



OFFICE OF THE GOVERNING COUNCIL

April 28, 2003

Memorandum to: Members of the Business Board

Subject: **Meeting of Monday, May 5, 2003, at 4:00 p.m.,
Council Chamber, Simcoe Hall**

Attached is your agenda package for the May 5 meeting of the Business Board.

(1) Starting Time: 4:00 p.m.

Because the agenda is a long one, Mr. Amir Shalaby, the Chair of the Board, asked again that members set aside time for a **meeting beginning at 4:00 p.m.**

(2) Reports on Health and Safety and Employment Equity

Ms Jacqueline Orange, the Vice-Chair, who will be in the Chair for the meeting, has asked me to draw to your attention two very important items that appear near the end of the agenda:

- Item 7, Health and Safety Annual Report, 2002
- Item 8, Employment Equity Report, 2002

With respect to the Health and Safety report, members should be aware that University officers and Board members can be held personally liable for any failure to exercise due diligence in ensuring that the University is carrying out its responsibilities under the *Occupational Health and Safety Act*.

With respect to the Employment Equity report, members should be aware that the annual report is also submitted to the Academic Board, which is responsible with respect to members of the teaching staff. The Business Board's responsibility focuses on administrative staff matters.

Given the importance of these items, Ms Orange will request members' cooperation in ensuring that there is adequate time left for the consideration of each item before the end of the meeting, which will adjourn no later than 7:00 p.m.

Neil Dobbs
Secretary
Business Board