

**University of Waterloo**  
**STAFF RELATIONS COMMITTEE**  
**Minutes of the 16 November 2023 Meeting**

**Present:** Sheila Ager, Kathy Becker, Courtney Bremer, Goldi Gill, Yessenia Guerrero (co-chair), Michelle Hollis (co-chair), Lisa Habel, Lee Hornberger, Agata Jagielska, Cathy Newell Kelly, Alice Raynard (secretary), Kate Windsor

**Guests:** Gwen Bender, Jason Benninger, Dhananjai Borwankar, Susan Brown, Christine Gillis Bilton, Tatum Bizony, Steven Ciuffetelli, Amanda Chrisanthus, Zoe Cleeves, Rochelle Costa, Emma Courlander, Jennifer Crane, Katie Damphouse, Annette Dietrich, Kathryn Fedy, Laureen Gehl, Diana Goncalves, Joy Harris, Trevor Holmes, Robin Jardin, Julie Koreck, Laurie Larochelle, Elena Machado, Heather Marshall, Sue Olive Martin, Gillian McKenzie-Yorke, Susan Oestreich, Ola Olayinka, Margaret O'Neill, Sara Perkins, Brad Plata, Tanya Pompilio, Stasia Poriz, Rachel Pridham, Stacy Reda, Carly Richardson, Heather Roshon, Sharon Rumpel, Alisa Sivak, Jennifer Smerdon, Gail Spencer, Maureen Stafford, Kelly Tunney, Lisa Walsh

**Organization of Meeting:** Michelle Hollis, co-chair of the committee, took the chair, and Alice Raynard acted as secretary. The secretary advised that a quorum was present. The agenda was accepted as distributed.

**OPEN AGENDA**

**1. APPROVAL OF THE MINUTES OF THE 2 NOVEMBER 2023**

A motion was heard to approve the minutes as distributed.

Bremer and Becker. Carried.

**2. SAFETY AND SECURITY ON CAMPUS**

Windsor provided an overview of outcomes and projects underway, noting a similar presentation had been done at the last Board of Governors and Senate meetings, concerning the following ongoing projects:

- WhatSafe communication system review, to improve activation emergency protocols, sending communications, assembling resources, establishing priorities and objectives; review of communication channels and potential enhancements to the system.
  - Post incident review, to review the institution's Emergency Plan, which is reviewed each year and to identify improvements, e.g., emergency controls, preparedness measures, and to include faculty stakeholders.
  - Available resources: updates have been made in LEARN, and to the employee orientation, as well as to the emergency posters in classrooms and meeting rooms; expansion of role of fire wardens in case of other emergencies.
  - Ongoing review of security of buildings, on an emergency basis; strategy is in progress; need for a consistent system.
  - Reassessment of physical violence in the workplace, requirement under Ontario Health and Safety Act; Health and Safety Committees to collaborate on that process.
- There will continue to provide updates as progress is made on those projects.

Members discussed: concerns about risk of violence during protests; role of Special Constable Services; fire wardens to receive additional training on planning emergency preparedness; measures that units may put in place; units interested may contact Windsor.

**3. OTHER BUSINESS**

There was no other business.

16 November 2023

Alice Raynard  
Associate University Secretary