are completed.

Year	Corrective Action Completion Rate
2014	99%

As of March 31, 2018, 99% (137) of Corrective Actions assigned in **2014** (138) were completed. The remaining corrective action is currently in progress.

Year	Corrective Action Completion Rate
2015	98%

As of March 31, 2018, 98% (440) of Corrective Actions assigned in **2015** (450) were completed, 1.5% (7) are currently in progress and 0.5% (3) have not yet begun.

Year	Corrective Action Completion Rate
2016	92%

As of March 31, 2018, 92% (200) of Corrective Actions assigned in **2016** (217) were completed, 6% (13) are currently in progress and 2% (4) have yet to begin.

Year	Corrective Action Completion Rate
2017	74%

As of March 31, 2018, 74% (272) of Corrective Actions assigned in **2017** (369) were completed, 4% (16) are currently in progress and 22% (81) have yet to begin.

Year	Corrective Action Completion Rate
2018	10%

As of March 31, 2018, 10% (24) of Corrective Actions assigned in **2018** (236) were completed, 1% (3) are currently in progress and 89% (209) have yet to begin. In Q1, 208 of the corrective actions assigned were generated from the non-compliance citations resulting from the elevator mechanical room assessments. As stated in Section 4, an action plan is being developed and once it is complete, work can begin on finalizing the corrective actions.

Escalating open corrective actions to supervisors and management has resulted in better compliance. Even as information on the status of corrective actions has improved, completing these actions in a timely manner still remains a challenge. EHS staff continues to follow-up and offer assistance to supervisors. Notifications for follow-up continue to be escalated to department chairs and the area's management as required.

## 6. EHS Research Compliance Reviews

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

For the period of January 1 to March 31, 2018, 3 EHS Research Compliance Reviews were completed.

Year	EHS Research Compliance Reviews
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	4
<b>2017</b> <i>Full Year</i>	55
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	3
<b>2018</b> <i>Year To Date</i>	3

## Section B: Traditional (Lagging) Safety Key Performance Indicators

### 7. Total Injuries

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

For the period January 1 to March 31, 2018, **87** injuries were reported, 44% more than the reported injuries during the same period in 2017. The substantial increase in Total Injuries during Q1 was due in part to a 213% increase in slips and falls (25 in Q1 2018 versus 8 in Q1 2017). The winter that extended into spring had an impact on the number of slips and falls.

Year	Total Injuries
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	49
<b>2017</b> <i>Full Year</i>	177
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	87
<b>2018</b> <i>Year To Date</i>	87

### ***Sports Injuries Included in Total Injuries***

Sports Injuries are a sub-set of Total Injuries. Currently the Sports Injuries that are reported to the University via the Injury/Near-Miss Report Form are those injuries (trauma) or illnesses (repetitive stress) suffered by a Member (staff/student) or Non-Member (visitor) of the university community. These injuries occur during the course of a voluntary activity (personal time), either participating in team or individual sport activities or personal physical conditioning, on Concordia property. The majority of the injuries within this category are reported to EHS by the Security Department given that external medical attention (ambulance) is required to treat the injury.

2018	Sports Injuries	Details
Q1	27	Basketball=3 Futsal=1 Hockey=5 Hockey (spectator)=1 Personal Training=3 Soccer=12 Unknown= 2

### **8. Work-Related Injuries**

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

For the period January 1 to March 31, 2018, **17** of the **87** reported injuries (Section 7) were work-related.

Year	Work-Related Injuries
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	6
<b>2017</b> <i>Full Year</i>	51
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	17
<b>2018</b> <i>Year To Date</i>	17

### **Recordable Injury Rate (RIR)**

The Recordable Injury Rate, also commonly referred to as the recordable incident rate, is calculated by multiplying the number of Work-Related Injuries by 200,000, and then dividing that number by the number of labor hours during that period.

Year	Recordable Incident Rate
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	0.10
<b>2017</b> <i>Full Year</i>	0.28
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	0.50

The 2018 Q1 Recordable Injuries Rate was 0.50 work-related injuries per 100 full-time employees.

### **9. Workers' Compensation Claims**

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

For the period January 1 to March 31, 2018, there were **3 accepted worker's compensation claim** and 1 refused workers' compensation claim. Of the accepted claims, 2 were Lost-Time Injuries (see Section 10).

Year	Accepted Compensation Claims
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	1
<b>2017</b> <i>Full Year</i>	10
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	3
<b>2018</b> <i>Year To Date</i>	3

The following table provides details on the 2018 accepted workers' compensation claims and indicates the lost-time days associated with the claim.



**Table:** Accepted Workers' Compensation Claims

Date	Description	Department	Diagnosis	Lost-Time Days
04-Jan-2018	The employee was reaching for a box of locks on the top shelf and sustained a left shoulder Strain.	Facilities Operations	Left Shoulder Strain	0
25-Jan-2018	The employee developed a right shoulder tendonitis and bursitis from shoveling snow.	Facilities Operations	Right Shoulder Tendonitis and Bursitis	27
01-Feb-2018	The employee's regular duties include moving furniture and he developed an Abdominal Hernia.	Facilities Operations	Abdominal Hernia	59

## 10. Lost-Time Days

A Lost-Time Work-Related Injury is defined as a work-related injury or illness that results in days away from work, other than the day of injury or the day the illness began. Lost-Time Days refers to the total number of calendar days employees are away from work due to a work-related injury or illness.

For the period of January 1 to March 31, 2018, there were **2 Lost-Time Work-Related Injury** (See the Accepted Worker Compensation Claims table in Section 9 for details) which incurred 86 lost-time days.

Year	Lost-Time Days
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	<b>44</b>
<b>2017</b> <i>Full Year</i>	<b>284</b>
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	<b>86</b>
<b>2018</b> <i>Year To Date</i>	<b>86</b>

### **Lost-Time Injury Rate (LTIR)**

The Lost-Time Injury Rate measures the occurrence of work-related injuries that resulted in an employee's inability to work the next workday. It represents the number of lost-time injuries per 100 full-time employees in the stated period. The LTIR is calculated by multiplying the number of Lost-Time Work-Related Injuries by 200,000, and then dividing that number by the number of labor hours during that period.

Year	Lost-Time Injury Rate
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	0.10
<b>2017</b> <i>Full Year</i>	0.17
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	0.20

The Q1 Lost-Time Injury Rate was 0.20 lost-time injuries per 100 full-time employees.

### **Lost-Time Day Rate (LTDR)**

The Lost-Time Day Rate is a rate that measures the length of time an employee is away from work due to a work-related injury. It represents the number of lost-time days per 100 full-time employees in the stated period. The LTDR is calculated by multiplying the number of Lost-Time Days by 200,000, and then dividing that number by the number of labor hours during that period. The Q1 Lost-Time Day Rate was **8.53** lost-time days per 100 full-time employees.

Year	Lost-Time Day Rate
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	4.42
<b>2017</b> <i>Full Year</i>	7.92
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	8.53

### **Severity Rate**

The Severity Rate provides an average of the number of Lost-Time Days per Lost-Time Work-Related Injury. The Severity Rate is calculated by dividing the total number of lost-time days by the total number of lost-time work-related injuries. The Q1 Severity Rate was **43.0** lost-time days per lost-time injury.

Year	Severity Rate
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	44.0
<b>2017</b> <i>Full Year</i>	47.3
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	43.0

## 11. Near Misses

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

For the period of January 1 to March 31, 2018, 5 reported Near Misses, the same number reported in 2017.

Year	Near Misses
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	<b>5</b>
<b>2017</b> <i>Full Year</i>	<b>28</b>
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	<b>5</b>
<b>2018</b> <i>Year To Date</i>	<b>5</b>

## 12. External Inspections

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

For the period of January 1 to March 31, 2018, there was 1 external inspections from the Commission des normes, de l’équité, de la santé et de la sécurité du travail as a result of an employee complaint.

Year	External Inspections
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	<b>2</b>
<b>2017</b> <i>Full Year</i>	<b>6</b>
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	<b>1</b>
<b>2018</b> <i>Year to date</i>	<b>1</b>

### CNESST Intervention – Department of Theater’s Workshops

The following issue arose in 2017 but only resulted in a visit by an inspector from the Commission des normes, de l’équité, de la santé et de la sécurité du travail (CNESST) on January 16, 2018.

On September 13, 2017, the University received an *Avis de conditions dangereuses* from the Concordia University Union of Support Staff - Technical Sector (CUUSS-TS) for two workshops belonging to the Department of Theater. In the notice, the union listed ten health and safety issues that they claim makes the workplace unfit for the two union members who work in the workshops. Upon receiving the notice, EHS began to work with the supervisor, the Department of Theater, the Faculty of Fine Arts and Facilities Management on verifying each claim and developing an action plan to resolve any of the substantiated health and safety issues. On October 11, 2017, a meeting was organized by EHS and with the technicians, management and the union to discuss the safety concerns. A formal response was issued to CUUSS-TS on October 13, 2017, and it listed a series of corrective actions with target dates. In November 2017, a member of CUUSS-TS contacted the CNESST and complained about the working conditions in the theater workshops. On November 27, a CNESST inspector contacted the University (Pietro Gasparrini, Director, EHS) regarding the complaint filed by the CUUSS-TS member. The inspector was provided with all internal reports related to the workshops in September 2017 and on December 21, 2017, the inspector requested to visit the workplace in question. The CNESST inspector visited the workshops on January 16, 2018. On January 25, 2018, the University received the inspector’s inspection report with included 3 regulatory citations and 7 requests. The 3 regulatory citations were: the presence of mold on a portion of a wall in the workshop caused by water infiltration; not taking sufficient measures to control water infiltration into the workshops; and poor pest management. All regulatory citations and 6 of the 7 requests were dealt with immediately and on February 7, 2018, the CNESST confirmed that the regulatory citations had been completed. On March 20, 2018, once the final request (personal air monitoring for dust) was completed, the CNESST confirmed that the inspection file was complete and closed.

### 13. Regulatory Citations

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

Year	Regulatory Citations
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	<b>10</b>
<b>2017</b> <i>Full Year</i>	<b>24</b>
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	<b>5</b>
<b>2018</b> <i>Year To Date</i>	<b>5</b>

For the period of January 1 to March 31, 2018, there were **5** regulatory citations: 3 citations related to the January 16, 2018 intervention by the CNESST (See Section 12) and 2 from the *Service de sécurité incendie de Montréal* associated with fire alarms.

The 3 regulatory citations related to the January 16, 2018 intervention by the CNESST were: the presence of mold on a portion of a wall in the workshop caused by water infiltration; not taking sufficient measures to control water infiltration into the workshops; and poor pest management.

As mentioned in Section 12, the 3 citations related to the January 16, 2018 intervention by the CNESST were dealt with immediately and considered as completed by the CNESST on February 7, 2018.

#### 14. Regulatory Fines

Regulatory Citations (Section 13) may have associated monetary fines or penalties issued to the University.

Year	Fines Received
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	<b>\$1250</b>
<b>2017</b> <i>Full Year</i>	<b>\$7950</b>
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	<b>\$2700</b>
<b>2018</b> <i>Year to Date</i>	<b>\$2700</b>

For the period of January 1 to March 31, 2018, Concordia received **1** regulatory fine totaling **\$2700** from the *Service de sécurité incendie de Montréal* associated with 1 of the false fire alarm citations that occurred during the same period.

False fire alarm fines are determined by the number of false alarms over a 12-month period for each civic address. Fines are incremental.

#### 15. Hazardous Materials Spills Responses

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

Year	Hazardous Material Spills Responses
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Year	Hazardous Material Spills Responses
<b>2017 Q1</b> <i>Jan, Feb, Mar</i>	<b>4</b>
<b>2017</b> <i>Full Year</i>	<b>20</b>
<b>2018 Q1</b> <i>Jan, Feb, Mar</i>	<b>3</b>
<b>2018</b> <i>Year to Date</i>	<b>3</b>

For the period of January 1 to March 31, 2018, there were **3** hazardous materials spill. Two of the hazardous materials spills occurred during routine university activities, whereas one occurred on university property and was caused by non-university vehicle.

### **Loyola Hazardous Materials Spill**

On March 17, 2018, the presence of an oil spill on university property at the Loyola Campus, specifically a road at the northeastern edge of the campus, was reported. EHS's Hazardous Materials Spill Response Team responded immediately and an external service provider specialized in site decontamination proceeded with a complete decontamination of the site. The exact identification of the spilled materials was inconclusive at first; however, security camera footage later revealed that a truck hit a fence post on university property. The impact damaged the truck and resulted in a leak of hydraulic oil. The spill was reported to the *Ministère du développement Durable, de l'Environnement et de la Lutte contre les Changements Climatiques* and a police report was filed. The University will be cooperating with the Ministry in their efforts to identify the persons responsible for the spill.



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



**BOARD OF GOVERNORS  
OPEN SESSION  
Meeting of May 23, 2018**

**AGENDA ITEM:** Per-credit tuition fees for undergraduate international students in ENCS and JMSB Cycle I programs

**ACTION REQUIRED:** For approval

**SUMMARY:** Board approval is being sought to increase the per-credit fee charged to undergraduate international students in ENCS and JMSB Cycle I programs.

**BACKGROUND:** Effective September 2014, tuition fees for international students in certain programs are no longer regulated by the government.

As a result, undergraduate students in ENCS and JMSB Cycle I programs are charged a single per-credit rate. The proposed increase for the 2018/2019 year is equal to the increase imposed by the Ministère de l'éducation et de l'enseignement supérieur (MEES) for Canadian out-of-province students as well as Belgian and French students.

Further to review at its meeting of April 30, 2018, the Finance Committee is recommending Board approval of the proposed increases.

**DRAFT MOTIONS:**

**Undergraduate international students in Engineering and Computer Science Cycle I programs**

Whereas the proposed increase for 2018/2019 is equal to the 3.28% increase imposed by the Ministère de l'éducation et de l'enseignement supérieur (MEES) for Canadian out-of-province students as well as Belgian and French students;

Be it resolved that, on recommendation of the Finance Committee, effective the Fall 2018 term (2018/2), undergraduate international students in Engineering and Computer Science Cycle I programs be charged a fixed rate of \$696.04 per credit.

**Undergraduate international students in John Molson School of Business Cycle I programs**

Whereas the proposed increase for 2018/2019 is equal to the 3.28% increase imposed by the Ministère de l'éducation et de l'enseignement supérieur (MEES) for Canadian out-of-province students as well as Belgian and French students;

Be it resolved that, on recommendation of the Finance Committee, effective the Fall 2018 term (2018/2), undergraduate international students in John Molson School of Business Cycle I programs be charged a fixed rate of \$761.25 per credit.

**PREPARED BY:**

Name: Danielle Tessier

Date: May 1, 2018





**BOARD OF GOVERNORS  
OPEN SESSION  
Meeting of May 23, 2018**

**AGENDA ITEM:** Administrative fee

**ACTION REQUIRED:** For approval

**SUMMARY:** At its meeting held on April 30, 2018, the Finance Committee reviewed an increase to the Administrative fee charged to all students and is recommending Board approval.

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

**DRAFT MOTION:**

Whereas the current Administrative fee being charged to all students is \$10.26 per credit; and

Whereas the government has allowed the University to increase this fee up to 2.7% for 2018/2019;

Be it resolved:

That, on recommendation of the Finance Committee, the Board of Governors approve the collection of an increased Administrative fee of \$10.54 per credit from all students, to be implemented with registration for the Fall term of 2018 (2018/2), in accordance with the University billing, refund and withdrawal policy.

**PREPARED BY:**

Name: Danielle Tessier  
Date: May 15, 2018





**BOARD OF GOVERNORS  
OPEN SESSION  
Meeting of May 23, 2018**

**AGENDA ITEM:** Technology Infrastructure fee

**ACTION REQUIRED:** For approval

**SUMMARY:** At its meeting held on April 30, 2018, the Finance Committee reviewed an increase to the Technology Infrastructure fee charged to all students and is recommending Board approval.

**BACKGROUND:** The funds collected for this fee are used to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology, including the University's wireless network and DPrint self-serve service for students.

**DRAFT MOTION:**

Whereas at the current Technology Infrastructure fee being charged to all students is \$4.92 per credit; and

Whereas the government has allowed the University to increase this fee up to 2.7% for 2018/2019;

Be it resolved:

That, on recommendation of the Finance Committee, the Board of Governors approve the collection of an increased Technology Infrastructure fee of \$5.05 per credit from all students, to be implemented with registration for the Fall term of 2018 (2018/2), in accordance with the University billing, refund and withdrawal policy.

**PREPARED BY:**

Name: Danielle Tessier  
Date: May 15, 2018

