1. **Approval of the Agenda**
   
   **Motion:** to approve the agenda with Chandra and Diane’s *Smudging guidelines* presentation moved to the top of the agenda. **Carried.**

2. **Smudging guidelines**
   
   Chandra introduced to the committee an overview of the university’s *Indigenous Plan*. Diane shared with the committee the history of smudging ceremonies and their importance to indigenous peoples. Chandra has been leading a working group to draft a campus-wide guidelines document which should be available within the next two months. The guidelines will list smudging friendly spaces on campus, note buildings and areas that are designed or modified for the purpose of smudging, and review fire safety practices related to both indoor and outdoor smudging.

3. **Approval of the Minutes**
   
   **Motion:** to approve the minutes from October 29, 2019. **Carried.**

4. **Business Arising** - none

5. **New Business**

   **Consultation: Emergency Planning**

   Rob reviewed the consultation document noting only minor updates were needed to be made from last year. Items number 1 – 6 are within FGMT’s scope and items number 7 – 11 are within the Emergency Planning department. Item 7 – Emergency Procedures, notes the new UVic SafetyApp is active and that there are a range of ways communication to faculty, staff, and students is made available for awareness and/or to take action. The campus evacuation poster is being updated and
will be published soon. This map addresses the single focal point on campus for everyone to meet in the event of a major damaging earthquake. Rob has also been meeting with UCAM for monthly emergency training session within their roles.

There are only 2 more fire drills left to complete for this year. Rob held a recent training session with the Emergency Call Centre (ECC) staff. They train twice a year and are looking for new members. The ECC assist campus in fielding telephone calls in the event of a major emergency. An Emergency Operations Centre (EOC) training session also took place with the new Executive. BEC & FEC training as well as fire extinguisher training is ongoing and registration is open on the EP training calendar, via Learning Central. Rob reports SafetyApp downloads are progressing and he encourages everyone to get the word out. Rob is going to participate in a B.C. public consultation about modernizing the Emergency Management Act.

7. PSC Update
Fiona noted that November is pedestrian safety awareness month. Both ICBC and Saanich Police were on campus at various locations to educate the campus community and hand out reflectors. The homeless are continuing to be found in buildings so please let CSEC know so they may assist them. The PSCs are receiving lots of orientation invites for the new year. Fiona advises stress levels for students and staff are higher in November as it’s a very busy time with impending exams and the holidays coming up.

8. WorkSafeBC
a. October claims report
Elizabeth reviewed the report wherein there were 2 claims submitted to WSBC; 1 included time-loss and 1 was a health care claim.

b. New Monthly Inspection Reports
A WSBC inspection officer recently met with Andy to enquire about indoor air quality (IAQ) processes at the university. Andy explained OHSE’s role, how IAQ complaints are investigated, and how FGMT may be involved. No orders from the discussion with the officer were issued and the enquiry is complete.

9. Other Business - none

Meeting adjourned at 3:35pm. Next meeting on Tuesday, December 17, 2019 in BEC 402.