



**Members:**

Antonella Alves  
Linda Arnold  
Lynn Carter  
Laura Cullen  
Deanna Douglas  
Martin Gerson (absent)  
Marg Heldman  
Ian Humphreys  
Ken Jillings  
Terry Kornutiak  
Gerda Krause  
Wendy Low

Anne MacMillan (absent)  
Grace Makarewicz  
Michael Marriott  
Gordon McNeil  
Kevin Paul  
Ken Pawlak  
Brian Pendleton  
Joanne Rajotte  
David Ross, Chair (absent)  
Roger Semmens  
Doug Soo

**Guests:**

Mel Fearman, Manager, Building Services  
David McAllister, Intrepid Risk Group  
Jay Strachan, Director, Facilities and Purchasing

M. Fearman introduced David McAllister, Workplace Threat and Risk Consultant, Intrepid Risk Group (IRG) who was in attendance to make a presentation on Emergency Planning and Security Procedures. D. McAllister noted that IRG was engaged by the College to assist in broad based risk assessment, emergency planning and training, and to review the College security processes. He summarized the progress of these activities and the recommendations regarding building access, zoning, CCTV system design, and other upgrades. He introduced the principles of Crime Prevention through Environmental Design (CPTED); identified the different zones in the College and how the CCTV system would operate in each zone; and provided an opportunity for members' questions.

It was noted that D. McAllister and J. Strachan left the meeting at 1000 hours.

In the absence of D. Ross, D. Douglas chaired the meeting.

**1. REVIEW OF AGENDA**

The agenda was approved as circulated.

**2. REVIEW OF MINUTES AND BUSINESS ARISING**

**a) Draft Minutes of the Meeting held on September 8, 2009**

In response to a question by L. Carter, it was clarified that M. Gerson's appointment to the position of Vice President Academic & Provost is on a term basis for the next 18-24 months.

It was moved by L. Cullen, seconded by G. McNeil

**THAT, the minutes of the Langara Council meeting held on  
September 8, 2009 be approved.**

**Carried.**

### **3. FOR INFORMATION**

#### **a) Draft Video Surveillance Document**

D. Douglas introduced the draft Video Surveillance document attached to the agenda and noted that it is a work in progress and will return to Langara Council before it is finalized. J. Rajotte highlighted her memo attached to the agenda noting that the draft document includes both policy and detailed procedural information, the latter was included to provide the operational context for the policy. In addition, it was noted that portions of the document will eventually be moved into a separate document that will form the substance of an operating manual. Discussion ensued and the following points were noted:

- The acronym "OIPCBC" in item 5.5.4 needs to be identified.
- The "legitimate research" identified in item 5.5.4.b of the policy should be consistent with the content in the Research Involving Living Human Subjects policy in place regarding research ethics.
- Items 3.2 – Related Policies, Access to Information; 5.5.4 – Disclosure to Third Parties; and 5.6.8 – Access to Video and Recorded Images do not specifically identify student conduct issues or what the restrictions are for using surveillance for this purpose.
- The retention and storage period identified in item 5.7 should be longer than 7 days as some areas of the college have very little or no activity for extended periods of time (i.e. December when the college is closed). It was recommended that the retention period be 60 days.

Members were invited to forward any additional comments to J. Rajotte.

#### **b) Langara Torch Bearer Update**

W. Low announced that Evan Eichler, third-year Human Kinetics student and Board Governor, was selected by the Torchbearer Selection Committee (comprised of L. Carter, K. Jillings, W. Low, J. Rajotte and D. Ross) to become the Vancouver 2010 Olympic Games Torchbearer representing Langara College.

#### **c) 2010/2011 Budget**

D. Douglas announced that requests for Budget information will be distributed tomorrow and will be in the same format as previous years. She noted that the call for enhancement requests will be made at a later date with criteria that they be tied to priorities in the Strategic Plan.

There being no further discussion, the meeting was adjourned at 1010 hours.