1. **Introduction**
A special meeting of the USC was called so members could review and vote on the updated Terms of Reference and Recommendation Form. Andy was invited by the co-chairs to lead the meeting and present the motions.

2. **USC Terms of Reference**
   **MOTION:** to accept the USC ToR (version December 20, 2022)
   
   **Moved by:** Leigh; seconded by Eric.  
   **Discussion:** Leigh enquired whether the revised ToR was still in accordance with WorkSafeBC (WSBC) requirements. Andy confirmed this and noted that any USC-specific procedures are not in conflict with the regulations. Terri noted that the majority of language contained within the revised ToR follows WSBC templates.  
   **Vote:** in-favour (7), opposed (0), abstentions (0)  
   *Motion approved unanimously*

3. **USC Recommendation Form**
   **MOTION:** to accept the USC Recommendation Form (version December 20, 2022)

   **Moved by:** Andy; seconded by Eric  
   **Discussion:** none  
   **Vote:** in-favour (7), opposed (0), abstentions (0)  
   *Motion approved unanimously.*

4. **Closing**
The next regular monthly meeting of the USC will be held on January 31, 2023 in BEC 402, and will include all business from the cancelled December 2022 meeting. As there were no other agenda items, the special meeting was adjourned.

*Meeting adjourned at 3:20pm*