



## Minutes - Regular Meeting

December 13, 2022 – 5:00 pm

President's Boardroom  
100 College Drive  
North Bay ON P1B8K9

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### Meeting Attendance

#### Present

Jacob Baisley – *Chair, Faculty*  
Jean Griffin – *Faculty*  
Julia Tignanelli – *Faculty*  
Elizabeth Harris – *Faculty*  
Ginette Gagnon – *Support Staff*  
Alison Johnston – *Support Staff*  
Melissa Whalen – *Administration*  
Caroline Corbett – *Administration*  
Aamir Taiyeb – *Administration*

#### Regrets

Gavin Park – *Faculty*  
Michael Brown – *Administration*  
Alex Mathew – *Student*

#### Absent

Jessica Crook – *Student*  
Sarah Moore – *Administration*

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**1.0 Call to Order** – at 5:04 pm by Jacob

**2.0 Approval of the Agenda**

- Approved as presented (Caroline/Ginette)

MOTION CARRIED

**3.0 Approval of the previous Minutes**

- Approved as presented (Ginette/Elizabeth)

MOTION CARRIED

#### **4.0 Update on Previous Action Items**

##### **Edits to the website**

- As a group the council reviewed the updates to the website and were all pleased with the changes.
- We will continue to add our meeting minutes to the website once the Council has approved the meeting minutes – Melissa to send them to Rebecca going forward
- George was unable to attend – the Council would like assistance in making the College Council more visible through George’s promotion of the Council

##### **Accessible/Safe Space Washrooms**

- We were able to confirm that the IDEA Specialist is working on this project and will provide us with updates on how many washrooms will become safe spaces washrooms and their locations

##### **Provision of sanitary products in Canadore bathrooms**

- No update to report from the last meeting – various departments continue to determine the best way to satisfy this concern

#### **5.0 College Council Exposure**

- Council members discussed potential ideas for increasing the exposure of the College Council to the Canadore Community and came up with the following suggestions:
  - Meet and Greets – During PD Week and Canadore student events
  - Sending a representative of the College Council to a Student Council Meeting
  - CRM direct marketing to students to participate
  - Including information about the Council in student semester updates
  - Promoting participation from the Canadore Community to attend meetings
  - Pop-up events
  - Comment boxes around all campuses

- Check into renting/booking the table in the main space – **CAROLINE ACTION ITEM**
- Check into events already happening to assess the possibility of a joint event or having representation at the event – **MELISSA ACTION ITEM**
- Council will continue to review ideas about the promotion of the College Council

## **6.0 Excess Food Waste**

- This topic was brought up at the end of our last meeting after Council was adjourned to discuss the food waste from events. There is a continual food waste issue as Canadore hosts many catered events. Following a discussion about the importance of this issue and how the Council can advocate for positive change, the Council members suggested the following:
  - Partner with an organization that can use the leftover food if possible
  - Bring the food down to the cafeteria to place in a “Free Food” area
  - Discuss sustainability with Jesse Russell to see if something is already in progress around food waste and get recommendations
  - Reduce College Council’s food waste for meetings by reducing ordered portions
  - Discussion around serving portions provided by Chartwells - Aamir has offered to assist with communications with Chartwells should that be something we proceed with
  - Connect with Lise Paxton and Jesse Russell – **ACTION ITEM JACOB**

## **7.0 Report on Standing List of Issues**

### **7.1 CSC Activity Report (Student Representative)**

- No student representative was able to attend this meeting – will receive an update at the next meeting

### **7.2 Health & Safety Update**

- Gavin provided an update via email regarding our previous concerns that were brought forward at the Health & Safety meeting. The responses are as follows:

- *Regarding lockdowns: is the key fob access to rooms disabled during lockdowns?* No, they do not automatically lock and are not tied into the system when the lockdown notice is given. A concern with that would be that if the doors locked automatically, then people that may not be in their office area but just outside in the hallway would be locked out of their space. His understanding is that Security can lock doors remotely but will need to check as to what that looks like. Currently, we instruct people to go to the furthest room from the door and windows and barricade themselves into the room.
- *Is there a map of defibrillator placement throughout the college? In addition to this, does security bring an AED with them in response to a first aid call?* There are AEDs located throughout the building, but there is no reference map. He will note to see if we should add this to the wayfinding maps that are currently under review. The current locations are as follows: D-Wing - Hewgill Hall, C-Wing by Security, Village – by the first aid kit, Canadore Shared Gym, Canadore Fitness Centre, Aviation, Commerce Court Front area, and Commerce Court Upstairs.
- *The current accessible parking spots are at the bottom of the Village outside the second-floor D wing doors. This has made accessing the Village a challenge for some clients. Is it possible to add some accessible parking spaces to Lot 7 for use of Village patrons?* This has been a concern that was brought to the department, we have looked at putting in some Accessibility Signs by the stairs in Lot 7 and some just past the fence in Lot 8. Will provide an update at the next meeting.
- *A concern was raised about the fencing beside the Village meditation garden. It makes it challenging to see both traffic coming (for pedestrians) and pedestrians coming (for drivers). Again, the primary concern here was for seniors that might be coming in from lots 7 or 8 to the Village, but it could apply generally as well. This isn't a question – more raising the issue for discussion.* This was also brought to the department when the fence was first installed, and the upper piece of the fence was taken down on a few of the sections. We also put in 3-speed bumps for this area and caution lights. If this is still a concern, we will have to have another look at the area.
- After the Health & Safety review the members still had a concern about the Village entrance, specifically in the winter months – no incidents have been reported but feel it is important to flag with Gavin to continue to monitor and review what more can be done. New accessibility areas/signs mean seniors may be walking on an area that is not a sidewalk.

### **7.3 Contract faculty – accelerating process of getting new staff into banner**

- No updates – improved process appears to be working more efficiently

#### **7.4 Covid-related issues and challenges**

- No new challenges have been presented

#### **7.5 Sustainability/Technology/ Strategic Direction**

- Jacob connected with George and was able to get the feedback that he was in support of a survey – we did however remove strategic direction from the survey as this is being reviewed by other areas– the focus is now on sustainability and technology
- “Live support” question is important to capture the data to better determine if more extensive coverage is needed
- Reviewed and workshopped draft questions - some members to propose additional future forward questions and review at the next meeting -

##### **ACTION ITEM ALISON & CAROLINE**

- Timeline – Estimating a February launch date after we finalize the questions in our January meeting – then we will send for review and approval to Jesse, ITS and then George for final approval.
- There was also a discussion about sustainability and a need for clarification on what gets recycled (i.e.- office bins) and potentially more recycling locations – **ACTION ITEM JACOB**

#### **7.5 How to Better Support International Students**

- Update on language supports to follow
- There is a Housing Committee to address international housing concerns that are looking to engage with the Homestay network
- A very detailed outline is being provided to new international students about the teaching modes of various programs and the impact that will have on their housing needs.
- Providing housing workshops to cater to international students advising on housing and tenant rights

## **8.0 New Business**

- Concern about lack of comments/concerns/communication from students being brought forward to the Council
- Concern about employee engagement – recommendations or ideas discussed in meetings can be brought forward to Organizational Development and Talent Management

**9.0 Adjournment** at 6:51 pm by Jacob

**Next Meeting: TBD**