

MINUTES OF THE BUSINESS OPERATIONS COMMITTEE

Attendance:

☐ Tom Dvorak
☐ Ross Horton
☐ Nancy Toogood
☐ Jeffrey Smith
☐ Mike Brown
☐ Joyce Shen

☐ Crystal Hon
☐ Haafiz Dossa
☐ Joel Mertens
☐ Aaron Sihota
☐ Laura Silvester
☐ Guillaume Houle

Guests: [None]

Note: Underlined items indicate enclosed documents to be pre-read.

1. Welcome and call to order: Tom
2. Past Minutes 11:00 – 11:05

2.1. Sept. 29

Approval → Mover: Tom Seconder: Joel

Carries unanimously Abstained: Crystal and Guillaume

3. Past Items for Follow-up

3.1. Video Surveillance Policy Nancy [Discussion] 11:10 – 11:40

Additional feedback came in during implementation of new policy

Concerns arising from staff:

- 1) no ability to view images of events that happened immediately before in own area (storeroom and pit)
Pit: see if they have a trouble client coming in over and over again on the same night
Storeroom: borrowed cart goes missing, who took it? Door left open over the weekend, who left it open?

Sltm: allow past 24 hrs of footage to be viewed

- 2) Personnel responsible for maintenance need to be more proactive

Sltm: Security Manager will be asked to check clarity of all feeds each morning

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Has the policy advisor been consulted?

No, these are very operational tweaks to something that's been vetted through code & policy committee on which the policy advisor sits – all high level points remain the same. It seems important for her to have a look at this.

Would it not be most efficient to gather this input here and have Adrienne look at the tweaks to make sure they're ok?

(committee agrees)

there's an interest to get this to next council along with the Renos motion to expand the current security camera system

lets make tweaks that are deemed necessary operationally and approve them pending Adrienne having a look at this. If changes are needed, we'll bring it back here

3) Storeroom: passers by viewing?

Sltn: feed taken off of TV and put onto Stores Supervisor's computer screen or otherwise mounting the current TV on the Stores Supervisor's desk

4) Weekend coverage

Sltn: as per present practice, if something serious and past footage needs to be viewed then Security Manager will come in on weekend. We don't want random student staff having access to the full spread of past footage

5) Only Security Manager can view past footage across the board – leaves function empty in evenings

Sltn: Security Supervisor added to list in area 4 of the policy

6) Capacity of current storage devices – can't hold 30 days' worth of footage

Sltn: Area 11 of policy amended for provision to delete footage earlier

Concern brought up by Haafiz:

7) It's unclear as to what "ongoing investigation" is in point 11

Sltn: line added stating that "ongoing investigation" will be at the discretion of the individuals outlined in area 4.a-e)

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BIRT that BOC approve and send to council the updated AMS Policy on Video Surveillance.

Note: If there is any objection or recommended change from the AMS Policy Advisor, this motion shall not go to council and shall return to committee at next meeting.

Mover: Joel

Seconder: Guillaume

Carries unanimously

7. Adjournment @11:45