



BOARD OF GOVERNORS

NOTICE OF MEETING

May 11, 2023

The Agenda and documents for the Open Session meeting of the Board of Governors of Concordia University to be held on Thursday, May 18, 2023, are now posted on the [Board webpage](#).

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

Members of the University community who wish to view the meeting are invited to go to the observers' room EV 2.301, Located on Floor 2 of the Engineering, Computer Science, and Visual Arts Integrated Complex.

Karan Singh
Secretary of the Board of Governors



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

Thursday, May 18, 2023, at 4 p.m.
Room GM 410 (Board of Governors meeting room)
SGW Campus

Time	Item	Presenter(s)	Action
4:00	1. Call to order	H. Antoniou	
	1.1 Approval of the Agenda	H. Antoniou	Approval
CONSENT AGENDA			
	2. Approval of February 16, 2023 Minutes		Approval
	3. In-house architect – liability insurance waiver (Document BG-2023-2-D1)		Approval
	4. Approval for the use of Concordia’s name (Document BG-2023-2-D2)		Approval
	5. Collection of new undergraduate student fee levies (Document BG-2023-2-D3)		Approval
	6. Environmental Legislation & Health & Safety (EH&S) Compliance Q4 and 2022 Report (Document BG-2023-2-D4)		Information
	7. Finance Committee recommendation: Revisions to the <i>Travel and Conference Policy</i> (CFO-3) (Document BG-2023-2-D5)		Approval

REGULAR AGENDA

- | | | | |
|------|---|---------------------------|-------------|
| 4:03 | 8. Business arising from the Minutes not included on the Agenda. | | |
| 4:05 | 9. President's report (Document BG-2023-2-D6) | G. Carr | Information |
| 4:15 | 10. Finance Committee recommendations: | K. Brooks/
D. Cossette | Approval |
| | 10.1 Administrative Fee
(Document BG-2023-2-D7) | | |
| | 10.2 Technology Infrastructure Fee
(Document BG-2023-2-D8) | | |
| 4:20 | 11. Other business | | |
| 4:25 | 12. Adjournment | H. Antoniou | |

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

Thursday, February 16, 2023, at 4 p.m.
Room GM 410 (Board of Governors meeting room) SGW Campus

PRESENT

Governors: Helen Antoniou (Chair), Francis Baillet (attended remotely), Kenneth Brooks (attended remotely), Graham Carr (President and Vice-Chancellor), Jarrett Carty, Gary N. Chateram (attended remotely), Gina P. Cody (attended remotely), Daniel Cross, Selvadurai Dayanandan, Pat Di Lillo, Kim Fuller, Fawaz Halloum, Claude Joli-Cœur (Vice-Chair), Claudine Mangen (attended remotely), Frederica Martin (Vice-Chair), Duraichelvan Raju, Robert Soroka, Ted Stathopoulos, Cathy Wong (attended remotely)

Also attending: Philippe Beauregard, Dominique Bérubé, William Cheaib, Paul Chessser, Denis Cossette, Michael Di Grappa (attended remotely), Nadia Hardy, Frederica Jacobs, Lisa Ostiguy, Anne Whitelaw

ABSENT

Governors: Françoise Bertrand, Adriana Embiricos, Rana Ghorayeb, Caroline Jamet, Paul John Murdoch, Philippe Pourreaux

Alternate Governor: Nassim Boutalbi

Non-voting observer: Jonathan Wener

1. Call to order

The Chair called the meeting to order at 4:03 p.m.

1.1 Approval of the Agenda

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

R-2023-1-1 That the Agenda be approved, including the items on the Consent Agenda.

CONSENT

2. Approval of December 15, 2022 Minutes

R-2023-1-2 *That the Minutes of the meeting of December 15, 2022, be approved.*

3. Governance and Ethics Committee recommendation: revision to the Concordia University By-Laws (Document BG-2023-1-D1)

R-2023-1-3 *That, upon recommendation of the Governance and Ethics Committee, the revisions to the By-Laws of Concordia University be approved.*

4. Audit Committee recommendations :

4.1 *Système d'information financière des universités (SIFU) report for year ended April 30, 2022* (Document BG-2023-1-D2)

R-2023-1-4 *That, upon recommendation of the Audit Committee, the Board of Governors approve the Système d'information financière des universités (SIFU) report for year ended April 30, 2022.*

4.2 Approval of revisions to the *Policy on Enterprise Risk Management (BD-14)* (Document BG-2023-1-D3)

R-2023-1-5 *That, upon recommendation of the Audit Committee, the revisions to the Policy on Enterprise Risk Management (BD-14) be approved.*

5. Finance Committee recommendations:

5.1 Delegation under the Act respecting contracting by public bodies (S.Q. 2006, c-29) and related regulations for qualified IT projects (Document BG-2023-1-D4)

R-2023-1-6 *That, upon recommendation of the Finance Committee, the delegation under An Act respecting contracting by public bodies (S.Q. 2006, c-29) and related regulations for qualified IT projects and the ratification of all acts outlined in Document BG-2023-1-D4A be approved.*

5.2 Delegation for computer provisioning contracts (Document BG-2023-1-D5)

R-2023-1-7 *That, upon recommendation of the Finance Committee, the Board of Governors approve that Concordia University be authorized:*

1. *to join the "Centre d'acquisitions gouvernementales" (CAG) for the purchase of its standard personal computers for a five-year contract (an initial two-year contract beginning on September 1, 2023, plus three one-year options) for a total contract commitment of \$10,800,000.00, including taxes; and*

2. to spend an additional amount of \$1,620,000.00, including taxes, if required, to cover the unplanned purchases or potential growth as part of the same contract;

the whole for a total maximum contract commitment of \$12,420,000.00, including taxes, in accordance with the presentation entitled "New provisioning strategy for standard personal computers" attached hereto, as well as the University's policies and applicable government legislation and regulations.

6. Approval for the use of Concordia's name (Document BG-2023-1-D6)

R-2023-1-8 *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) and its related Procedures, the following requests to use the Concordia name be approved:*

- *Concordia Naginata Club*
- *Concordia Relay for Life*
- *John Molson Data Analytics Club*
- *Nyantende Foundation – Concordia Chapter*

REGULAR

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

There was no other business to bring before the meeting that was not included on the Agenda.

8. President's report (Document BG-2023-1-D7)

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

- G. Carr began by acknowledging that the last 2 weeks have been extremely difficult for members of Concordia's Turkish and Syrian communities because of the devastating earthquakes that ravaged southern Turkey and northern Syria, which, per reports from the United Nations, have killed more than 40,000 people and displaced millions of others. He noted that Concordia currently has 396 Syrian students and 99 Turkish students. The Syrian students are mainly permanent residents and Canadian citizens, while the Turkish students are in Canada on international visas.
- He informed the Board that, following news of the earthquakes, the International Students Office (ISO) reached out directly to every Turkish and Syrian student to check on them and make them aware of the supports available to them. The ISO also made arrangements with major telephone service providers to facilitate free calls to their home countries (in areas where phone service was still functioning).

- There are also many Iraqi and Iranian students who have been admitted to Concordia but are temporary residents in Turkey pending visa decisions, and the ISO has also reached out to them. He confirmed that none of those students and no students or faculty on exchange or doing research in the affected areas had been injured or worse because of the earthquakes. The University was continuing to post and update information on the Student Hub and have also sent a message to faculty deans for distribution to departments asking that academic accommodations be provided to students who have been severely affected by the events.
- He further noted that it is more difficult for the University to identify and therefore reach out to faculty and staff of Syrian and Turkish origin, as the University doesn't have that information, but information has been posted on the Employee Hub about assistance services that are available.
- There is also information available in an article on the University's home page which provides a link to the Red Cross relief effort for those who would like to make a donation; the Concordia Student Union has also been collecting donations that are destined for Turkish and Syrian organizations. The University is continuing to monitor events as they unfold and is responding directly to individuals who have questions or remain uncertain about how to get support.
- G. Carr then noted that, as part of Black History Month, several Concordians were highlighted last week by the CBC as Black Changemakers. The list included: Tenicha Gittens (coach of the Stingers women's basketball team), Lillian Jackson (served Concordia for 25 years as the administrative director of Concordia's Science College, where Lillian was also confidante to generations of graduates), Concordia student Vanessa Manroop (a committed volunteer), alumni Alix Adrien (who is an educator), Moses Gashirabake (runs a law firm), Tiffany Callender (supporter of black entrepreneurs), Nicole Antoine (the creator of the BLAXPO career fair), Kathy Roach (educator), and Lisa Ndejuru (a former Public Scholar).
- He informed the Board that on February 6th, there was an unveiling of a temporary plaque (a model of what will be installed in the spring) in the Atrium of the Hall Building commemorating the student protest against anti-Black racism that took place in the Hall Building in 1969. A bilingual interactive website was also launched and will be populated with additional materials in the future. At this launch, A. Whitelaw announced that, in partnership with the Student Success Center, Concordia will be creating a Black Student Centre and that work had begun on designing a minor in Black and Africa Diaspora Studies in the Canadian context. He concluded that these initiatives are all actions stemming from the report of the President's Task Force on Anti-Black Racism.
- Last Saturday, at a ceremony at the Loyola Refectory following the men's and women's basketball games, Concordia inducted Jackson Winters into its Sports Hall of Fame. A star athlete at University of Portland in Oregon and with the Harlem Globetrotters, J. Winters broke color barriers in the US but also in Canada, where he became the first Black coach of a varsity athletic team when he coached men's basketball at Loyola for

three seasons starting in 1962, including a championship season in the Ottawa-St Lawrence Athletic Conference. J. Winters was much beloved and revered by his players. He died recently in his early 90s after a very successful financial career that started in Montreal but took him back to the United States. His daughter, Lauren Winters, who spent her early childhood in Montréal and is now a lawyer in Oregon, returned to Montréal to accept the honor on her father's behalf. G. Carr extended thanks to George Lengvari and Harry Has, two graduates who played for J. Winters, for also participating in the ceremony.

- He informed the Board that three Concordia ice hockey players won gold at the 31st winter edition of the FISU World University Games in Lake Placid, New York. Also, Marion Thénault, an aerospace engineering student, won silver in the World Cup Aerial Skiing at Vail, Colorado in the first week of February. He commended M. Thénault for combining success as one of the world's elite athletes with academic progress in one of the University's most demanding undergraduate programs.
- He made note of the two new appointees to the Order of Canada who have close links to Concordia, namely Gerald Lozinski (graduate and patron of the arts, and a long-time colleague) and Don Taddeo (who taught communications at Concordia, and was dean of the engineering faculty and co-chair of the first capital campaign in the 1990s).
- He was pleased to report that the University had recorded a great year of research funding with more than \$75M in research income in the 2021 fiscal year. This was the first time in the University's history that the \$70M threshold had been exceeded, and this increase represented a leap of more than 25% over the previous year. Only one other university among top 25 institutions, the University of Saskatchewan, had a higher percentage gain. He noted that this growth largely occurred during the pandemic and was a testimonial to the point that universities continued to advance their mission even under the duress that everyone experienced during the pandemic.
- That morning, an event in the John Molson Building was held to honour recipients of the Presidents' Media Outreach awards. These awards are given to faculty and graduate students whose vulgarisation of their research has helped the public understand some of the grand challenges of our time, or whose research has been hailed externally as a breakthrough. One of the awards was given to one of the Governors, Claudine Mangen, for a series of articles in *The Conversation*, an online magazine of university research that is picked up by media outlets globally. C. Mangen's work focuses on the uneven gendered impact of the pandemic with respect to work and the balancing of work and domestic responsibilities.
- Another award was given to Muthu Packirisamy, a member of faculty in Mechanical, Industrial and Aerospace Engineering, whose development of a breakthrough nano technology in optical-bio microsystems was identified as a top-10 science discovery of the year by *Science QC*. One of M. Packirasamy's graduate students who worked on the discovery is also a Governor, Duraichelvan Raju. G. Carr also thanked P. Beauregard's team at UCS, who work with faculty members to mentor them on how to effectively communicate about their research in various public domains.

- He shared with the Governors that Gina Cody was the keynote speaker at Université de Sherbrooke earlier this week. The university had awarded her an honorary doctorate last fall and she was invited back to speak about the importance of advancing equity and diversity in engineering to optimize performance and outcomes. Université de Sherbrooke has since published a fantastic summary of the talk and subsequent interview with G. Cody on its website.
- He congratulated the Office of Advancement and the John Molson School of Business for inviting Guy Cormier, President and CEO of Groupe Desjardins, to speak at Concordia this week. G. Cormier was bestowed an honorary doctorate last spring. At the event, G. Cormier spoke very candidly about his incredible personal and professional journey from being a graduate with no job prospects (a graduate of HEC, Montréal), to a teller at a Desjardins branch, and eventually to the C-suite. It was an inspiring talk that also touched on his philosophy of leadership, on the importance of mentorship, and on his career progression at Desjardins, which he attributed partly to the mentorship he had received at different stages from 5 women. He shared valuable insights on how talented young graduates and employees can prepare themselves to seize opportunities for advancement in a changing world. Board member Philippe Pourreaux was also in attendance, and the audience was mostly made up of students and alumni, with some faculty and staff. G. Cormier's presentation was very well-received - he was approached by many students with questions afterward and was incredibly generous with his time. The success of the event really affirmed the value of the relationship that the University has established with him by way of the honorary doctorate.
- G. Carr shared more news on student accomplishments, informing the Board that the delegation from the John Molson School of Business had placed third overall at this year's *Jeux du Commerce*. The Seventh edition of ConUHacks was held on January 21st and 22nd, with record attendance of some 900 attendees, mostly students, who came from across North America, to participate in the event. An outstanding list of sponsors from the private and public sector had issued the challenges that the hackers sought to crack.
- The winter open house is scheduled for the weekend ahead. The pre-registration numbers are: 4550 students already registered as of the beginning of this week, including nearly 1700 from Quebec, more than 350 from rest of Canada, more than 100 from the United States, and some 2400 who will join targeted virtual information sessions, with the largest group of prospective international students in African countries this time. The students attending in person will be accompanied by more than 2000 guests, mainly parents and siblings.
- He concluded by highlighting a gift from former Board member, Miriam Roland, who provided \$1M to support inter-institutional collaboration on sustainability research. This gift will allow faculty and students from the Next-Generation Cities Institute to exchange and work together with colleagues at the School for Sustainability and Climate Change at Ben-Gurion University in the Negev. This was another example of

M. Roland's generosity in supporting a key strategic focus of the University's research and a partnership with another university that Times Higher Education recognizes as one of the world's great young universities.

9. Other business

There was no other business to bring before the meeting.

10. Adjournment

The Chair declared the meeting adjourned at 4:26 p.m.

K. Singh
Karan Singh
Secretary of the Board of Governors



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 18, 2023**

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

ACTION REQUIRED: For approval

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

BACKGROUND: The regulations respecting professional liability insurance for members of the *Ordre des architectes du Québec* provide for mandatory enrollment by its members to professional liability insurance. An architect who fits certain employment categories may obtain a waiver for the additional professional insurance that is required from practicing architects. In order to have this requirement waived, the University must provide confirmation that the University shall indemnify, act as guarantor, and be financially liable for any error or omission on the part of the architect in the exercise of their functions within the University.

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

DRAFT MOTION:

Considérant que ELIO CHOQUETTE, architecte, exerce sa profession d'architecte au service de l'Université Concordia;

Considérant que ELIO CHOQUETTE, architecte, dans le cadre de son emploi à l'Université, ne pose des actes professionnels que pour le compte de l'Université Concordia;

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

PREPARED BY:

Name: Karan Singh
Date: May 11, 2023



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 18, 2023**

AGENDA ITEM: Request for the use of name per 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)*.

ACTION REQUIRED: For approval

SUMMARY: Associations or groups wishing to use the Concordia name must obtain the permission of the Board of Governors, as 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)* and its related Procedures Handbook (the "Policy").

BACKGROUND: The following use of name requests were received under the Policy and forwarded to the Secretary-General and assessed per the provisions of the Policy:

1. Stronger than Stigma – Concordia Chapter - The goal of the club is to help Concordia University students overcome the social barriers surrounding mental health. The club strives to promote mental health on campus by (1) decreasing the stigma surrounding mental health, (2) increasing mental health literacy among the student population, and (3) fostering self-care and wellness through various events and programs.
2. Concordia Product Management Club – The goal of the club is to inspire students to build their own products and support the journey of a product manager.

DRAFT MOTION: 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)* and its related Procedures, the Board of Governors approve the following requests to use the Concordia name:

- Stronger than Stigma – Concordia Chapter
- Concordia Product Management Club

PREPARED BY:

Name: Karan Singh
Date: April 13, 2023



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 18, 2023**

AGENDA ITEM: Collection of undergraduate student fee levies

ACTION REQUIRED: For approval

SUMMARY: The Board of Governors is being asked to approve the collection by the University on behalf of the Concordia Student Union of undergraduate student fee levies, following referenda conducted during March, April and May 2023.

BACKGROUND: The results of the votes have been validated by the Dean of Students.

DRAFT MOTIONS:

Student Services fee levy

That the Board of Governors authorize Concordia University to collect an increased fee levy of \$11.11 per credit (an increase of \$0.85 per credit from \$10.26 per credit) to support the Student Success Centre, Campus Wellness and Support Services, the Dean of Students Office and the Financial Aid and Awards Office, from all undergraduate students, annually adjusted to the Consumer Price Index of Canada, to be implemented with registration for the Fall 2023 (2232) term, in accordance with the University's tuition, refund and withdrawal policy. This fee cannot be opted out of.

Hive Café Loyola Free breakfast program

That the Board of Governors authorize Concordia University to collect an increased fee levy of \$0.35 per credit (an increase of \$0.25 per credit from \$0.10 per credit), from all undergraduate students registered in the Faculty of Arts and Science, in order to cover the expenses related to the implementation of a free breakfast program. This program will operate a minimum of 4 days per week out of the Loyola Hive and offer 'grab and go' breakfast options for Arts and Science Federation Association Members beginning in Fall 2023.

Be it further resolved that this levy be adjusted to the Consumer Price Index of Canada, and to be implemented with registration for the Fall 2023 (2232) term in accordance with the university's tuition refund and withdrawal policy.

Art Matters Festival fee

That the Board of Governors authorize Concordia University to collect an increased Art Matters Festival fee from \$0.50 per credit to \$0.70 per credit (an increase of \$0.20 per credit), to be collected from all undergraduate students registered in the Faculty of Fine Arts, and to be implemented with registration for the Fall 2023 (2232) term in accordance with the University's tuition refund and withdrawal policy.

PREPARED BY:

Name: Karan Singh
Date: May 10, 2023

INTERNAL MEMORANDUM

March 17, 2023

TO: Karan Singh, Secretary, Board of Governors
FROM: Andrew Woodall, Dean of Students
RE: CSU Election Results March 2023

In the most recent Concordia Student Union elections held from March 14-March 16, 2023, undergraduate students voted on the following referendum question:

Do you agree to increase the Student Services fee levy supporting the Student Success Centre, Campus Wellness and Support Services, the Dean of Students Office and the Financial Aid and Awards Office from \$10.26 per credit to \$11.11 per credit (an increase of \$0.85 per credit), annually adjusted to the Consumer Price Index of Canada, to be collected from all undergraduate students, and to be implemented for the Fall 2023 term in accordance with the University's tuition refund and withdrawal policy?

NOTE: This fee cannot be opted out of.

NOTE: Regardless if this question passes, Student Services will collaborate with the Concordia Student Union (CSU) on creating and mandating an oversight body with voting rights that best fits the needs of the CSU and Students Services. A proposal or memorandum of understanding would be presented to the council one (1) year from the 2023 General Elections. Should this proposal be passed at CSU Council, the body would be staffed and operating starting the next academic year.

Yes: 1224

No: 1006

Abstain: 503



Andrew Woodall

INTERNAL MEMORANDUM

March 30, 2023

TO: Mr. Karan Singh, Secretary, Board of Governors FROM:
Andrew Woodall, Dean of Students
RE: ASFA Election Results March 2023

In the most recent Arts and Science Federation of Associations elections held from March 21-23, 2023, undergraduate Arts and Sciences students voted on the following referendum question:

"Do you agree to increase the Hive Café Loyola Free Lunch Program fee from \$0.10 per credit to \$0.35 per credit (an increase of \$0.25 per credit), in order to cover the expenses related to the implementation of a free breakfast program. This program will operate a minimum of 4 days per week out of the Loyola Hive and offer 'grab and go' breakfast options for ASFA members beginning in Fall 2023.

Be it further resolved that this levy be adjusted to the Consumer Price Index of Canada, to be collected from all undergraduate students registered in the faculty of Arts and Science, and to be implemented with registration for the Fall 2023 (2232) term in accordance with the university's tuition refund and withdrawal policy?"

Yes:	1188
No:	449
Abstain:	401



Andrew Woodall

INTERNAL MEMORANDUM

May 5, 2023

TO: Mr. Karan Singh, Secretary, Board of Governors FROM:
Andrew Woodall, Dean of Students
RE: FASA Election Results May 2023

In the most recent Fine Arts Student Alliance elections held from April 27-May 4 2023 , undergraduate Fine Arts students voted on the following referendum question:

"Do you agree to increase the Art Matters Festival fee from \$0.50 per credit to \$0.70 per credit (an increase of \$0.20 per credit), to be collected from all undergraduate students registered in the faculty of fine arts, and to be implemented with registration for the Fall 2023 (2232) term in accordance with the university's tuition refund and withdrawal policy?"

Yes:	95
No:	50
Abstain:	52



Andrew Woodall



**ENVIRONMENTAL
HEALTH AND SAFETY**

Report on Due Diligence

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

*For the Reporting Period
Q4-2022 (October, November, December)
&
2022 Calendar Year*

Pietro Gasparini, C.I.H.
Director, Environmental Health & Safety
February 9, 2023

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Executive Summary

Summary of the 2022 Leading Safety Key Performance Indicators:

- 5,778 individuals attended safety and security training sessions
- An increase in participation in safety training over the last 3 years (excluding COVID-related training)
- 66 Injury & Near-Miss Investigations (69% increase compared to 2021)
- 145 Preventative Internal Inspections and Assessments, including 81 ergonomic risk assessments
- 171 Internal Non-Compliance Citations (33% decrease compared to 2021)
- 42 EHS Research Safety Compliance Reviews (8% increase compared to 2021)

Summary of the 2022 Lagging Safety Key Performance Indicators Summary:

- 74 Injuries (32% increase compared to 2021)
- 37 Work-Related Injuries (6% increase compared to 2021)
- 13 Accepted Workers' Compensation Claims
- 371 Lost-Time Days (30% increase compared to 2021)
- 37 Near-Misses (131% increase compared to 2021)
- 7 External Inspections (46% decrease compared to 2021)
- 7 Regulatory Non-Compliance Citations (89% increase)
- \$500 in Regulatory Fines
- 13 Hazardous Materials Emergency Responses (32% increase)

2022 began with preventative health measures in place to prevent the spread of the Omicron variant of COVID-19. COVID public health directives were withdrawn during the second quarter of the year and on June 23, Concordia removed its procedure mask and physical-distancing requirements on its campuses. At the same time, COVID safety training was also no longer required by the university community. Although fall 2022 saw a resumption of the university's academic activities on campus and the return of many social and academic events, numerous staff continued to work in hybrid mode (partially on campus and partially remotely). The pandemic continues to impact most safety key performance indicators in 2022, however, less so than in 2020 and 2021.

As the additional work created by the pandemic decreased throughout 2022, EHS staff were able to refocus their attention on their regular responsibilities. The introduction of the UNITY *My Workplace Health & Safety* module was a change the department had to manage, and it will continue to manage in 2023. The opportunity presented by the new system is accompanied by change, for both EHS staff and the community. During 2023, the Department will be focused on completing the implementation of the three applications within the UNITY *My Workplace Health & Safety* module and resuming all prevention activities.

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

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

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

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

Section A: Leading Safety Key Performance Indicators

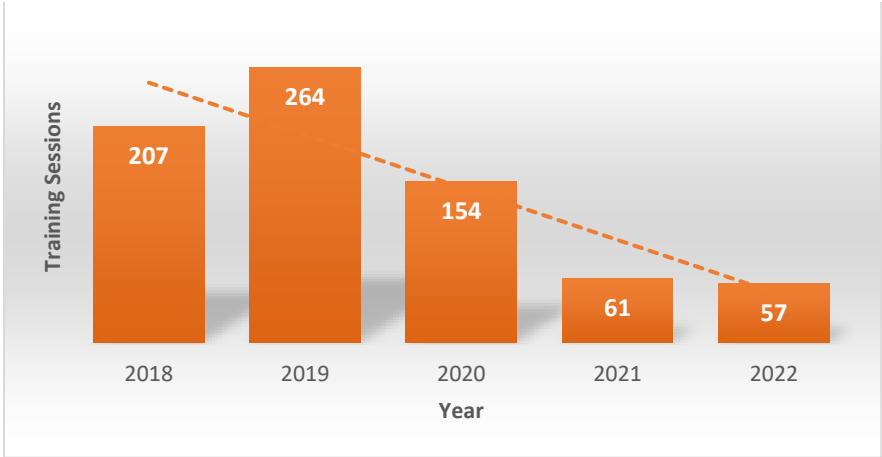
1. Safety & Security Training

During the period of October 1 to December 31, 2022, there were **37** safety and security in-person training sessions, of which **24** (65%) were safety trainings and **13** (35%) was offered by Security. A total of **1036** people received safety or security training.

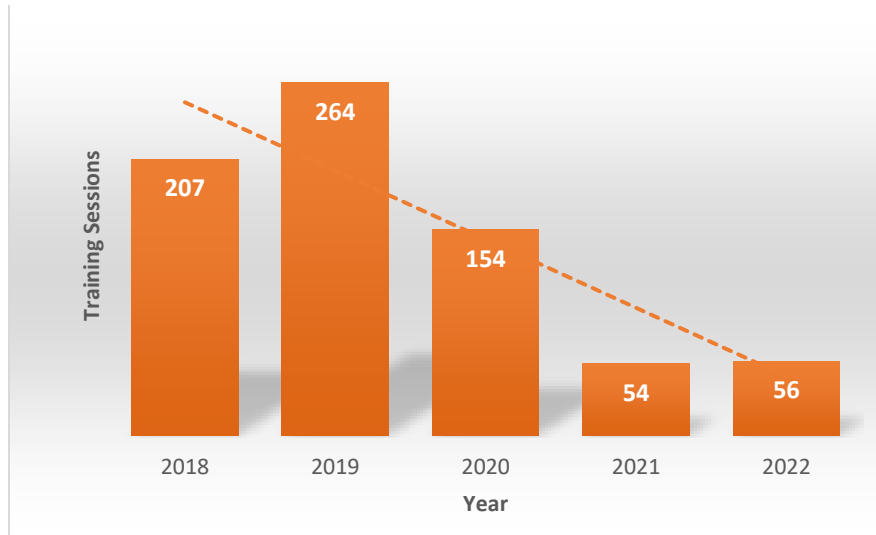
	2021 Q4 <i>Oct., Nov., Dec.</i>	2021 <i>Full Year</i>	2022 Q4 <i>Oct., Nov., Dec.</i>	2022 <i>Full Year</i>
Total Safety & Security Training Sessions	27	83	37	91
Total Participants	2 011	16 918	1 036	5 778

The following graphs present the 5-year trend for safety and security training.

As indicated in Graph 1, in 2022, EHS provided a total of 57 in-person or virtual safety training sessions, with all other training provided online as self-directed learning, with a total of 3,433 participants. Of the 57 sessions, 1 was a COVID-19 training.



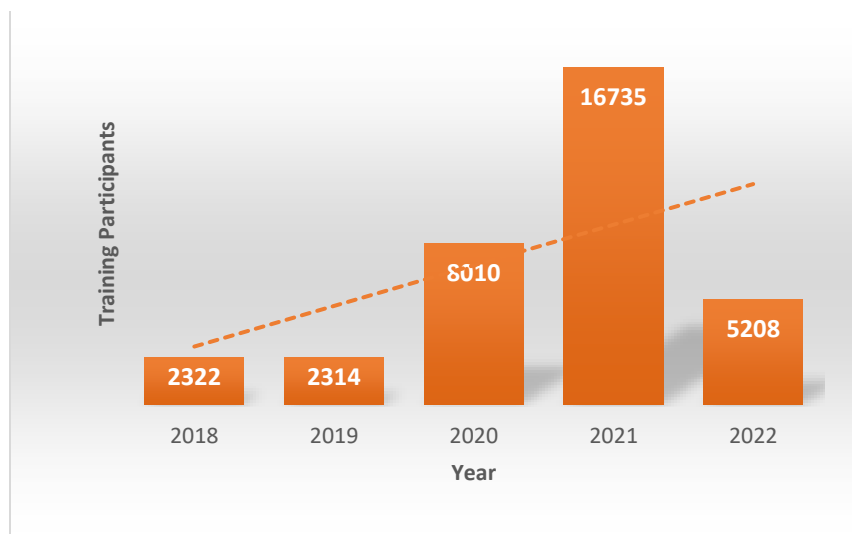
Graph 1: Total Number of Safety Training Sessions per Year (including COVID-related training)



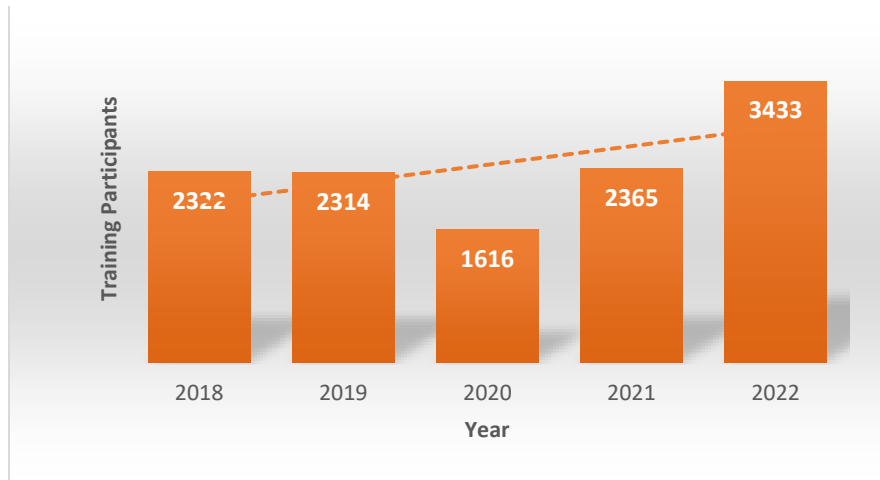
Graph 2: Total Number of Safety Training Sessions per Year (excluding COVID-related training)

The 5-year safety training session data illustrates the shift in training delivery that occurred as a result of the pandemic. The pandemic required that all safety training be made available online, either as virtual live sessions or as self-directed learning (recordings). There is a strong preference for safety training to be made available online. With the assistance of an instructional designer, in 2023 a portion of mandatory safety training will be updated and modified to create self-directed learning. However, some safety trainings have hands-on components and cannot be provided online or virtually.

As more and more training is delivered on-line as self-directed training, the number of training sessions no longer fully represents the quantity of training provided. Therefore, in 2023 we will cease to report on the number of training sessions and report solely on the number of training participants.



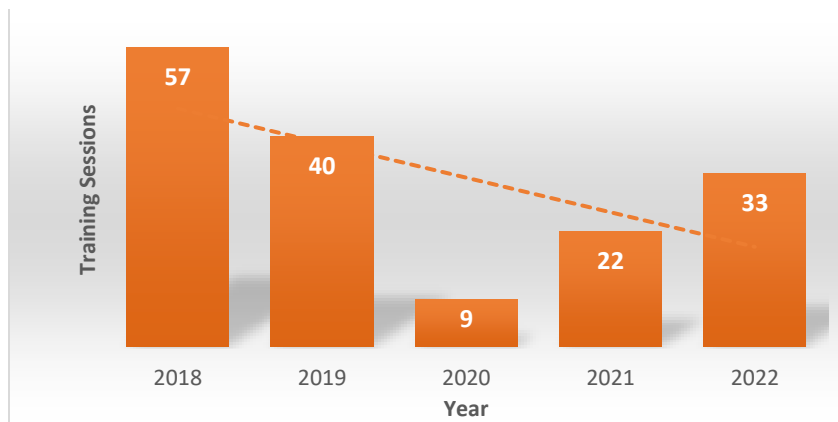
Graph 3: Total Number of Safety Training Participants per Year (including COVID-related training)



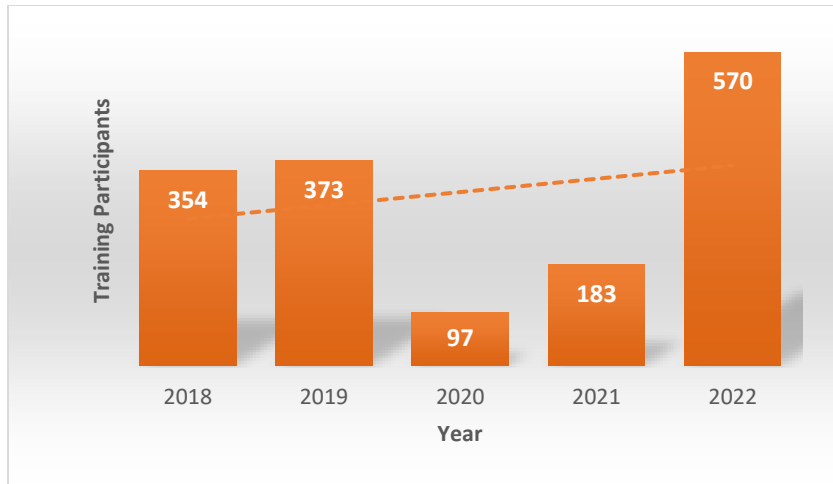
Graph 4: Total Number of Safety Training Participants per Year (excluding COVID-related training)

In Graph 3, the 5-year safety training participant data illustrates the impact COVID-related safety training had on training participant statistics. Graph 4, which excludes COVID-related safety training, is a better indication of the status of this key performance indicator. When COVID-related training is excluded, we see that the 5-year trend for safety training is increasing. Although there was a decrease in safety training participation in 2020 due to the closure of the campuses caused by the pandemic, participation recovered in 2021 to pre-pandemic levels, even with a slight reduction of activities on campus in 2021. It is promising to see the increase in safety training participation in 2022. The pandemic has had an overall positive impact on safety training awareness and safety training compliance.

As noted in Graph 5, Security provided 33 in-person or virtual training sessions, with all other training provided online as self-directed learning, with a total of 570 participants for the year (Graph 6). De-escalation training offered by Security was inadvertently omitted from previous 2022 reports; 27 security training sessions and 254 security training participants from Q1, Q2 and Q3 2022 were added to the 2022 Full Year data.



Graph 5: Total Number of Security Training Sessions per Year



Graph 6: Total Number of Security Training Participants per Year

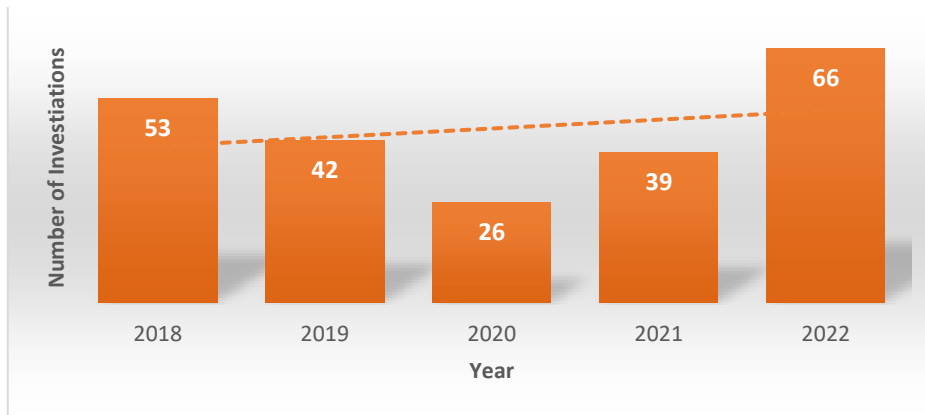
2. Injury & Near-Miss Investigations

Depending on the circumstances surrounding a reported injury or near-miss, EHS staff will conduct a formal investigation with supervisors. Investigations are conducted to determine the root causes of Injuries and Near-Misses to prevent similar occurrences in the future, to determine compliance with applicable safety regulations, and to collect information for Workers' Compensation Claims (if applicable). In some instances, Injury and Near-Miss Investigations result in the assignment of corrective actions to prevent injury and near-miss reoccurrence (see Section 5).

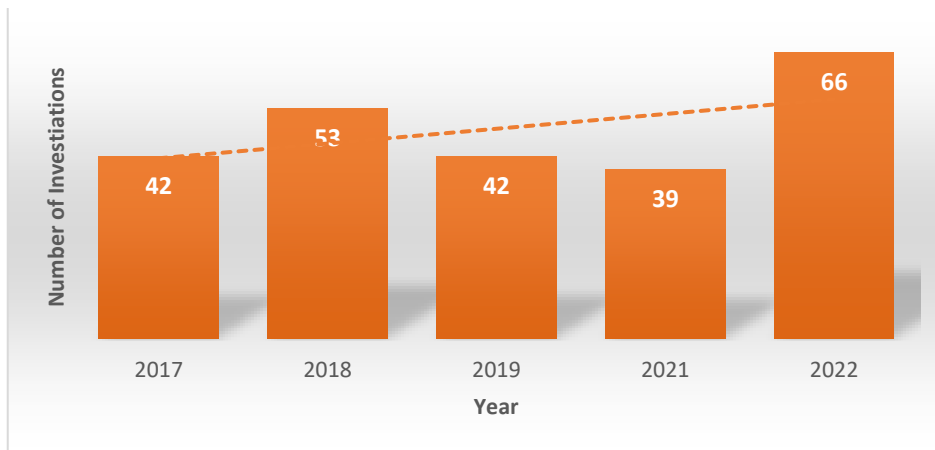
For the period of October 1 to December 31, 2022, **9** Injury Investigations and **9** Near-Miss Investigations were conducted, bringing the 2022 totals to **39** Injury Investigations and **27** Near-Miss Investigations.

	2021 Q4 <i>Oct., Nov., Dec.</i>	2021 <i>Year To Date</i>	2022 Q4 <i>Oct., Nov., Dec.</i>	2022 <i>Year To Date</i>
Injury Investigations	8	29	9	39
Near-Miss Investigations	8	10	9	27
TOTAL Investigations	15	39	18	66

Compared to 2021, in 2022 there was a 35% increase in the number of Injury Investigations and a 170% increase in the number of Near-Miss Investigations. The 5-year average number of Injury & Near-Miss Investigations per year is 43. As indicated in Graph 7, the 5-year trend is slightly increasing. If 2020 is excluded, given the impact the COVID-19 pandemic had on both the number of injury and near-misses, in Graph 8, we see a more pronounced increasing 5-year trend.



Graph 7: Total Number of Injury & Near-Miss Investigations per Year



Graph 8: Total Number of Injury & Near-Miss Investigations per Year, excluding 2020

In 2022, EHS integrated the UNITY *My Workplace Health & Safety* module. As a result, all Injury and Near-Miss data from 2022 is in the new system, improving our ability to perform trend analysis. In 2022, 11% of the Injuries and 17% of the Near-Misses reported were linked to slips and falls due to icy conditions. These injuries were responsible for 37% of the total Lost-Time Days in 2022. Using this data, two maps were created to identify the locations of the icy conditions that caused slips and falls. This information was shared with Facilities Management so that additional remedies and attention can be taken in 2023 in these areas to avoid further injuries.

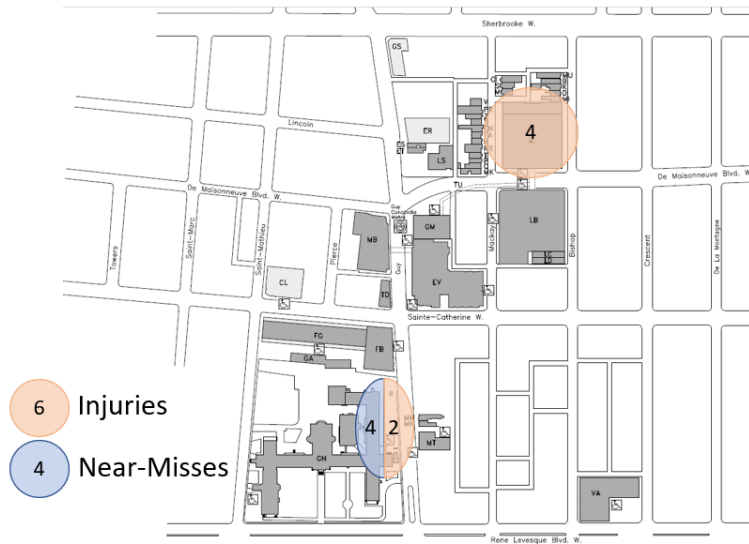


Figure 1: Location and number of Injuries and Near-Misses due to ice at Sir George Williams Campus in 2022

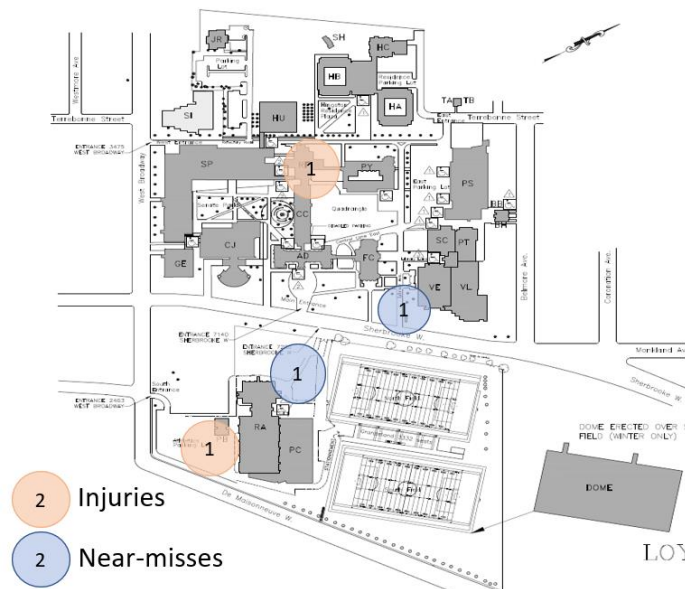


Figure 2: Location and number of Injuries and Near-Misses due to ice at Loyola Campus in 2022

3. Preventative Internal Inspections & Assessments

Preventative Internal Inspections and Assessments refer to workplace inspections and risk assessments conducted by, or in collaboration with, EHS staff on university premises.

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

Risk assessments are considered more thorough evaluations with the objective of identifying all hazards and determining if the hazards can be eliminated. If elimination of the hazard is not possible, the risk assessment will determine how the hazard can be controlled.

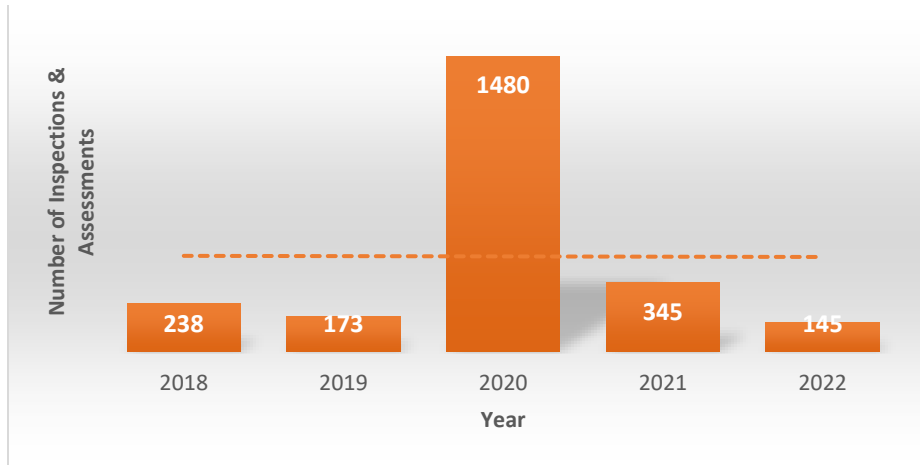
Workplace inspections and risk assessments are complementary; they form an integral part of the university’s comprehensive health and safety program. Both serve as a mechanism to determine compliance with government regulations and internal policies and procedures.

For the period of October 1 to December 31, 2022, **13** Preventative Internal Inspections and Assessments were conducted. Throughout the second half of 2022, EHS staff worked on the implementation of the new Workplace Inspection Application that is part of the UNITY *My Workplace Health & Safety* module. Setting up and testing the application took more time than expected. As a result, the number of workplace inspections conducted in 2022 were impacted. Workplace inspections required by legislation were completed; additional inspections were suspended temporarily so that the team could focus on the implementation of the new application. The new Workplace Inspection Application will be launched in early 2023.

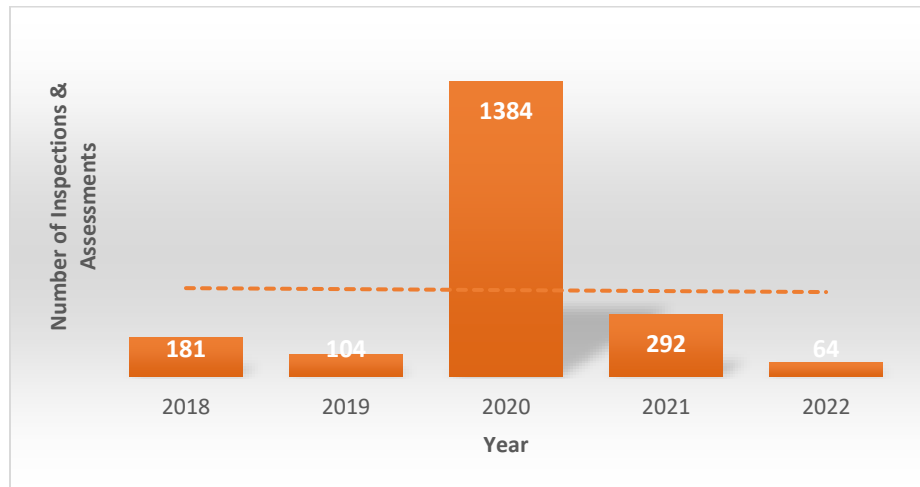
EHS has been conducting ergonomic risk assessments for many years at the request of employees or managers. Ergonomic risk assessments evaluate the risk of musculoskeletal injury and actions are taken to prevent these injuries from occurring. There were 81 ergonomic risk assessments completed in 2022, an increase of 53% from 2021. In the past, ergonomic risk assessments have not been included under Preventative Internal Inspections. Given these assessments are preventative and that data is available, ergonomic risk assessments have been retroactively added to this metric. The 2021 Full Year total was adjusted to add the 53 ergonomic risk assessments completed in 2021.

Year	Preventative Internal Inspections & Assessments
2022 Q4 <i>Oct., Nov., Dec.</i>	13
2022 <i>Full Year</i>	145
2021 Q4 <i>Oct., Nov., Dec.</i>	29
2021 <i>Full Year</i>	345

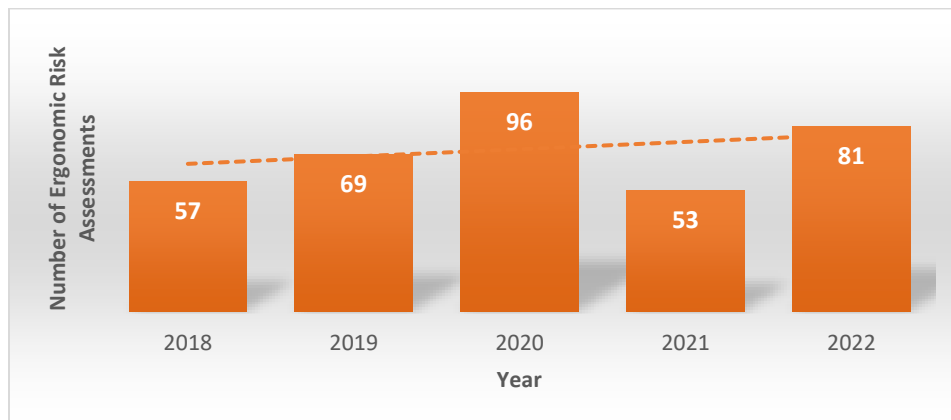
Three graphs are presented below. Graph 9 presents 5-years of data for the total number of Preventative Internal Inspections and Assessments, including ergonomic risk assessments. Graph 10 presents the 5-year data for the total number of Preventative Internal Inspections and Assessments excluding ergonomic risk assessments and Graph 11 presents ergonomic risk assessment data from 2018 to 2022.



Graph 9: Total Number of Preventative Internal Inspections & Assessments per Year (including ergonomic risk assessments)



Graph 10: Total Number of Preventative Internal Inspections & Assessments per Year (excluding ergonomic risk assessments)



Graph 11: Total Number of Ergonomic Risk Assessments

4. Internal Non-Compliance Citations

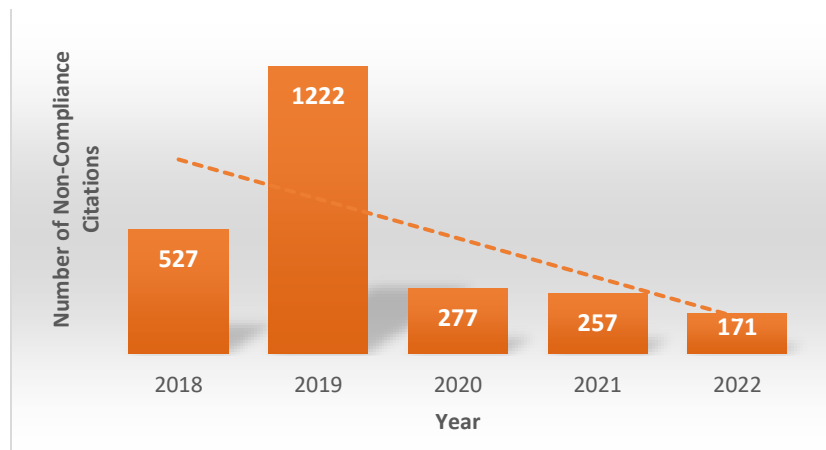
EHS is mandated to monitor compliance with government regulations and internal safety policies and procedures. Compliance monitoring allows us to ensure the safety and well-being of the university community and to mitigate external non-compliance citations.

Most 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.

For the period of October 1 to December 31, 2022, there were **8** internal Non-Compliance Citations related to radiation safety program inspections. As stated in Section 3, given the department was focused on the implementation of new workplace safety inspection tool, there were less Preventative Internal Inspections and Assessments conducted and, as a result, fewer internal non-compliance citations.

Year	Internal Non-Compliance Citations
2022 Q4 <i>Oct., Nov., Dec.</i>	8
2022 <i>Year To Date</i>	171
2021 Q4 <i>Oct., Nov., Dec.</i>	228
2021 <i>Year To Date</i>	257

The 5-year annual average number of Internal Non-Compliance Citations is 491. As illustrated in the graph below, the total number of Internal Non-Compliance Citations fluctuates annually. This metric was impacted by the pandemic given that Non-Compliance Citations were not issued during the Return to Campus Safety Assessments. 2019 was a significant year since comprehensive roof safety assessments were carried out for all university buildings and, as a result, all non-compliance and safety issues documented. 2022 was impacted by the implementation of the new Workplace Inspection Application, however, 2023 is projected to reverse the current trend given the new Workplace Inspection Application will be deployed.



Graph 12: Total Number of Internal Non-Compliance Citations per Year

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. These 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 inspections (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.

In 2022, EHS successfully implemented the Safety Corrective Action Application, which is part of the UNITY *My Workplace Health & Safety* module. In Q3 2022, all open safety corrective actions were transferred from an EHS department database to UNITY. Prior to the transfer, all open corrective actions were reviewed, which led to some being merged and others split. The total number of corrective actions per year changed slightly, as explained in the Q3 2022 report.

The new Safety Corrective Action Application allows better follow-up through automated notifications, solving the long-standing issues of EHS not being advised when a corrective action was completed. This Safety Corrective Action Application is integrated with the other two health and safety applications in UNITY (Workplace Inspection and Injury/Near-Miss Reporting), meaning that safety corrective actions from all sources are consolidated in one place. A new categorization feature means corrective actions are now assigned a priority level: high, medium, and low.

The new application also changed the status reporting of corrective actions. The following statuses are now used: open, overdue, and completed. In some instances, the corrective measure may require a capital investment or needs to be incorporated into a project. The goal is not to penalize those individuals who have a plan in place to complete their corrective action. If more time is required and temporary measures are in place, then additional time is granted; the status of the corrective action would then remain “open”. Moving forward, the focus will be on overdue safety corrective actions.

Table 1 presents, for each calendar year, the number of corrective actions by status as of December 31, 2022. For comparison, Table 2 presents, for each calendar year, the percentage of corrective actions by status as of the same date.

Status	2015	2016	2017	2018	2019	2020	2021	2022
Completed	449	215	360	634	961	273	296	255
Open	1	0	0	18	263	1	2	13
Overdue	2	4	5	140	37	5	15	53
Total	452	219	365	792	1261	279	313	321

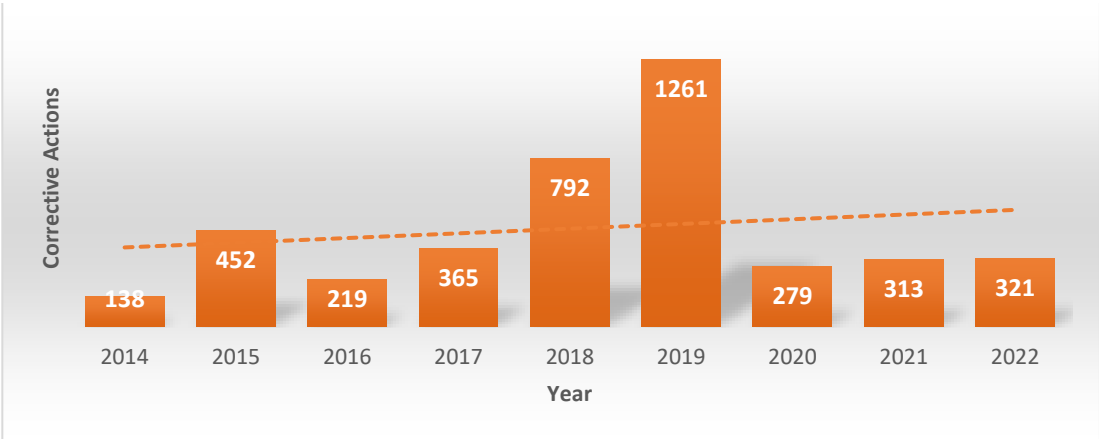
Table 1: Number of corrective actions per year by status (new reporting since Q3 2022)

Status	2015	2016	2017	2018	2019	2020	2021	2022
Completed	99.3%	98.2%	98.6%	80.0%	76.2%	97.8%	94.6%	79.4%
Open	0.24%	0%	0.0%	2.3%	20.9%	0.4%	0.6%	4.1%
Overdue	0.46%	1.8%	1.4%	17.7%	2.9%	1.8%	4.8%	16.5%
Total	100%	100%	100%	100%	100%	100%	100%	100%

Table 2: Percentage of corrective actions per year by status (new reporting as of Q3 2022)

As with the implementation of any new system, we are collaborating with those individuals who have assigned corrective actions to guide them in using the new application. We have created a [new webpage](#) on the EHS website on corrective actions, including user guides. The automated notifications by the application when a corrective action is overdue has initiated many discussions and we are working with those responsible to close corrective actions.

In 2022, the total number of safety corrective actions was 321, comparable to 2021. Graph 13 below illustrates all corrective action data since EHS began tracking this indicator. The average over the last 9 years is 460 corrective actions per year. The number fluctuates each year. If there is a specific initiative taken, for example in 2019 EHS conducted comprehensive roof safety assessments for all university buildings, the number can increase drastically.



Graph 13: Total Number of Corrective Actions per Year

The time it takes to complete a corrective action is the most significant challenge we have. The enhanced reporting capabilities with the new Safety Corrective Action Application will help bring visibility to senior leadership on the outstanding corrective actions in their areas/sectors. It is important to note that when a corrective action cannot be completed and non-compliance poses a risk to employees or students, interim measures are put in place to ensure everyone’s safety.

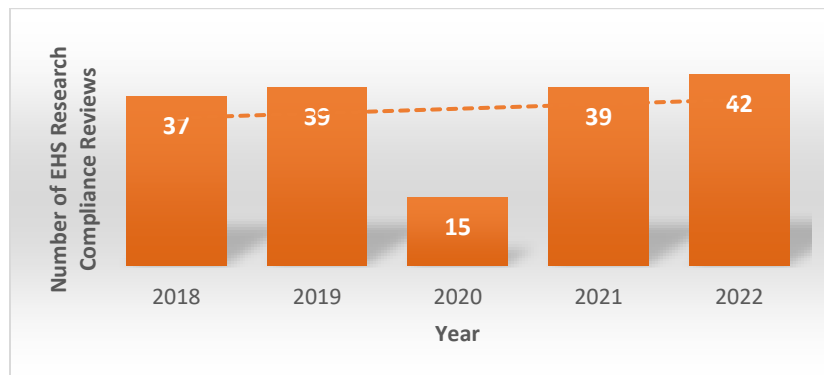
6. EHS Research Compliance Reviews

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

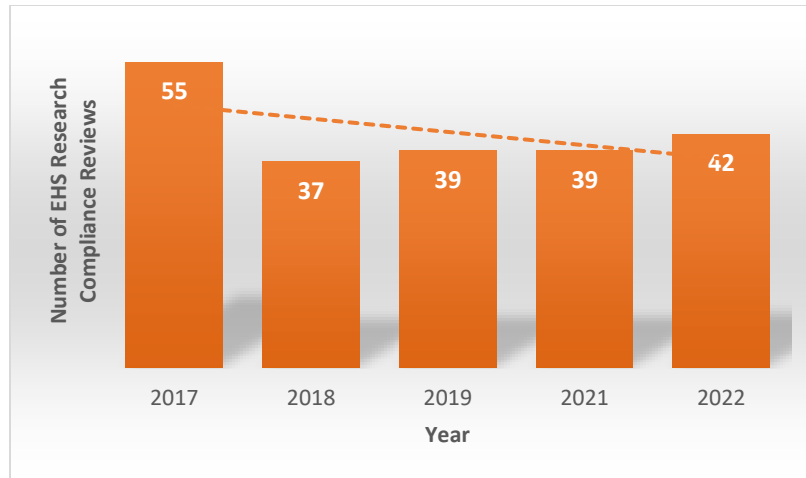
Between October 1 and December 31, 2022, the Research and Teaching Safety Team conducted **6** Research Compliance Reviews. For the period of January 1 to December 31, 2022, a total of **42** EHS Research Compliance Reviews were conducted.

Year	EHS Research Compliance Reviews
2022 Q4 <i>Oct., Nov., Dec.</i>	6
2022 <i>Full Year</i>	42
2021 Q4 <i>Oct., Nov., Dec.</i>	12
2021 <i>Full Year</i>	39

Graph 14 below shows the lower number of EHS Research Compliance Reviews in 2020 due to the pandemic. The 5-year average number of EHS Research Compliance Reviews per year is 34, however if we do not include 2020, the average is 39. In Graph 15, 2020 was removed. The number of Research Compliance Reviews conducted for new research projects has returned to pre-pandemic levels.



Graph 14: Total Number of EHS Research Compliance Reviews per Year



Graph 15: Total Number of EHS Research Compliance Reviews per Year, excluding 2020

Section B: Traditional (Lagging) Safety Key Performance Indicators

7. Total Injuries

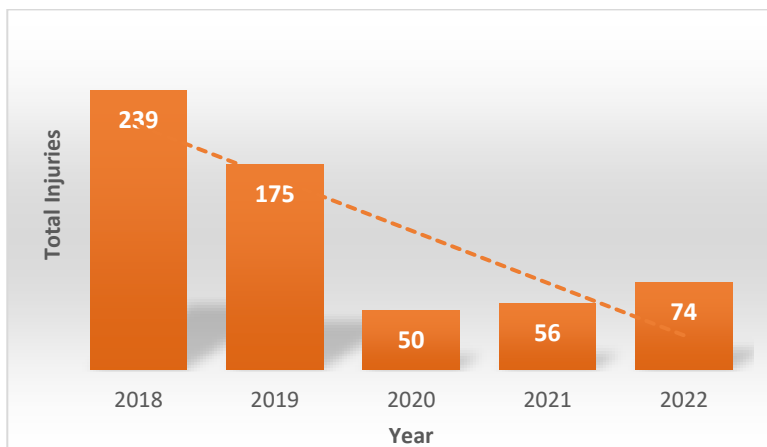
An injury refers to the occurrence of a sudden and unforeseen event arising out of, or during, a university-sanctioned activity attributable to any factor that caused an injury or an occupational disease (an exposure to conditions or substances that resulted in a disease). Injuries are grouped as work-related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

For the period of October 1 to December 31, 2022, **26** injuries were reported, bringing the 2022 total to **74**. This represents a 32% increase in Total Injuries in 2022 when compared to 2021; the number of Total Injuries has not returned to pre-pandemic levels (See Graph 16 below).

Year	Total Injuries
2022 Q4 <i>Oct., Nov., Dec.</i>	26
2022 <i>Full Year</i>	74
2021 Q4 <i>Oct., Nov., Dec.</i>	17
2021 <i>Full Year</i>	56

Graph 16 below presents the Total Injuries reported from 2018 to 2022. The 5-year trend is decreasing, influenced heavily by 2020 and 2021. The COVID-19 pandemic had a major influence on this indicator given that the university's campuses were closed for a portion of 2020, that teaching was offered remotely in 2020 and 2021, and that many employees work remotely. The fall of 2022 saw the return of teaching activities on campus, however employees in most areas continue to work remotely on a partial basis. The number of Total Injuries is directly related to the number of people on our campus. As more student, staff

and faculty return to campus, there is a possibility that the number of injuries will increase. We will continue to prioritize prevention activities in order to keep the university community safe.



Graph 16: Total Injuries per Year

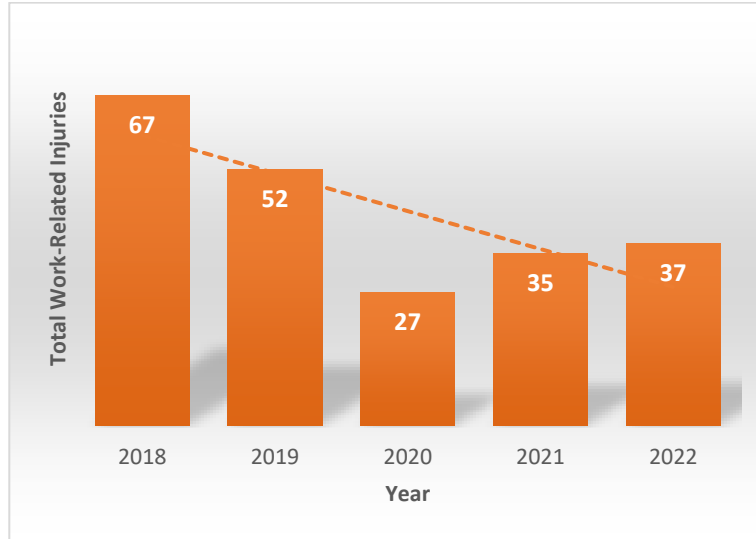
8. Work-Related Injuries

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

For the period of October 1 to December 31, 2022, **12** of the 26 reported injuries (Section 7) were work-related, bringing the 2022 total to **37**.

Year	Work-Related Injuries
2022 Q4 <i>Oct., Nov., Dec.</i>	12
2022 <i>Full Year</i>	37
2021 Q4 <i>Oct., Nov., Dec.</i>	10
2021 <i>Full Year</i>	35

In 2022, the total number of Work-Related Injuries increased by 6% compared to 2021. Graph 17 below depicts data from the last 5 years; the Work-Related Injuries trend is decreasing. The number of Work-Related Injuries has not returned to near the 2019 level, which is overall positive. This metric is influenced by the number of employees on campus versus working remotely; employees working from home did not report any work-related injuries in 2022.



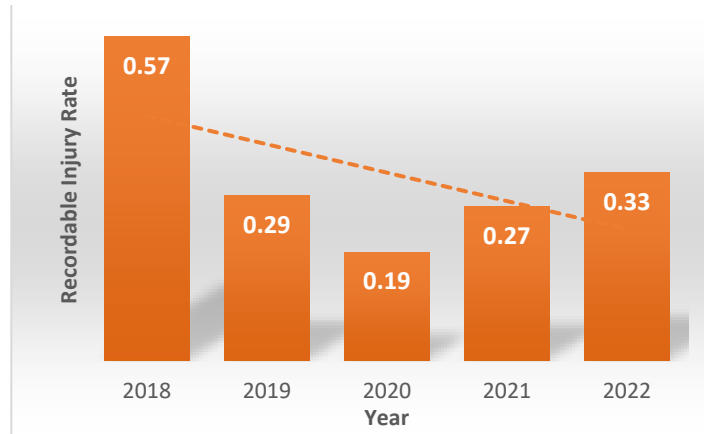
Graph 17: Work-Related Injuries per Year

Recordable Injury Rate (RIR)

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

Year	Recordable Incident Rate
2022 <i>Full Year</i>	0.33
2021 <i>Full Year</i>	0.27

The university's 2022 Recordable Injury Rate was **0.33** Work-Related Injuries per 100 full-time employees, compared to **0.27** in 2021. Graph 18 below presents the evolution of the Recordable Injury Rate from 2018 to 2022.



Graph 18: Recordable Injury Rate per Year

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 of October 1 to December 31, 2022, there were **0** accepted Workers' Compensation Claims as of December 31, 2022, with 2 claim decisions pending. The total number of accepted Workers' Compensation Claims in 2022 was slightly higher than in 2021.

Year	Accepted Compensation Claims
2022 Q4 <i>Oct., Nov., Dec.</i>	0
2022 <i>Full Year</i>	13
2021Q4 <i>Oct., Nov., Dec.</i>	4
2021 <i>Full Year</i>	10

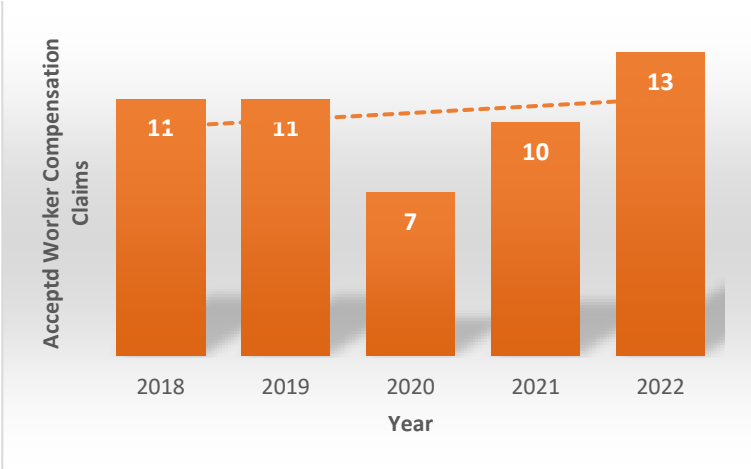
Table 3 below provides details on all accepted Workers' Compensation Claims in 2022. For each claim, the total number of Lost-Time Days in 2022 is indicated, if applicable.

Table 3: 2022 Accepted Workers' Compensation Claims

Date	Description	Location	Description of injuries	Union Association	Lost-Time Days YTD
17-Jan-22	While holding a heavy object the employee opened a door causing a lumbar strain	GN	Sprains, Strains, Tears	CSN	0
18-Jan-22	While demonstrating a dance move the employee sustained two knee injuries	GM	Sprains, Strains, Tears	CUPFA	0

Date	Description	Location	Description of injuries	Union Association	Lost-Time Days YTD
01-Feb-22	While repairing a heater the employee received an electrical shock	VA	Electrical Shock	CSN	6
03-Feb-22	The employee slipped on ice sustaining an ankle injury	GN	Sprains, Strains, Tears	CS	85
07-Feb-22	While filling water reservoir the steel hatch fell injuring the employee's hand	EV	Cuts/ Lacerations	CSN	0
23-Feb-22	The employee slipped on ice and sustained a shoulder strain injury	H	Sprains, Strains, Tears	CSN	13
24-Feb-22	The employee lifted a cabinet and sustained a shoulder strain injury	PS	Sprains, Strains, Tears	Metallos	195
25-Feb-22	The employee slipped on ice sustaining a shoulder injury	H	Sprains, Strains, Tears	Metallos	41
02-Mar-22	While exiting the shuttle bus the employee sustained a knee injury	H	Sprains, Strains, Tears	CUSSU	0
17-Mar-22	The employee bent over to pick up an object and strained their back	H	Sprains, Strains, Tears	CSN	13
14-Apr-22	While working in a water-cooling tower the employee fell and caught themselves on the narrow door, scraping their elbow on a sharp object	MB	Cuts/ Lacerations	CSN	8
19-Jul-2022	While explaining a game to camp participants the employee sustained an ankle injury	Stinger Dome	Sprains, strains, tears	Casual	10
12-Aug-22	While descending from an air conditioning unit the worker injured their knee	SC	Sprains, Strains, Tears	CSN	0

From 2018 to 2022, the average number of accepted Workers' Compensation Claims per year is 10. Graph 19 presents data from 2018 to 2022.

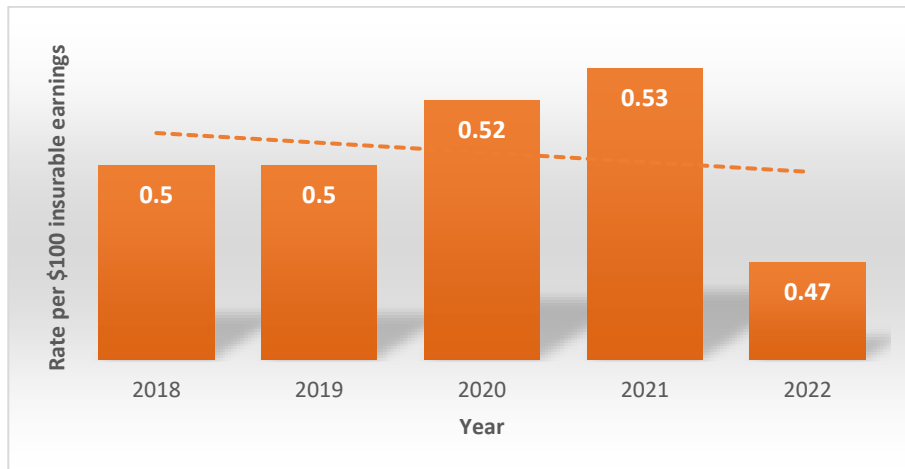


Graph 19: Accepted Worker Compensation Claims per Year

Every year, the *Commission des normes, de l'équité, de la santé et de la sécurité du travail* (CNESST) assigns the university a personalized insurance rate that is based in part on the university's past Workers' Compensation Claims. All efforts to reduce workplace injuries and to reduce the total number of Lost-Time Days, including temporary reassignment, help contribute to maintaining the cost of the university's CNESST program at a relatively stable level.

In 2022 the personalized insurance rate decreased to \$0.47 per \$100 of insurable payroll, from \$0.53 for 2021. This resulted in considerable savings for the university. CNESST categorizes every institution and every company in one of the many sectors, based on their activities. Quebec universities are categorized in the *Enseignement collégial ou universitaire, bibliothèque, laboratoire ou centre de recherche* sector. In 2022, the CNESST assigned those institutions who are not using a personalized insurance rate a general sector rate of \$0.59 per \$100 of payroll for 2022. Concordia's personalized rate for the same year (\$0.47) was therefore 20% lower than the general sector rate (\$0.59), which means that the risk factor attributed to Concordia by the CNESST is lower than the average risk factor of other employers operating in the same sector.

With respect to the cost of the university's base contribution to the CNESST, at the time of the preparation of the report, the 2022 data was not available. In 2021, the base contribution paid to the CNESST was \$1,587,039, calculated on the insurable payroll for 2021 (earnings up to \$83,500). The 2022 base contribution will be lower than in 2021, given the base contribution is calculated using the university's personalized insurance rate. The base contribution only represents an approximation of the actual cost of insurance. The actual cost is finalized four years later; this allows the CNESST to adjust the cost of insurance based on the severity of the compensation claims from any given year, which is called the retrospective regime.



Graph 20: Concordia University's Personalized Insurance Rate set by the CNESST per Year

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.

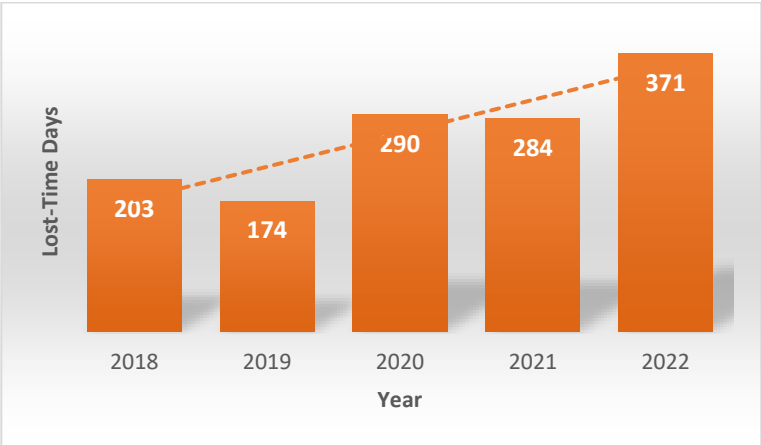
For the period of October 1 to December 31, 2022, there were **0** Lost-Time Days from Work-Related Injuries; however, an additional 60 Lost-Time Days associated with an injury that occurred in Q1 were added to the Full Year value. (See "Accepted Worker Compensation Claims" table Section 9 for details).

Year	Lost-Time Days
2022 Q4 <i>Oct., Nov., Dec.</i>	0
2022 <i>Full Year</i>	371
2021 Q4 <i>Oct., Nov., Dec.</i>	148
2021 <i>Full Year</i>	285

An analysis of the lost-time injuries in 2022 revealed that:

- 139 (37%) Lost-Time Days were associated to 3 injuries that occurred from slipping and falling on ice
- 195 (53%) Lost-Time Days were associated with 1 injury that occurred when an employee was lifting, and
- 37 (10%) Lost-Time Days were distributed amongst 9 Work-Related Injuries.

EHS has launched a new Return-to-Work Program in 2022; program administration is supported by the *My Workplace Health and Safety* module in UNITY. The Return-to-Work Program, commonly known as Temporary Reassignment, is meant to protect employability and recognizes that even though a worker may not be able to carry out their original duties and tasks (temporarily or permanently), they can still make a valuable contribution to the workplace. In 2023, the new Return-to-Work Program will be communicated widely, and it will help reduce the average number of Lost-Time Days per injury.



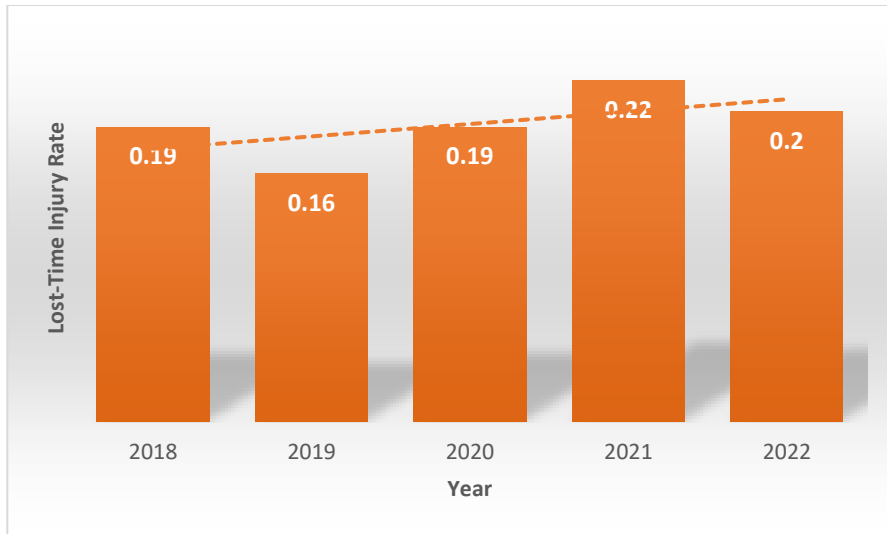
Graph 21: Total Lost-Time Days per Year

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 labour hours and then dividing that number by the number of labour hours during that period. Therefore, 200,000 labour hours equate to 100 employees who work 40 hours per week 50 weeks per year. The calculated rate is per 100 employees.

Year	Lost-Time Injury Rate
2022 <i>Full Year</i>	0.20
2021 <i>Full Year</i>	0.22

The university’s 2022 Lost-Time Injury Rate is **0.20** lost-time injuries per 100 full-time employees. As can be observed in Graph 22, the rate has remained relatively stable over the past 5 years, with an average of 0.19 lost-time injuries per 100 full-time employees.



Graph 22: Lost-Time Injury Rate per Year

Lost-Time Day Rate (LTDR)

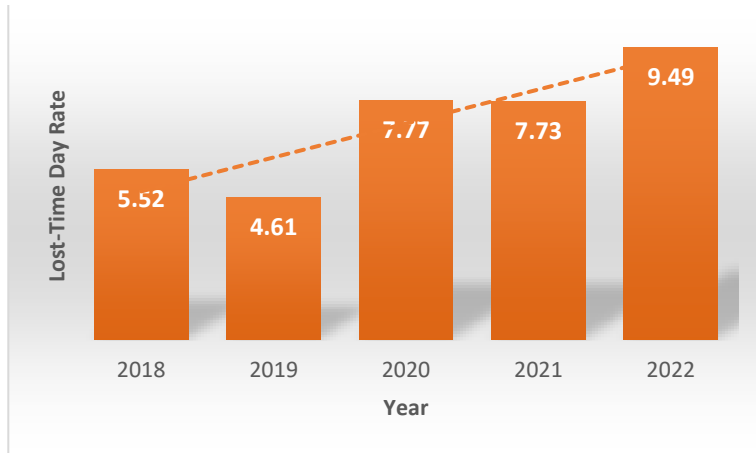
The Lost-Time Day Rate (LTDR) is a rate that measures the length of time an employee is away from work due to a Work-Related Injury. In a given period, it represents the number of Lost-Time Days per 100 full-time employees. The LTDR is calculated by multiplying the number of Lost-Time Days by 200,000 labour hours and then dividing that number by the number of labour hours during that period.

$$LTDR = \frac{\text{Number of lost time days per year} \times 200,000 \text{ hrs}}{\text{Number of employee labour hours during the year}}$$

200,000 labour hours equates to 100 employees, who work 40 hours per week, 50 weeks per year. The calculated rate is per 100 employees.

Year	Lost-Time Day Rate
2022 Full Year	9.49
2021 Full Year	7.81

The university's 2022 LTDR was **9.49** Lost-Time Days per 100 full-time employees, slightly higher than in 2021. Graph 23 presents the Lost-Time Day Rates for the last 5 years. The 5-year trend is increasing; the average Lost-Time Day Rate over the last 5 years is 7.02 Lost-Time Days per 100 full-time employees. The new Return-to-Work Program will potentially lower the Lost-Time Day Rate in 2023.



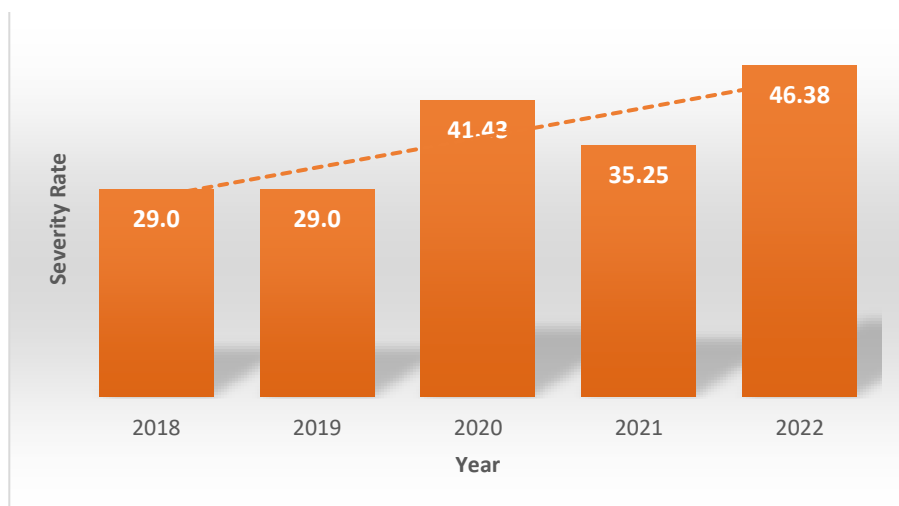
Graph 23: Lost-Time Day Rate per Year

Severity Rate

The Severity Rate provides an average of the number of Lost-Time Days per Lost-Time Work-Related Injury. The Severity Rate is calculated by dividing the total number of Lost-Time Days by the total number of Work-Related Injuries with lost-time. The Severity Rate is a cumulative rate calculated at the end of each quarter.

Year	Severity Rate <i>average lost-time days per lost-time injury</i>
2022 <i>Full Year</i>	46.38
2021 <i>Full Year</i>	35.63

The university's 2022 Severity Rate was **46.38**, higher than in 2021. Over the past 5 years, the Severity Rate has fluctuated; however, the 5-year trend is increasing.



Graph 24: Severity Rate per Year

11. Near-Misses

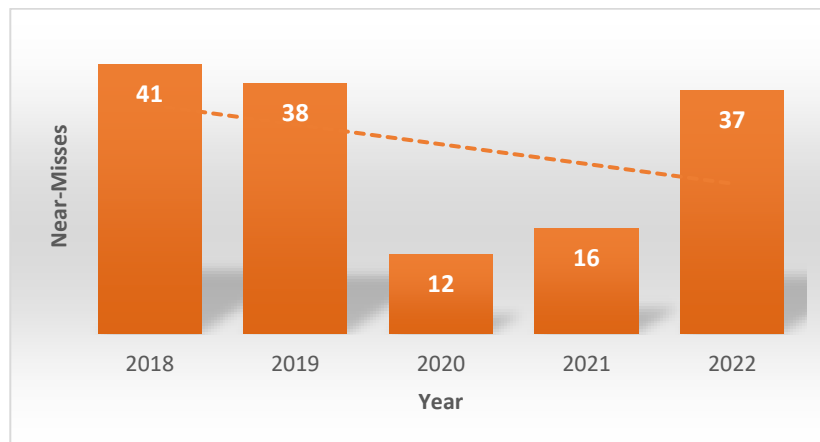
A Near-Miss is the occurrence of an event on university property, arising out of, or during, a university-sanctioned activity attributable to any factor that could have caused either an injury or material damage. For example, events such as tripping on a stair or slipping in a water puddle, where no 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-Miss is required. Traditionally, Near-Misses go unreported because no injury has occurred. Steps have been taken to encourage Near-Miss reporting, including discussing the importance of Near-Miss reporting at safety committee meetings, during safety training and new Principal Investigator orientation sessions.

For the period of January 1 to December 31, 2022, a total of **37** Near-Misses were reported, of which 14 were from Q4. Compared to 2021, there was a 131% increase in reported Near-Misses in 2022.

Year	Near-Misses
2022 Q4 <i>Oct., Nov., Dec.</i>	14
2022 <i>Full Year</i>	37
2021 Q4 <i>Oct., Nov., Dec.</i>	8
2021 <i>Full Year</i>	16

Near-Misses are also traditionally underreported since employees do not see the relevance of reporting a Near-Miss. The majority of the Near-Misses reported in 2022 occurred in Q3 and Q4 (27 of the 37). This coincided with a small campaign to encourage employees to report Near-Misses. The more Near-Misses are reported, the quicker the university can intervene before an employee is injured. A more elaborate campaign on Injury and Near-Miss reporting is planned for 2023.

Graph 25 presents the number of Near-Misses reporting from 2018 to 2022. As with other indicators, Near-Miss reporting was influenced by the level of activity on our campuses. In 2022, the number of reported Near-Misses has almost returned to pre-pandemic levels which is promising news.



Graph 25: Total Number of Near-Misses per year

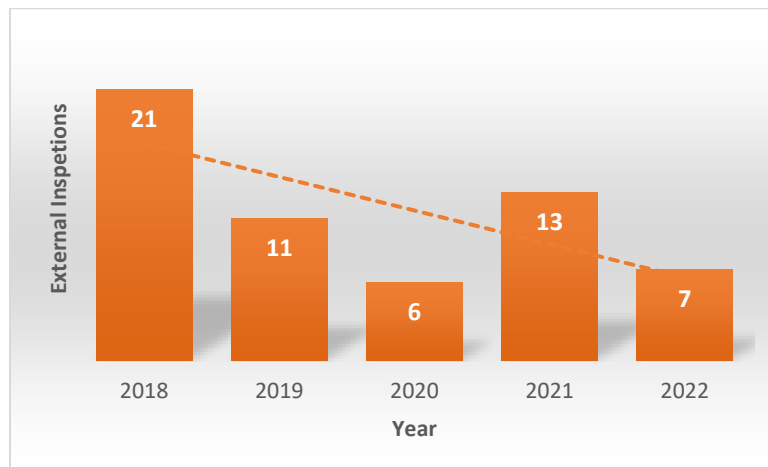
12. External Inspections

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

For the period of October 1 to December 31, 2022, there was **1** external inspection by the CNESST that occurred on December 19, 2022. This was a follow-up inspection related to the CNESST machine safety initiative. No additional non-compliance issues were noted during the inspection.

Year	External Inspections
2022 Q4 <i>Oct., Nov., Dec.</i>	1
2022 <i>Full Year</i>	7
2021 Q4 <i>Oct., Nov., Dec.</i>	2
2021 <i>Full Year</i>	13

For the last 5 years, the university has averaged 12 external inspections per year. Graph 26 presents External Inspection data from 2018 to 2022.



Graph 26: Total Number of External Inspections per year

CNESST Inspections

As of December 31, 2022, a total of 213 Non-Compliance Citations were received over the last 4 years from the CNESST's initiative to verify the university's compliance with machine safety regulations. As of December 31, 2022, 212 of the 213 Non-Compliance Citations (99%) were corrected. The remaining Non-Compliance Citation has yet to be resolved due to the complexity in safeguarding moving parts of a piece of research equipment. Until such a time that it can be properly guarded, only research where there is zero risk of projectiles is conducted with this equipment.

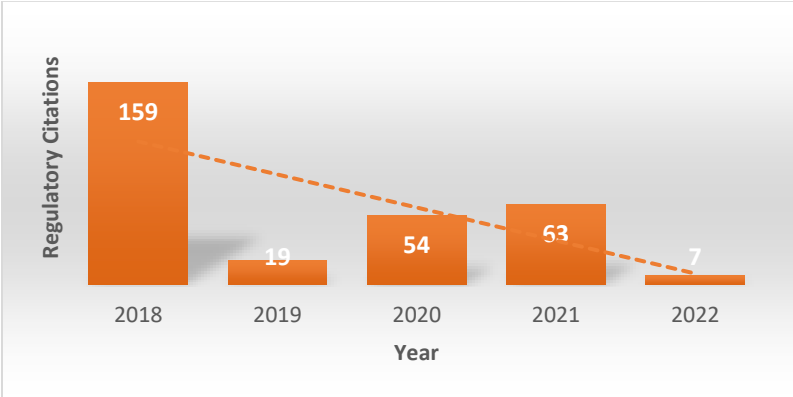
13. Regulatory Citations

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, Canadian Council on Animal Care) or violations of regulations and by-laws (e.g., false fire alarm citation from the *Service de sécurité incendie de Montréal*). This metric tracks the total number of Regulatory Citations received by the university.

For the period of October 1 to December 31, 2022, the university received **1** Regulatory Citation from the *Service de sécurité incendie de Montréal* due to a false fire alarm. In 2022, the university only received **7** Regulatory Non-Compliance Citations: 4 from the *Service de sécurité incendie de Montréal* and 3 from the CNESST, down considerably compared to 2021.

Year	Regulatory Citations
2022 Q4 <i>Oct., Nov., Dec.</i>	1
2022 <i>Full Year</i>	7
2021 Q4 <i>Oct., Nov., Dec.</i>	0
2021 <i>Full Year</i>	63

Looking back over the last 5 years, Graph 27 clearly illustrates the influence of the 2018 CNESST initiative to improve compliance with machine safety regulations. The efforts of various departments over the course of the last 4 years have significantly improved the situation. Now when CNESST inspections do occur, few, if any Regulatory Non-Compliance Citations are received.



Graph 27: Total Number of Regulatory Citations per Year

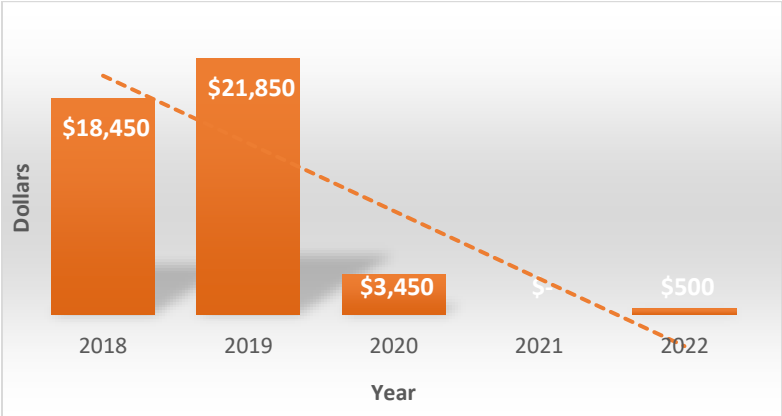
14. Regulatory Fines

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

For the period of October 1 to December 31, 2022, the university received a **\$250** fine from the *Service de sécurité incendie de Montréal* for the false fire alarm that occurred during that period (See Section 13).

Year	Fines Received
2022 Q4 <i>Oct, Nov, Dec</i>	\$250
2022 <i>Full Year</i>	\$500
2021 Q4 <i>Oct, Nov, Dec</i>	\$0
2021 <i>Full Year</i>	\$0

Graph 28 presents regulatory fine data from the last 5 years. The decrease since 2018 and 2019 has been substantial and the hope is that the trend continues in 2023.



Graph 28: Total Value of Regulatory Fines Received per Year

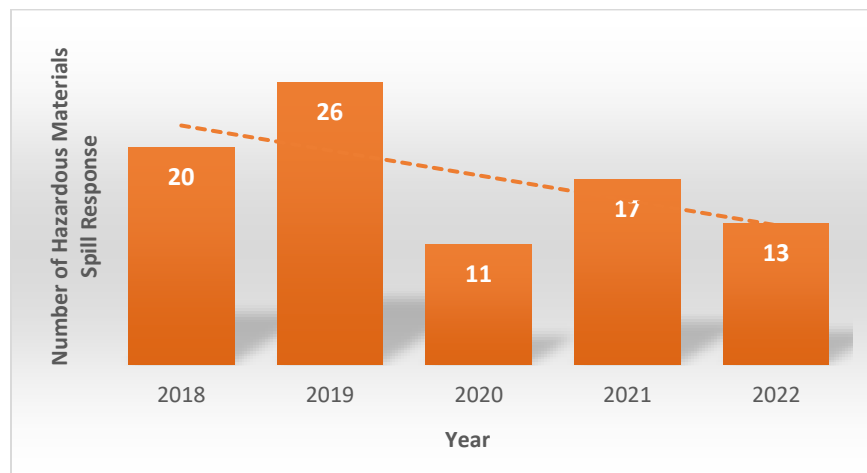
15. Hazardous Materials Emergency Responses

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

Between October 1 to December 31, 2022, there were **2** hazardous materials emergency responses by the Hazardous Materials Spill Response Team. The total number of Hazardous Materials Emergency Responses for 2022 was **13**, down 23% from 2021. This is positive news given that the level of research and university activities was higher in 2022 than 2021.

Year	Hazardous Material Spill Responses
2022 Q4 <i>Oct., Nov., Dec.</i>	2
2022 <i>Full Year</i>	13
2021 Q4 <i>Oct., Nov., Dec.</i>	8
2021 <i>Full Year</i>	17

As notable in Graph 29 below, during 2020 and 2021, the two years impacted by the pandemic, the total number of Hazardous Materials Emergency Responses were lower than the previous years. In 2022, the number was not as high as before the pandemic and we hope that for 2023 this metric continues its downward trend.



Graph 29: Total Number of Hazardous Materials Spill Responses per Year

The Department of Environmental Health and Safety thanks the Board of Governors for their usual thorough attention to the Due Diligence Report.



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 18, 2023**

AGENDA ITEM: Finance Committee recommendation: Revisions to the *Travel and Conference Policy* (CFO-3)

ACTION REQUIRED: For approval

SUMMARY: On recommendation of the Finance Committee (FC), the Board of Governors (the "Board") is being asked to approve revisions to the *Travel and Conference Policy* (CFO-3) (the "Policy").

BACKGROUND:

In accordance with the *Policy on University Policies* (SG-6), Concordia University policies that fall under the mandate of the Board shall normally be reviewed by a committee of the Board before they are presented for approval. Minor clarifications were needed to provisions of the Policy, which are identified in the clean and marked versions of the Policy that are attached.

The revisions address situations where senior members of the administration incur an allowable expense as provided for in the Policy. In said situation, the immediate subordinate of the senior member can pay for and then claim the allowable expense per the Policy. The senior member present at the event will continue to be required to approve said expense claim, however, the Financial Services Travel Desk will manually modify the system's workflow so that the expense claim will be approved by the one-up of the senior member.

The change is aimed at specifically responding to the situation enumerated above and shall not be extended to the University community at large, as the manual modification in the system workflow is not sustainable for large number of people, and related requests.

The FC at its meeting of May 10, 2023 recommended that the Board approve the revisions to the Policy.

DRAFT MOTION:

That, on recommendation of the Finance Committee, the Board of Governors approve the revisions to the *Travel and Conference Policy* (CFO-3).

PREPARED BY:

Name: Karan Singh
Date: May 11, 2023

TRAVEL AND CONFERENCE POLICY

Effective Date: ~~January 27, 2022~~[insert date] **Approval Authority:** Board of Governors

Supersedes /Amends: ~~January 27, 2022~~May 1, 2018 **Policy Number:** CFO-3

PREAMBLE

The present policy (the “Policy”), and its supporting procedures, which can be found in the [Travel and Conference Handbook](#) (the “Handbook”), provide university wide administrative guidelines for the approval, reporting and what constitutes Allowable Expenses (as defined below) incurred on behalf of Concordia University (the “University”).

Nothing in this Policy shall replace or supersede any other existing University policy. In addition to this Policy, the University community is also guided by other related documents as far as they relate to travel and conferences, including but not limited to: *Procurement Policy (CFO-20)* and its related [Handbook](#) and [PCard Guidelines](#), *Policy on the Sale and Service of Alcohol on University Premises (VPS-3)*, and *Policy on Travel Outside of Quebec (VPS-53)*.

SCOPE

This Policy applies to all Allowable Expenses incurred by a person for the University’s operations, paid from any source of funding administered by the University including, but not limited to, operating, research and restricted funds.

For Allowable Expenses incurred to support research activity and paid using research grants or contracts, claims presented for reimbursement must comply with this Policy unless the granting agency or sponsor’s reimbursement policy differs, in which case the policy of the granting agency or sponsor will supersede this Policy.

PURPOSE

The purpose of this Policy is to:

- Communicate what expenses constitute Allowable Expenses;

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- Communicate that Allowable Expenses are to be incurred to promote the University's activities while ensuring appropriate use of all University funds, including, without limitation, all funds entrusted to the University to administer;
- Set out guidelines and general protocols for claiming and reporting Allowable Expenses;
- Set out the responsibilities for Travel Card holders ("TCards") with a view to ensure adherence to all credit card regulations stipulated by the University; and
- Ensure accountability and compliance with internal and external reporting regulations.

DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

"Allowable Expense(s)" means University-related expenses, including travel, Conferences (as defined below) or other expenses, that have been paid directly by an Employee, Student (as such terms are defined below), or visitor, for the University's operations and which will be reimbursed to such Employee, Student, or visitor by the University from a source of funding administered by the University including, but not limited to, operating, research and restricted funds.

"Approver" means an individual who approves an [Expense Report](#) of a Claimant (as defined below) and who must be at a hierarchal level higher than the Claimant, and/or who is responsible to approve on the account(s) the Allowable Expense is being charged to.

"Claimant(s)" or "Traveler(s)" means the individual who incurs Allowable Expenses on behalf of the University and that submits an [Expense Report](#) to initiate a claim for reimbursement of Allowable Expenses.

"Conference(s)" means symposiums, conferences, and training events taking place either locally or outside of the University's campuses.

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“Cost Object Owner” means the owner of the account(s) that the Allowable Expenses are allocated to; the Cost Object Owner is responsible for ensuring that all Allowable Expenses are in a line with the spending strategy of the approved budget.

“Employee(s)” means a full-time, part-time, or temporary employee of the University, including staff, faculty, postdoctoral fellows, researchers, members of the administration, stagiaires and interns, or any individual engaged by the University on a consulting basis or in virtue of any other contractual agreement; and appointees (including volunteers) of the University. For the purposes of this Policy, Employee includes a Principal Investigator (as defined below).

“One-up” means the system-based position identifying the direct manager, who approves an Allowable Expense, is responsible for validating that the expense(s) incurred is aligned with the job functions and nature of the position of the individual incurring the expenses and are incurred for the benefit of the University.

“Personal Expenses” mean expenses and costs that are not Allowable Expenses and include expenses and costs which are personal in nature to the Claimant or their family or are unrelated to the University’s operations.

“Principal investigator” means a faculty member of the University who is the responsible individual of one or more research accounts, which represent internal and/or external funding sources.

“Student(s)” means any person registered in a course or program on a full or part-time basis, for credit or not, and includes undergraduate and graduate students, independent students as well as visiting students, exchange students and interns. A Student may be an Employee of the University.

POLICY

1. All Employees and Students of the University must be prudent, mindful, and responsible when using the University’s funds, as these funds come from varied private and public sources. It is the responsibility of all faculty, Principal Investigators, Employees, and Students to be as economical as possible when incurring Allowable Expenses.

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2. The University strongly encourages all Travelers to make transportation and all other choices with sustainability in mind. To be sustainable in decisions and activities is to take a long-term perspective keeping the environment as a priority without compromising the needs of future generations.
3. The authority to approve an [Expense Report](#) may be delegated during temporary absences of the individual having signing approval authority. Approval authority can only be delegated to a faculty or staff member at the same level or higher in the Human Resources hierarchy and provided this delegation is made in writing.
4. Once the event has occurred, Allowable Expenses will be reimbursed by the University upon the submission of a properly completed and approved [Expense Report](#). The [Expense Report](#) must be supported by original detailed receipts and other supporting documentation as outlined in the [Handbook](#). For [Expense Report](#) submission deadlines, please see the [Handbook](#).
5. Personal Expenses incurred by the Claimant, or the Claimant's family, friends, or relatives will not be reimbursed by the University. Personal Expenses must be clearly identified on the [Expense Report](#).
6. Employees, including Principal Investigators, and Students, are reimbursed via direct deposit in the amount equivalent to the approved Allowable Expenses incurred as per the approved [Expense Report](#) plus or minus any compliance related adjustment identified by Financial Services during the final verification process. Financial Services may make necessary adjustments to ensure the amount paid meets all stipulated regulations and guidelines as set out in this Policy and the [Handbook](#).
7. For information on how to avoid out of pocket expenditures, please refer to the [Handbook](#) for information on booking airfare, train, hotels, etc. The University strongly encourages all Employees that incur travel, Conference, hospitality related expenses as well as professional memberships to apply for a TCard to avoid being out of pocket for these business expenditures.
8. The [Expense Report](#) must be comprehensive and include all Allowable Expenses that were incurred, as well as any Personal Expenses paid for by the University. See [Handbook](#) for details.

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9. The most senior member who is part of the event triggering Allowable Expenses must be the individual who pays directly for the charges and claims the Allowable Expenses on an Expense Report.

When circumstances warrant, the immediate subordinate to the senior member present at the event may pay for the charges and, as the Claimant, claim the Allowable Expenses on an Expense Report.

9.10. There are no exceptions to this Policy unless approved in writing by the Associate Vice-President, Finance and Controller or the Chief Financial Officer of the University.

Foreign Currency and Visitors

10.11. Out of country Claimants and Travelers may claim Allowable Expenses and be reimbursed in currencies other than the Canadian Dollar ("CAD") for Allowable Expenses incurred in foreign currencies.

Responsibilities

11.12. The Claimant is the individual who will be reimbursed for the Allowable Expenses being claimed. The Claimant is responsible for ensuring that the Expense Report is complete, accurate, legitimate, eligible, appropriate, and reasonable as per all applicable University policies. The Claimant must also ensure that the Allowable Expenses were incurred for University purposes, in accordance with this Policy and will not be submitted for reimbursement against any other University funds or to third parties and that the Claimant will not claim any financial benefit for income tax purposes related to such Allowable Expenses.

12.13. It is the responsibility of the Claimant to ensure that an Expense Report is submitted in accordance with this Policy and the Handbook. Incomplete and / or inaccurate Expense Reports will result in reimbursement delays. The University is not responsible for any interest or financing charges levied upon the personal credit card used for a Claimant's Allowable Expenses as a result of delays associated with incomplete and/or inaccurate Expense Reports.

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- 13.14.** All Allowable Expenses, including without limitation, with regards to any travel or Conference, are the responsibility of the Claimant including the availability of funds budgeted for their purpose.
- 14.15.** If Allowable Expenses are charged to a research grant or contract or a sponsor contract, the grant holder or Principal Investigator is responsible for ensuring:
- Allowable Expenses charged to the research grant or contract, or sponsor contract comply with such contract and the granting agency or sponsor policies;
 - Allowable Expenses relate to the research for which the grant/contract was awarded;
 - Allowable Expense claims include sufficient documentation and description of the purpose of these Allowable Expenses;
 - Allowable Expenses are charged to the correct grant/contract; and
 - Allowable Expenses incurred under a research grant or contract or sponsor contract have sufficient funds to cover these expenses.
- 15.16.** When Allowable Expenses are charged to a research grant or contract and the Claimant is not the Principal Investigator, the affiliation of the Claimant to the research grant or contract and / or to the Principal Investigator must be stated on the [Expense Report](#) (i.e. Student, research assistant, visitor/guest etc.) and be compliant with the related research grant or contract requirements.
- 16.17.** A clear description of the purpose and link for how these Allowable Expenses claimed relate to the research grant or contract must be provided on the [Expense Report](#). Please see [Handbook](#) for research related Allowable Expenses and travel requirements.
- 17.18.** The Claimant is responsible for ensuring that all Allowable Expenses paid in advance by the University and Allowable Expenses reimbursable to the Claimant by any other party have been noted as such on the [Expense Report](#) and reduce the amount reimbursable to the Claimant by said amount. In the event that reimbursements for Allowable Expenses are subsequently received from other organizations and the University has already reimbursed the Claimant for these expenses, a refund must be made to the University by the Claimant as soon as it is known.

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18:19. It is the Claimant's responsibility to ensure Allowable Expenses that have already been, or will be, reimbursed by the University or another organization comply with all personal income tax laws.

19:20. The University is responsible for maintaining appropriate records for all Expense Reports as per the University's document retention regulations.

University Travel Card (TCard)

20:21. The TCard is available to Employees, including Principal Investigators, who are expected to incur Allowable Expenses in the course of discharging the responsibilities of their position.

21:22. Allowable Expenses charged to the TCard must have a clear University purpose. In the event of a personal item being charged to the TCard in error or due to travelling circumstances, a reimbursement to the University must be made as soon as possible.

22:23. Any charge on a TCard that is not approved/accepted by Financial Services must be personally reimbursed by the Claimant when such charge or charges do not constitute Allowable Expenses.

23:24. All TCard expenses must be supported by a complete and accurate [Expense Report](#) including detailed receipts, and the monthly TCard statement. All transactions on the TCard statement must be included on the related month's [TCard Expense Report](#).

24:25. Cardholders are strongly encouraged to complete and submit their monthly [TCard Expense Reports](#) as soon as possible after TCard monthly statement becomes available. The monthly [TCard Expense Report](#) must be received by Financial Services, no later than the 15th of the month following the purchases. It is the responsibility of the cardholder to ensure this deadline is met.

25:26. Failure to comply with the deadline above and as defined in the [Handbook](#) will result in the suspension of the TCard. Refer to the [Handbook](#) for details.

26:27. If a TCard is lost or stolen, it is the cardholder's responsibility to contact the TCard provider as soon as possible. Contact information for the TCard provider can be found in

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the [Handbook](#) Appendix 1. Failure to report a lost or stolen card could result in fraudulent charges on the TCard account.

~~27-28.~~ Failure to use the TCard as prescribed by the terms and conditions of use will result in the suspension or cancellation of the card.

~~28-29.~~ All TCard holders must acknowledge the terms and conditions for using the TCard. All cardholders will be required to sign the “Responsibility Form” upon taking possession of their TCard.

Allowable Expenses

~~29-30.~~ All travel arrangements should be made using the most economical, responsible, sustainable and efficient route possible without resulting in any personal gain as per this Policy and the [Handbook](#).

~~30-31.~~ Refer to the [Handbook](#) for details regarding items such as per diem rates, processing controls and procedures related to the application and interpretation of this Policy.

Ineligible Expenses

~~31-32.~~ Allowable Expenses exclude any costs or expenses linked to alcohol, including as part of travel or meal expenses, and will not be reimbursed.

~~32-33.~~ If alcohol is permitted by a research grant or contract it must be expensed pursuant to the *Policy on Hospitality, Meetings and Events* ([CFO-10](#)).

~~33-34.~~ For the reimbursement of alcohol as a non-travel related expense, please refer to the *Policy on Hospitality, Meetings and Events* ([CFO-10](#)) and its related [Handbook](#).

~~34-35.~~ Expenses that are Personal Expenses are not Allowable Expenses. Personal Expenses, such as the ones listed below, will not be reimbursed. Please note that this is not a comprehensive list of all Personal Expenses, and Personal Expenses could encompass expenses not listed below:

- Expenses that are personal in nature;

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- Expenses reimbursed by another organization or funding source;
- Expenses of a travelling companion (*), see below for exceptions;
- Fees arising from failure to cancel transportation expenses, Conference/seminar/event registrations or hotel reservations;
- Any computer hardware or software purchases regardless of the dollar amount;
- Any equipment regardless of the dollar amount;
- Traffic violations; and
- Airfare paid for with frequent flyer points.

*Companions may accompany a University member during a University related trip, however all incremental costs constitute Personal Expenses and cannot be claimed as Allowable Expenses. An exception to this will be made in the following circumstances:

- Childcare expenses for a single parent while travelling during a University related trip
- Childcare expenses for a nursing mother/caregiver while travelling during a University related trip

Miscellaneous Non-Travel Expenses

~~35~~36. Some Allowable Expenses may be paid under this Policy. Please refer to the [Handbook](#) for details.

~~36~~37. The authority to approve an [Expense Report](#) may be delegated during temporary absences of the individual having approval authority. The delegation of approval authority must be to an employee at the same level or higher in the HR hierarchy and in writing.

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~~37.38.~~ Approval and reimbursement of Allowable Expenses claimed on an [Expense Report](#) does not constitute final acceptance by the University. All Allowable Expense reimbursements are subject to subsequent review and adjustment by Financial Services, Internal Audit, granting agencies, or at the request of the Claimant, faculties, or departments. The final decision related to any adjustment rests with Financial Services.

Policy Responsibility and Review

~~38.39.~~ The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Chief Financial Officer.

Approved by the Board of Governors on May 21, 2014⁷; and amended on⁷ April 18, 2018, ~~and~~ January 27, 2022, ~~and~~ [\[insert date\]](#).

TRAVEL AND CONFERENCE POLICY

Effective Date: [insert date]

Approval Authority: Board of Governors

Supersedes /Amends: January 27, 2022

Policy Number: CFO-3

PREAMBLE

The present policy (the “Policy”), and its supporting procedures, which can be found in the [Travel and Conference Handbook](#) (the “Handbook”), provide university wide administrative guidelines for the approval, reporting and what constitutes Allowable Expenses (as defined below) incurred on behalf of Concordia University (the “University”).

Nothing in this Policy shall replace or supersede any other existing University policy. In addition to this Policy, the University community is also guided by other related documents as far as they relate to travel and conferences, including but not limited to: *Procurement Policy (CFO-20)* and its related [Handbook](#) and [PCard Guidelines](#), *Policy on the Sale and Service of Alcohol on University Premises (VPS-3)*, and *Policy on Travel Outside of Quebec (VPS-53)*.

SCOPE

This Policy applies to all Allowable Expenses incurred by a person for the University’s operations, paid from any source of funding administered by the University including, but not limited to, operating, research and restricted funds.

For Allowable Expenses incurred to support research activity and paid using research grants or contracts, claims presented for reimbursement must comply with this Policy unless the granting agency or sponsor’s reimbursement policy differs, in which case the policy of the granting agency or sponsor will supersede this Policy.

PURPOSE

The purpose of this Policy is to:

- Communicate what expenses constitute Allowable Expenses;
- Communicate that Allowable Expenses are to be incurred to promote the University’s activities while ensuring appropriate use of all University funds, including, without limitation, all funds entrusted to the University to administer;

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- Set out guidelines and general protocols for claiming and reporting Allowable Expenses;
- Set out the responsibilities for Travel Card holders (“TCards”) with a view to ensure adherence to all credit card regulations stipulated by the University; and
- Ensure accountability and compliance with internal and external reporting regulations.

DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

“Allowable Expense(s)” means University-related expenses, including travel, Conferences (as defined below) or other expenses, that have been paid directly by an Employee, Student (as such terms are defined below), or visitor, for the University’s operations and which will be reimbursed to such Employee, Student, or visitor by the University from a source of funding administered by the University including, but not limited to, operating, research and restricted funds.

“Approver” means an individual who approves an [Expense Report](#) of a Claimant (as defined below) and who must be at a hierarchal level higher than the Claimant, and/or who is responsible to approve on the account(s) the Allowable Expense is being charged to.

“Claimant(s)” or “Traveler(s)” means the individual who incurs Allowable Expenses on behalf of the University and that submits an [Expense Report](#) to initiate a claim for reimbursement of Allowable Expenses.

“Conference(s)” means symposiums, conferences, and training events taking place either locally or outside of the University’s campuses.

“Cost Object Owner” means the owner of the account(s) that the Allowable Expenses are allocated to; the Cost Object Owner is responsible for ensuring that all Allowable Expenses are in a line with the spending strategy of the approved budget.

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“Employee(s)” means a full-time, part-time, or temporary employee of the University, including staff, faculty, postdoctoral fellows, researchers, members of the administration, stagiaires and interns, or any individual engaged by the University on a consulting basis or in virtue of any other contractual agreement; and appointees (including volunteers) of the University. For the purposes of this Policy, Employee includes a Principal Investigator (as defined below).

“One-up” means the system-based position identifying the direct manager, who approves an Allowable Expense, is responsible for validating that the expense(s) incurred is aligned with the job functions and nature of the position of the individual incurring the expenses and are incurred for the benefit of the University.

“Personal Expenses” mean expenses and costs that are not Allowable Expenses and include expenses and costs which are personal in nature to the Claimant or their family or are unrelated to the University’s operations.

“Principal investigator” means a faculty member of the University who is the responsible individual of one or more research accounts, which represent internal and/or external funding sources.

“Student(s)” means any person registered in a course or program on a full or part-time basis, for credit or not, and includes undergraduate and graduate students, independent students as well as visiting students, exchange students and interns. A Student may be an Employee of the University.

POLICY

1. All Employees and Students of the University must be prudent, mindful, and responsible when using the University’s funds, as these funds come from varied private and public sources. It is the responsibility of all faculty, Principal Investigators, Employees, and Students to be as economical as possible when incurring Allowable Expenses.
2. The University strongly encourages all Travelers to make transportation and all other choices with sustainability in mind. To be sustainable in decisions and activities is to take a long-term perspective keeping the environment as a priority without compromising the needs of future generations.

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3. The authority to approve an [Expense Report](#) may be delegated during temporary absences of the individual having signing approval authority. Approval authority can only be delegated to a faculty or staff member at the same level or higher in the Human Resources hierarchy and provided this delegation is made in writing.
4. Once the event has occurred, Allowable Expenses will be reimbursed by the University upon the submission of a properly completed and approved [Expense Report](#). The [Expense Report](#) must be supported by original detailed receipts and other supporting documentation as outlined in the [Handbook](#). For [Expense Report](#) submission deadlines, please see the [Handbook](#).
5. Personal Expenses incurred by the Claimant, or the Claimant's family, friends, or relatives will not be reimbursed by the University. Personal Expenses must be clearly identified on the [Expense Report](#).
6. Employees, including Principal Investigators, and Students, are reimbursed via direct deposit in the amount equivalent to the approved Allowable Expenses incurred as per the approved [Expense Report](#) plus or minus any compliance related adjustment identified by Financial Services during the final verification process. Financial Services may make necessary adjustments to ensure the amount paid meets all stipulated regulations and guidelines as set out in this Policy and the [Handbook](#).
7. For information on how to avoid out of pocket expenditures, please refer to the [Handbook](#) for information on booking airfare, train, hotels, etc. The University strongly encourages all Employees that incur travel, Conference, hospitality related expenses as well as professional memberships to apply for a TCard to avoid being out of pocket for these business expenditures.
8. The [Expense Report](#) must be comprehensive and include all Allowable Expenses that were incurred, as well as any Personal Expenses paid for by the University. See [Handbook](#) for details.
9. The most senior member who is part of the event triggering Allowable Expenses must be the individual who pays directly for the charges and claims the Allowable Expenses on an [Expense Report](#).

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When circumstances warrant, the immediate subordinate to the senior member present at the event may pay for the charges and, as the Claimant, claim the Allowable Expenses on an Expense Report.

10. There are no exceptions to this Policy unless approved in writing by the Associate Vice-President, Finance and Controller or the Chief Financial Officer of the University.

Foreign Currency and Visitors

11. Out of country Claimants and Travelers may claim Allowable Expenses and be reimbursed in currencies other than the Canadian Dollar ("CAD") for Allowable Expenses incurred in foreign currencies.

Responsibilities

12. The Claimant is the individual who will be reimbursed for the Allowable Expenses being claimed. The Claimant is responsible for ensuring that the Expense Report is complete, accurate, legitimate, eligible, appropriate, and reasonable as per all applicable University policies. The Claimant must also ensure that the Allowable Expenses were incurred for University purposes, in accordance with this Policy and will not be submitted for reimbursement against any other University funds or to third parties and that the Claimant will not claim any financial benefit for income tax purposes related to such Allowable Expenses.
13. It is the responsibility of the Claimant to ensure that an [Expense Report](#) is submitted in accordance with this Policy and the [Handbook](#). Incomplete and / or inaccurate Expense Reports will result in reimbursement delays. The University is not responsible for any interest or financing charges levied upon the personal credit card used for a Claimant's Allowable Expenses as a result of delays associated with incomplete and/or inaccurate [Expense Reports](#).
14. All Allowable Expenses, including without limitation, with regards to any travel or Conference, are the responsibility of the Claimant including the availability of funds budgeted for their purpose.

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15. If Allowable Expenses are charged to a research grant or contract or a sponsor contract, the grant holder or Principal Investigator is responsible for ensuring:
 - Allowable Expenses charged to the research grant or contract, or sponsor contract comply with such contract and the granting agency or sponsor policies;
 - Allowable Expenses relate to the research for which the grant/contract was awarded;
 - Allowable Expense claims include sufficient documentation and description of the purpose of these Allowable Expenses;
 - Allowable Expenses are charged to the correct grant/contract; and
 - Allowable Expenses incurred under a research grant or contract or sponsor contract have sufficient funds to cover these expenses.
16. When Allowable Expenses are charged to a research grant or contract and the Claimant is not the Principal Investigator, the affiliation of the Claimant to the research grant or contract and / or to the Principal Investigator must be stated on the [Expense Report](#) (i.e. Student, research assistant, visitor/guest etc.) and be compliant with the related research grant or contract requirements.
17. A clear description of the purpose and link for how these Allowable Expenses claimed relate to the research grant or contract must be provided on the [Expense Report](#). Please see [Handbook](#) for research related Allowable Expenses and travel requirements.
18. The Claimant is responsible for ensuring that all Allowable Expenses paid in advance by the University and Allowable Expenses reimbursable to the Claimant by any other party have been noted as such on the [Expense Report](#) and reduce the amount reimbursable to the Claimant by said amount. In the event that reimbursements for Allowable Expenses are subsequently received from other organizations and the University has already reimbursed the Claimant for these expenses, a refund must be made to the University by the Claimant as soon as it is known.
19. It is the Claimant's responsibility to ensure Allowable Expenses that have already been, or will be, reimbursed by the University or another organization comply with all personal income tax laws.

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20. The University is responsible for maintaining appropriate records for all Expense Reports as per the University's document retention regulations.

University Travel Card (TCard)

21. The TCard is available to Employees, including Principal Investigators, who are expected to incur Allowable Expenses in the course of discharging the responsibilities of their position.
22. Allowable Expenses charged to the TCard must have a clear University purpose. In the event of a personal item being charged to the TCard in error or due to travelling circumstances, a reimbursement to the University must be made as soon as possible.
23. Any charge on a TCard that is not approved/accepted by Financial Services must be personally reimbursed by the Claimant when such charge or charges do not constitute Allowable Expenses.
24. All TCard expenses must be supported by a complete and accurate [Expense Report](#) including detailed receipts, and the monthly TCard statement. All transactions on the TCard statement must be included on the related month's [TCard Expense Report](#).
25. Cardholders are strongly encouraged to complete and submit their monthly [TCard Expense Reports](#) as soon as possible after TCard monthly statement becomes available. The monthly [TCard Expense Report](#) must be received by Financial Services, no later than the 15th of the month following the purchases. It is the responsibility of the cardholder to ensure this deadline is met.
26. Failure to comply with the deadline above and as defined in the [Handbook](#) will result in the suspension of the TCard. Refer to the [Handbook](#) for details.
27. If a TCard is lost or stolen, it is the cardholder's responsibility to contact the TCard provider as soon as possible. Contact information for the TCard provider can be found in the [Handbook](#) Appendix 1. Failure to report a lost or stolen card could result in fraudulent charges on the TCard account.

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28. Failure to use the TCard as prescribed by the terms and conditions of use will result in the suspension or cancellation of the card.
29. All TCard holders must acknowledge the terms and conditions for using the TCard. All cardholders will be required to sign the “Responsibility Form” upon taking possession of their TCard.

Allowable Expenses

30. All travel arrangements should be made using the most economical, responsible, sustainable and efficient route possible without resulting in any personal gain as per this Policy and the [Handbook](#).
31. Refer to the [Handbook](#) for details regarding items such as per diem rates, processing controls and procedures related to the application and interpretation of this Policy.

Ineligible Expenses

32. Allowable Expenses exclude any costs or expenses linked to alcohol, including as part of travel or meal expenses, and will not be reimbursed.
33. If alcohol is permitted by a research grant or contract it must be expensed pursuant to the *Policy on Hospitality, Meetings and Events* ([CFO-10](#)).
34. For the reimbursement of alcohol as a non-travel related expense, please refer to the *Policy on Hospitality, Meetings and Events* ([CFO-10](#)) and its related [Handbook](#).
35. Expenses that are Personal Expenses are not Allowable Expenses. Personal Expenses, such as the ones listed below, will not be reimbursed. Please note that this is not a comprehensive list of all Personal Expenses, and Personal Expenses could encompass expenses not listed below:
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are subject to subsequent review and adjustment by Financial Services, Internal Audit, granting agencies, or at the request of the Claimant, faculties, or departments. The final decision related to any adjustment rests with Financial Services.

Policy Responsibility and Review

39. The overall responsibility for implementing and recommending amendments to this Policy shall rest with the Chief Financial Officer.

Approved by the Board of Governors on May 21, 2014; and amended on April 18, 2018, January 27, 2022, and [insert date].

DRAFT



REPORT TO THE BOARD OF GOVERNORS

GRAHAM CARR
PRESIDENT AND VICE-CHANCELLOR

MAY 2023

INTRODUCTION

In a monumental day for Concordia, the Honourable **François-Philippe Champagne**, Minister of Innovation, Science and Industry and **Ted Hewitt**, President of the Social Sciences and Humanities Research Council and Chair of the Canada First Research Excellence Fund Steering Committee announced that Concordia will receive a **Canada First Research Excellence Fund (CFREF)** grant. The largest single research award in Concordia’s history, **\$123,160,035** will support “Electrifying Society: Towards Decarbonized Resilient Communities,” which combines university research and innovation with Indigenous, industry, private and public sector expertise to produce integrated, affordable decarbonization solutions. The purview of electrification includes energy storage, transportation, energy systems, smart buildings, cybersecurity and digital twins. A network of living labs actively encouraging citizen engagement will foster social adoption of innovations designed to accelerate Canada’s path to net zero through 2030. Concordia was one of only eleven universities to be funded through this competition, the most prestigious institutional grant available in Canada. **Daniel Jutras**, Rector, Université de Montréal and **Deep Saini**, Principal and Vice-Chancellor, McGill University – representing universities that are also receiving CFREF funding – participated in the announcement at Concordia on April 28th.

The CFREF announcement followed another monumental day for Concordia when Professor **Jason Lewis** (Department of Design and Computation Arts) was awarded **\$23,000,000** through the Government of Canada’s New Frontiers in Research Fund. One of only six “Transformation” grants awarded, and the only one in Québec, this is the largest individual award to a researcher in Concordia’s history. Jason will lead an international team on a project titled “Abundant Intelligences: Expanding Artificial Intelligences through Indigenous Knowledge Systems.”

On April 14th, addressing the Chamber of Commerce of Metropolitan Montreal (CCMM), I was proud to announce that Concordia is launching **PLAN/NET ZERO**. The project, aligned with the goals of the Partenariat Climat Montréal, aims to show how large institutions can work with diverse partners to target net-zero emissions now. Harnessing expertise from our Next-Generation Cities Institute and across Concordia, we’re looking to achieve carbon neutrality before 2040. To do so, Concordia will transform its two Montreal campuses into living labs that reduce energy consumption, optimize heating systems and encourage behavioural change. At the CCMM, we noted that this project is likely the first of its kind at scale in Quebec and Canada, and one of the first in the world. We were able to follow up on this announcement when I was invited to present the project in Toronto at the CityAge conference, “Canada’s Next Ten Million.”

On the initiative of **Sony Perron**, President, Shared Services Canada and Deputy Minister Champion for Concordia University, a Concordia delegation was invited to Ottawa to present on areas of expertise to senior civil servants (deputy ministers, associate deputy ministers). On May 2nd, along with Dean **Mourad Debbabi**, and professors **Emad Shihab**, **Tristan Glatard** and **Carol Fung**, I joined a presentation and interactive discussion on the topic of Cybersecurity, Software Engineering and

Applied Artificial Intelligence. That was followed on May 3rd by a presentation to, and discussion with, a different group of deputy ministers and associate deputy ministers on electrification of society. Here, I was joined by our subject experts, professors **Ursula Eicker** and **Karim Zaghieb**, as well as **Chris Henderson**, outgoing Executive Director of Indigenous Clean Energy, which is a key partner organization on our CFREF project.

On May 15th, along with **Dominique Bérubé**, Vice-President of Research and Graduate Studies, **Mourad Debbabi**, Dean of the Gina Cody School, and Professor **Karim Zaghieb**, Chemical and Materials Engineering, I attended a day-long “Journée recherche appliquée—Filière batterie” in Shawinigan. Karim was a featured speaker at the event, which was also attended by Minister **Pierre Fitzgibbon** (Economy, Innovation and Energy) and **Luc Sirois**, Innovateur en chef du Québec. This conference was also the occasion for a collaboration announcement with **Michel Angers**, Mayor of Shawinigan, and the Centre National en Électrochimie et en Technologies Environnementales (CNETE) that Concordia is establishing a “thematic campus” in the city focused on energy transition that includes energy storage, transport electrification, applied artificial intelligence and software engineering and cybersecurity. The collaboration builds on the previously mentioned Canada First Research Excellence Fund grant that was awarded to Concordia.

AWARDS AND RECOGNITION

Qi Feng, a PhD student in the Department of Building, Civil and Environmental Engineering, was recognized with the Fonds de recherche du Québec **Relève étoile Louis-Berlinguet** for February. Qi studies the prevalence of microplastics in the environment, specifically in water substrates that can elude capture given particle size, microplastic density and tidal cycles.

Laura Pareja Conto, a graduate student in Child Studies, was recognized by the Fonds de recherche du Québec – Société et culture. Her recent paper “Adolescents’ Retributive and Restorative Orientations in Response to Intergroup Harms in Schools” earned the **Prix Relève étoile Paul-Lajoie** for March.

Concordia’s **Black Perspectives Office** announced **three fellowships** for 2023. Highlighting Black scholarship in Montreal, Quebec and beyond, the fellowships were created to promote Black flourishing and knowledges. The recipients are: **Anthony McLachlan**, an MSc student in the Department of Geography, Planning and Environment who is researching how hip hop is policed in Quebec; **Anick Jasmin**, an MSc student in the Individualized program who is researching Black Haitian women in STEM; and PhD student **Dalia Elsayed**, who is researching how Canadian higher education institutions contribute to the construction of Blackness.

Impressively, Concordia has four graduate-level students among the Top 25 national finalists in the 2023 **SSHRC Storytellers Challenge**: **Clarissa Belleville** (child studies); **Richy Srirachanikorn** (sociology); **Felicity T. C. Hamer** (communication studies); and **Étienne Lacelle** (film production).

The competition challenges students to present a research story, in up to 300 words or three minutes, on how SSHRC-funded research is making a positive difference in the lives of Canadians.

Journalism diploma graduates **Leïla Ahouman** and **Mzwandile Poncana** are among the recipients of a **Black Journalism Fellowship**, offered by the Canadian Journalism Foundation. The fellowships support media placements for early career Black journalists with the goal of promoting Black voices, coverage of Black issues and to cultivate Black leaders in the media space.

The winners of Concordia's **Science Captured** contest, organized by the School of Graduate Studies, were announced. The competition challenges graduate students to showcase their research through a vibrant image. The winning entries were "Soil Flow Beneath a Wheel in Lunar Soil Simulant" by **George Butt** (electrical and computer engineering); "Only the Sound Remains" by **Mohsen Habibi** (mechanical engineering); "Studying the 'unseen microbial majority' of the Arctic Ocean" by **Susan McLatchie** (biology); and "In Search of Reward Neurons in the Brain" by **Jacques Voisard** (psychology).

The second annual **Miywâcimo! competition**, hosted by Concordia's Office of Indigenous Directions in collaboration with 4TH SPACE, took place on March 30th. The competition was created as part of the university's effort to support Indigenous research and funding opportunities for Indigenous students. Participants receive financial support to prepare their presentations as well as a platform to highlight the importance of their research projects. This year, the \$5,000 first prize went to **Emilio Wawatie**, an Algonquin-Anishinaabe undergraduate student with a double major in First Peoples Studies and Music. Emilio's presentation was titled "Anishinaabe Nikamowin – The Revitalization of Anishinaabemowin Through Songs." Graduate student **Autumn Godwin**, BA 22, a Nehithaw (Woodland Cree), took home the second-place prize of \$2,500. Autumn's presentation was titled "The Land is Calling You Home."

The **President's Media Outreach Awards** took place on February 16th to honour faculty, graduate students and staff members who have been named University Communications Services newsmakers over the 2021-2022 academic year. Winners were recognized in eight categories, including Expert Commentary, Opinion, Communications Ambassador and Francophone Communicator, among others.

On May 9th, the School of Graduate Studies hosted its annual **Top Students** event, celebrating the outstanding achievements of undergraduate students and encouraging them to explore the advantages of continuing their academic journey at Concordia. Workshops, information sessions and networking opportunities with faculty and staff were offered.

Rafik Naccache (Department of Chemistry and Biochemistry) is leading a two-year NSERC funded project entitled "ATARI: A Terahertz Tricorder for IASER-assisted wound healing." Together with INRS, McGill and RI-MUHC, with in-kind support from industrial partners Swift Medical, NanoBrand and TeTechS, the project will focus on the development of innovative techniques to improve laser-

assisted wound healing, which is emerging as an alternative to traditional surgical methods. The project is valued at \$1,082,500 over two years; Concordia is receiving **\$197,900** in cash support.

Vivek Venkatesh (Department of Education) is receiving funding from the Ministre de l'Enseignement supérieur for a special mandate titled "Promouvoir des activités de prévention, de sensibilisation et des formations liées aux violences à caractère sexuel, spécifiques et adaptées à l'enseignement supérieur." The mandate's goal is to develop/evaluate training programs for post-secondary institutions to address persistent or emerging issues in relation to sexual and gender-based violence. Concordia is receiving **\$1,075,000** in cash support.

Matt Soar (Department of Communication Studies) received **\$182,910** from the Digital Museums Canada investment program for his project "A Beacon in Neon: A gay minister and a Montréal sign spectacular."

Susan Liscouët-Hanke (Department of Mechanical, Industrial and Aerospace Engineering) and **Shannon Lloyd** (Department of Management), in collaboration with lead Université de Sherbrooke and École Polytechnique de Montréal, will be participating in a multi-disciplinary project funded by CRIAQ, NSERC, Pratt and Whitney Canada, Bombardier Inc. and Calogy entitled "Exploration and modelling of alternative propulsion technologies for business jets." The project's aim is to understand and identify viable alternative propulsion architectures for aircraft to support the design and operation of greener business jets. The three-year project is valued at nearly \$1.4 million; Concordia is receiving **\$408,419** in cash support.

Abdelwahab Hamou-Lhadj (Department of Electrical and Computer Engineering) will be collaborating with lead École de technologie supérieure, Université du Québec à Trois-Rivières, Memorial University of Newfoundland, McMaster University, StreamScan and IPToki Inc. on a project funded by the Department of National Defence under their **Innovation for Defence Excellence and Security** (IDEaS) Innovation Program. The project titled "Context-aware and Robust Architectures for Defence and Security Operations" aims to push forward the development of novel cyber defence technology that can integrate with any 5G and beyond orchestrator to provide cyber warfare class capabilities. This three-year project is valued at \$1.5 million; Concordia is receiving **\$93,150** in cash support.

Charalambos Poullis (Department of Computer Science and Software Engineering) will be collaborating with Presagis Canada on an **NSERC Alliance project** titled "PHOENIX: Generative models and Deep Reinforcement Learning for Geospatial Computer Vision." Building on the previous project entitled "DAEDALUS: Massive-scale Urban Reconstruction, Classification, and Rendering from Remote Sensor Imagery" funded by Presagis Canada, NSERC and the Department of National Defence. The objective of the PHOENIX project is to address significant research challenges in the area of deep learning techniques for 3D reconstruction, object classification, and photorealistic appearance modelling towards the creation of large-scale realistic virtual environments. This three-year project is valued at **\$360,000**.

Mourad Debbabi (Concordia Institute for Information Systems Engineering) is receiving funding from Industry Canada through **CANARIE** for the continued maintenance of CanIDS, an aggregation and visualization cybersecurity platform designed and developed over three years and operated by Concordia. The platform serves over 120+ academic institutions by providing accurate, actionable, timely and relevant cyber threat intelligence. CANARIE is providing Concordia with **\$321,131**.

Uri Shalev (Department of Psychology) received a **CIHR Project Grant** of **\$596,700** for his project “Stress-induced relapse following voluntary abstinence: model characterization and critical neural pathways.”

Darla Fortune (Department of Applied Human Sciences) received **\$168,650** (over four years) from the FRQSC Actions concertées : Programme de recherche-action pour un vieillissement actif de la population du Québec competition for her project “Les pratiques bienveillantes dans les centres pour aînés et la promotion du vieillissement actif.”

The **Applied AI Institute** received funding of **\$1.4 million** (over four years) from Prompt to support industrial partnerships in AI at Concordia.

Concordia received **funding results** from NSERC, SSHRC, New Frontiers in Research Exploration and various Fonds de recherche du Québec streams totalling almost \$17.5 million.

TEACHING AND RESEARCH

Concordia’s **Applied AI Institute** is offering a three-week interdisciplinary Summer Institute for graduate students to explore some of AI’s social impacts. The session, titled The Social Life of Artificial Intelligence, runs from May 8th to May 26th. Classes focus on the Applied AI Institute’s commitment to demystifying and encouraging cross-sector adoption of artificial intelligence. Participating faculty include the institutes co-directors, **Fenwick McKelvey** (Department of Communication Studies) and **Tristan Glatard** (Department of Computer Science and Software Engineering).

Concordia launched **John Molson Perspectives**, a research hub that shares practical, relevant and impactful knowledge created by the school’s community with the broader business community. The project is led by **Ehsan Derayati** (senior advisor for innovation and strategic research initiatives). The research pieces that were selected for the launch were penned by faculty members and graduate students including professors **Joel Bothello** (Department of Management), **Matthäus Tekathen** (Department of Accountancy) and Public Scholar **Ghalia Shamayleh** (PhD candidate in marketing). The platform also features *The Conversation* pieces written by faculty members.

Concordia and **Kiuna College**, based in Odanak, Quebec, are joining forces to support future Indigenous creators, storytellers and film scholars. The new partnership seeks to encourage more Indigenous students to study cinema by granting transfer credits toward a Bachelor of Fine Arts at Concordia. Beginning in fall 2023, graduates from Kiuna's First Nations Languages and Indigenous Cinema programs can use these credits when entering the Mel Hoppenheim School of Cinema's programs in film animation, film production and film studies. The First Nations-led Kiuna College offers innovative post-secondary programs that reflect Indigenous histories and cultural heritages.

Concordia's cross-faculty case competition celebrated 10 years of multidisciplinary learning. The **Engineering and Commerce Case Competition** is an international case competition led by students at Concordia's Gina Cody School of Engineering and Computer Science and John Molson School of Business looking to bridge the gap between their fields. The competition offers a distinct opportunity for students to form teams, receive an industry case and present their proposed solution before a panel of judges. Each team comprises two commerce students and two engineering students from a given school. The tenth iteration of the competition started on February 21st and took place over five days, including opening and closing ceremonies, a gala, a networking event and the case solving itself.

General **Roméo Dallaire** delivered a special lecture on the role of journalism in complex conflicts and peace processes at Concordia on February 22nd. The speech was followed by a Q&A segment moderated by **Aphrodite Salas** (Department of Journalism).

The **Master's in Fine Arts in Cinematic Arts** was approved for funding by the Government of Quebec's Ministère de l'Enseignement supérieur. The 45-credit program will welcome approximately 10 students per year at the Mel Hoppenheim School of Cinema. The program will help students follow the rapid evolution of the cinema industry.

On February 8th, **Louise Poissant**, Scientific Director and **Geneviève Godbout**, Program Officer, both from FRQSC, visited and on February 21st, **Michael Strong**, President; **Christian Baron**, Vice-President – Research; and **Vikesh Srivastava**, Director General, Strategic Partnerships and International Relations, all from CIHR, visited. Both visits included meetings with senior leadership, faculty, and students as well as tours of relevant infrastructure.

On March 8th, a collaborative venture between the John Molson School of Business and the Faculty of Fine Arts brought together external professionals for a panel on **Art-Driven Entrepreneurship**. On March 9th, 4TH SPACE was transformed into a living lab examining the role of the artist and cultural worker in 2023 via art and activities developed by a group of 40 studio arts students.

A live recording of the **Women in Engineering podcast** on March 10th, featuring **Jorge Daniel Taillant**, executive director of the CEC and global advocate for environmental justice and protection, segued into a week of activities developed by the annual Sustainability Across Disciplines events, many of which are happening at 4TH SPACE.

PERFORM Centre (School of Health)

The PERFORM Centre hosted a colloquium on “Understanding the Bidirectional Relationship Between Work Injuries and Mental Health Problems” on April 26th. More than 30 students attended the talk, which featured **Steve Granger** (Department of Management) from the John Molson School of Business.

A **Student Health Research Event** took place on May 11th. Some 40 Concordia students attended the three-hour event that provided an opportunity for them to showcase their research in health and meet with fellow students and health researchers from a variety of disciplines.

The **PERFORM Student Action Committee** hosted a **mental health workshop**, “Managing Upward: Optimizing Student-Supervisor Communication to Support Wellbeing,” on March 10th. More than 35 students attended the workshop, which was followed by an informal networking event so that students could learn more about the research activities and facilities housed in the PERFORM Centre building.

PERFORM hosted **End-to-End Design of Deep Learning for Computational Pathology** with **Mahdi S. Hosseini** (Department of Computer Science and Software Engineering) on March 15th. More than 55 students, researchers, faculty and external stakeholders attended.

4TH SPACE

In addition to Miywâcimo!, 4TH SPACE hosted the **John Molson School of Business AGRE** event, the **Three-Minute Thesis** competition and **INDI Research Day**.

This flurry of research competitions was followed in April by several **workshops and conversations** that invited external experts to weigh in on timely issues such as: how journalistic practices can become more inclusive; implications of the proposed legislation regulating artificial intelligence; and how granting agencies are innovating practices for EDI.

The concepts of craft and home were explored as part of a weeklong workshop series, **Home/Making**, from May 8-12. Interactive activities connected researchers and makers for transdisciplinary discussions and featured physical work, images and video.

Milieux

The Liveness Research Group, led by Professor Emerita **Lynn Hughes** from the Technoculture, Arts, and Games Research Cluster, partnered with the local art venue Anteism Books to launch their participatory game The OTHER Market – part of a SSHRC-funded project to explore immersive experiences.

The **Solar Media Collective** organized a symposium on sustainable, just and hopeful energy transitions. On May 11th, Concordia's Next-Generation Cities Institute hosted academics, artists,

and community members for round table discussions and a workshop to explore sustainability at different scales. The event, titled "Situated Solar Relations: Rethinking Scale for the Renewable Energy Age," brought together diverse perspectives on sustainable energy practices.

From April 29-30, the fourth edition of **Embodied Interventions** (EI), the Performing Arts Research Cluster's (LePARC)'s research-creation residency, culminated with a two-day performative showcase across the Concordia EV building. This student-curated showcase offered an opportunity to learn about the 11 graduate student participants and experience their innovative and interactive performances.

Milieux partnered with local organizations Goethe-Institut Montreal, Hexagram and Eastern Bloc to offer a funded **eight-week residency** to closely work with a NAO robot. Up until March 24th, interdisciplinary student members of Milieux and/or Hexagram were invited to submit proposals to work with the sixth generation of the interactive humanoid robot NAO (used worldwide primarily as a research object for educational institutions). Selected applicants will develop a research-creation project contributing to a multifaceted debate on artificial intelligence.

On February 17th, the Milieux Institute hosted the 8th edition of the Centre de recherche interuniversitaire sur les humanités numériques (CRIHN) **digital humanities showcase**, co-organized by the institute's interim director **Darren Wershler** and **Anton Boudreau Ninkov** (Université de Montréal). Concordia's Vice-President of Research and Graduate Studies, **Dominique Bérubé**, opened the event with welcoming remarks, followed by **Michael Sinatra's** talk (Professor of English at Université de Montréal and CRIHN Director).

On February 20th, the Digital Intimacies, Gender and Sexuality (DIGS) Lab collaborated with the Concordia Applied AI Institute to host an **interdisciplinary panel of experts on ChatGPT**, moderated by professors **Stefanie Duguay** and **Fenwick Mckelvey** (both Department of Communication Studies). Students and faculty from various departments gathered at 4TH SPACE to discuss the ethical implications of using AI tools in academia and beyond. The DIGS Lab also hosted a talk with feminist scholar of archival studies and digital studies **Marika Cifor** (University of Washington) in collaboration with the Feminist and Accessible Publishing and Communications Technologies Speaker and Workshop Series (McGill University).

The Concordia Ethnography Lab from the Speculative Life Research Cluster welcomed world renowned science fiction author **Kim Stanley Robinson** to discuss fiction writing in relation to ethnographic practices. The February 17th event was hosted by **Marie Lecuyer** and **Carlos Velásquez**, Concordia PhD candidates in Social and Cultural Analysis.

The Post-Image Research Cluster, in collaboration with Concordia's Feminist Media Studio and Black Perspectives Office, featured a talk with Trinidadian filmmaker and photographer **Michèle Pearson Clarke**, in the context of their cycle of artist talks **Moving the Landscape to Find Ground**.

The exhibition **JEU_ART_GAME Intangible In Between** – co-curated by Concordia’s **Lynn Hughes** - in partnership with local organizations Galerie Galerie, perte de signal and Sporobole ran until February 25th and continued as of March 16th at Centre Bang in Saguenay, Quebec.

Leonard and Bina Ellen Art Gallery

On February 22nd, the Gallery hosted a film screening of **To See and To Not Know**. It featured the premiere of the two films which won the competition for support in the production of a short film launched by the gallery a year ago. Over 65 filmmakers and artists participated in the competition – the two recipients of the **\$18,000** production grant were Concordia MFA graduate **Jinyoung Kim** with *Recitation* and **Myriam Yates** with *Le son*.

On March 11th, as part of the exhibition *Sediment: the Archive as Fragmentary Base*, the Gallery presented **Heirloom**, a performance with dancer **Justine A. Chambers**.

Concordia International

A team of Concordia Students won the **Global Citizenship case competition** organized by ENLIGHT, a network of nine European universities, for their project on reducing plastic waste in 3D printing. The Concordia students competed against other teams from Belgium, Canada, China, France, Ireland, Mexico, Spain and Sweden.

Concordia International and District3 launched the **AFRISE** challenge as part of the Concordia Africa Initiative. The AFRISE Challenge is an African entrepreneurship competition that aims to select five African entrepreneurs who will receive training to make pitches for their projects in North America. Around 400 entrepreneurs took part in the challenge. The five finalists are expected to present their projects at the Economic Forum of the Americas in Montreal in June 2023.

Concordia **established or renewed partnerships** with: Sciences Po Toulouse, France; Université Artois and CRIT M2A, France; Arkema and Rondol, France; Tel Aviv University, Israel; University of Geneva, Switzerland; Amsterdam University of Applied Sciences, the Netherlands; Sup de Co, Senegal; and BI Norwegian Business School, Norway.

The university **hosted delegations** that included the Science Minister, Embassy of the United States of America in Ottawa; Ambassador of Panama to Canada; Ambassador of Indonesia to Canada; and Science and Culture Secretary, Embassy of Germany, Ottawa, among others.

UNIVERSITY ADVANCEMENT

Behaviour Interactive, Canada’s largest independent game developer and publisher, donated **\$1,966,000** in support of a new research chair in game design, to be awarded to a current faculty member for a fixed term. The chairholder will provide supervision to graduate and undergraduate researchers and support initiatives that encourage more diversity in the field of game design.

Advancement celebrated a **\$1.4-million gift** from **Scotiabank** to support cohorts of Indigenous and international students. An announcement event was held on March 27th and attended by 75 people.

A donation of **\$500,000** from **Barry Lorenzetti**, founder of BFL Canada, will strengthen the work of the Barry F. Lorenzetti Centre for Women Entrepreneurship and Leadership at the John Molson School of Business and support two separate scholarship funds for students.

A three-time graduate of Concordia who resides in the United States made a bequest of **\$300,000 USD** to the Faculty of Arts and Science.

François Plourde, BEng 84, the recently retired president and CEO of CIMA+, gave **\$100,000** to promote gender parity at the Gina Cody School through scholarships for women and funds to support initiatives for female students.

The first distribution of **\$140,000** was received from **The Estate of John D. Jackson** to support the Centre for Broadcasting and Journalism Studies (CCBJS). John, the former chair of the Department of Sociology and Anthropology who co-founded the CCBJS more than four decades ago, died in November 2021 at the age of 89.

Philanthropic support of **\$135,000** from **Addenda Capital Inc.**, a privately-owned investment management firm headquartered in Montreal, will support a micro-certification in sustainability at the John Molson School of Business.

J. Ross Quigley gave **\$100,000** to further support a Faculty of Fine Arts graduate award established in honour of his friend, the late Montreal artist Tom Hopkins, MFA 87.

David G. Schurman, BSc 66, donated **\$50,000** to be equally shared by the School of Irish Studies and the Department of Education.

Multidisciplinary artist **Pnina Gagnon** donated archival materials to Concordia Library and Archives, a gift-in-kind valued at more than **\$47,500**.

A gift of more than **\$38,000** from **Robert A. Calderisi**, BA 68, LL.D. 17, will further support a scholarship fund for biochemistry students that the former Rhodes Scholar endowed in honour of his late twin, Ronald Calderisi, BSc 68, in 2015.

Mark Goodman, BComm 81, donated **\$40,000** to support the priorities of the John Molson School of Business.

John Molson graduate **Richard Lapointe**, BComm 90, donated **\$35,500** to support case competition programs at the business school.

A donation of **\$30,000** from **Kathryn Xistris**, BEng 85, will support the Dr. George D. Xistris Scholarship Endowment in Mechanical Engineering, a gift made in honour of her father, whose academic career at Concordia spanned three decades.

Associate Professor **Leila Sujir** (Department of Studio Arts) donated archival material related to her research and work to the Concordia Library and Archives, a gift-in-kind valued at **\$28,000**.

A work of art by prominent Quebec painter and retired faculty member Françoise Sullivan was donated to the Department of Studio Arts by staffer **Tony Patricio**, a gift-in-kind valued at **\$25,000**.

Martin E. Hill, BComm 70, made a significant bequest to the Loyola College Alumni Endowment out of appreciation for the education he received at one of Concordia's two founding institutions.

Concordia's **EPIC Used Book Fair** collected more than **\$34,000** in support of students on March 28th and 29th. The annual event has now raised more than \$270,000 in two decades — and given countless second-hand books new homes.

Alumni engagement

Stories of women in leadership from around the world — part of the ongoing **Women and Leadership series** — featured panelists **Maria Abi-Habib**, BA 06, **Fay Arjomandi**, BEng 98, **Ginette Caron**, BFA 74, **Isabelle Dessureault**, MBA 99, and **Maya Johnson**, BA 06. The March 23rd virtual event was attended by more than 350 people.

Yasir Khan, editor-in-chief of the Thomson Reuters Foundation, headlined the **Reader's Digest Annual Lecture Series in Journalism** on March 29th. Presented in collaboration with the Department of Journalism and moderated by graduate diploma program director **Aphrodite Salas**, MA 99, the event was attended by close to 100 people.

A panel discussion attended by 70 people on March 30th explored how digital innovation can contribute to the health care system. Moderated by **Suchit Ahuja**, associate professor at the John Molson School of Business, the event was part of the **Researcher-Practitioners Exchange Series** hosted by the National Bank Initiative in Entrepreneurship and Family Business.

SERVICES AND SUSTAINABILITY SECTOR

For the eighth consecutive year, Concordia made the list of **Montreal's Top Employers**. The university is one of only 11 organizations in Montreal to have made the annual list every year since 2016. Organized by the editors of Canada's Top 100 Employers, evaluation criteria include factors

such as works and social atmosphere, training and skills development and community involvement. Also highlighted in this year's entry is Concordia's commitment to sustainability, encapsulated in the Sustainability Action Plan, launched in 2020.

The **Sustainability Champion Awards** were given to four Concordians: **Amy Tran, Caleb Woolcott, Karine Balé,** and **Nick Bonneau**. This award recognizes and encourages students, faculty and staff who are making contributions towards the social, ecological and economic well-being of the university. Additionally, **Satoshi Ikeda** (Department of Sociology and Anthropology), was awarded the first-ever Lifetime Sustainability Champion Award.

The **Student Sustainability Ambassadors Program** won an International **Sustainable Campus Network (ISCN) Award** for the category "Culture change and sustainability." Concordia joined the ISCN as a member in August 2022.

Concordia celebrated **Sustainable Development Goals (SDG) Canada Week** with a cross-campus series (March 6th to 10th). Concordia students, staff, faculty, and alumni participated in a 17-part interview series to speak about how particular Sustainable Development Goals connect to their lives and their work.

Infrastructure, Operations and Client Service

Concordia **Open House** featured 100 information booths and welcomed **4,200 visitors**.

Recreation and Athletics

The **women's Stingers ice hockey team** won the RSEQ (Réseau du sport étudiant du Québec) championship on March 5th. The team went on to win silver at the National Championship hosted by l'Université de Montréal. **Emmy Fecteau** earned All-Canadian Hockey Honours and won the Athlete of the Year Award from USport.

Eleven Stingers athletes on the Wrestling Team represented Concordia University at the **USport National Championships** in Edmonton (February 24th to 25th) and seven medals were won. **Alex Moore** (also named the Outstanding Male Competitor at this national competition, earned Concordia's Athlete of the Year Award, and was named USport Male Wrestler of the Year), **Connor Church,** and **Jeremy Poirier** won gold for the men. For the women, **Laurence Beauregard** won gold, **Amanda Savard** and **Alexia Sherland** won silver, and **Virginie Gascon** won a bronze.

Twenty-eight **Academic All-Canadians** and **All-Stars** were celebrated at the annual breakfast for the 2021-22 academic year. This award breakfast recognizes and celebrates the academic achievements of student athletes that maintained an annual GPA above 80 per cent and competed at the RSEQ level in their given sport.

Five Stingers Football players were invited to the **CFL Combine: Olivier Roy, Jeremy Murphy, William Benoit, LP Leclerc and Maleek Desir.**

Hospitality Concordia

The **Stingers Roast Coffee** project has surpassed initial targets, serving over 3,500 lbs of coffee in residences, Aramark retail outlets, and catering. Plans are being drawn up for an origin trip for a student and staff member to visit the women’s growing collective in Colombia later this year. Work is in progress with retail outlets on campus to offer bags of coffee beans for sale as well as ready to drink coffee.

A **new ID card system** has officially launched for students. While the ID card’s appearance and functionality remain the same for now, Business Services can generate and review accurate reporting on types of card usage, card problems, replacements, etc. Students can look forward to being able to upload their own photo this summer which will improve student satisfaction and shorten wait times at the start of the semester.



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 18, 2023**

AGENDA ITEM: Finance Committee recommendation: Administrative fee

ACTION REQUIRED: For approval

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

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

DRAFT MOTION:

Whereas the current Administrative fee being charged to all students is \$12.01 per credit; and

Whereas the government has allowed the University to increase this fee up to \$12.37 for 2023-24;

Be it resolved:

That, on recommendation of the Finance Committee, the Board of Governors approve the collection of an increased Administrative fee of \$12.37 per credit from all students, to be implemented with registration for the fall 2023 (2232) term, in accordance with the University billing, refund and withdrawal policy.

PREPARED BY:

Name: Karan Singh
Date: May 11, 2023



**BOARD OF GOVERNORS
OPEN SESSION
Meeting of May 18, 2023**

AGENDA ITEM: Finance Committee recommendation: Technology Infrastructure fee

ACTION REQUIRED: For approval

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

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

DRAFT MOTION:

Whereas the current Technology Infrastructure fee fee being charged to all students is \$5.67 per credit; and

Whereas the government has allowed the University to increase this fee up to \$5.84 for 2023-24;

Be it resolved:

That, on recommendation of the Finance Committee, the Board of Governors approve the collection of an increased Technology Infrastructure fee of \$5.84 per credit from all students, to be implemented with registration for the Fall 2023 (2232) term, in accordance with the University billing, refund and withdrawal policy.

PREPARED BY:

Name: Karan Singh
Date: May 11, 2023