

**LANGARA COUNCIL**  
**Minutes of a Meeting**  
**held on Tuesday, September 9, 2014**  
**Room C408 at 0930 hours**

**Members:**

Michelle Bowers	Korena Jang (regrets)	Ajay Patel
Jacqueline Bradshaw	Gerda Krause	Nisha Ram (regrets)
Lynn Carter	Wendy Lannard	Roger Semmens
Raymond Chow (regrets)	Vivian Lee	Tom Stachura
Patricia Cia	Gurbax Leelh	Sue Street
Barry Coulson	Julie Longo (regrets)	Tomo Tanaka
Roy Daykin	Robin Macqueen	Daniel Thorpe
Leelah Dawson	Mankee Mah (regrets)	Lane Trotter, Chair
Lisa Fisher	Clayton Munro	Justin Yau
Margaret Heldman	Brad O'Hara	Gayleen Wren
Ian Humphreys	Dawn Palmer	

**Recorder:**

Alice Hsu, Executive Assistant to the President

Prior to the start of the meeting, L. Trotter welcomed new Council member R. Semmens, Division Chair, Humanities, T. Stachura, Co-Director, Information Technology, Development, and J. Yau, Co-Director, Information Technology, Operations.

I. Humphreys made a presentation to provide updates on Fall 2014 domestic and international enrolment numbers and show the trend between year 2011 and 2014 over the same period.

R. Daykin gave a presentation on changes to Budget Forecast for fiscal year 2015/16 to 2017/18 since last Langara Council meeting held in June 2014 and advised that the Finance Department is working on simplifying the budget process for 2015/16. A task force will be struck to develop budget principles that will help guide the organization and executives in making decisions around budget. People who are interested in joining the task force are encouraged to contact R. Daykin.

D. Thorpe gave a presentation to provide updates on program developments and other ways Continuing Studies Department is undertaking to meet budget targets. Overall, the Department is meeting its financial projection.

[R. Semmens exited the meeting at 1024 hours]

**1. Review of Agenda**

The agenda was approved as distributed.

**2. Review of Minutes and Business Arising**

**a) Draft Minutes of the Meeting held on June 17, 2014**

The minutes of the meeting held on June 17, 2014 were accepted.

**3. STANDING ITEMS**

**a) Building Update**

W. Lannard advised that the construction for the new Science and Technology Building continues to be on schedule. Basement walls and floor will be complete by the end of September 2014, and the steel structure will start after closing off the basement in early October. W. Lannard also advised that Parking and traffic flow are being monitored closely. While the parking situation appears to be adequate, traffic flow on Ontario Street started to backup in the later afternoon. The contractor has been placing a person at the corner of Ontario Street to control the traffic light between 3:30 p.m. and 5:00 p.m.

In response to a question, W. Lannard advised that all works that have been done on Ontario Street are directed by the City of Vancouver.

In response to a concern, W. Lannard advised that the contractor will be talking to the City about the possibility of changing the timing of the traffic light at the corner of Ontario Street.

In response to a question, W. Lannard advised that the contractor will continue to place a person at Ontario and 49th avenue for as long as we need them to be there.

**4. CURRICULUM ITEMS**

**a) Education Council Meeting held on June 17, 2014**

G. Krause referred to the summary report of the Education Council meeting held on June 17, 2014 and highlighted the following:

- Langara School of Management will be offering two new Post Degree Diplomas aiming to attract international and domestic students who come from a broad range of education backgrounds that are not business or management and wish to get themselves job ready.
- The curriculum of Associate of Arts in Psychology was redesigned to align with the Flexible Pre-Major in Psychology as specified by BCCAT.
- Some new courses were created for the new Post Degree Diplomas and the Journalism Program got a new Introduction to Online Journalism course.
- The first Langara College Academic Plan was approved.

The Education Council summary report for June 17, 2014 was received for information.

**5. FOR INFORMATION**

**a) Parking Taxable Benefit**

R. Daykin advised that the College was audited by Canada Revenue Agency (CRA) a few months ago and the tuition waiver for non-job skill or professional development courses for employees and employee parking have been identified as taxable benefits and need to be added to employee income.

R. Daykin noted that it has been CRA's long-time position that parking provided at a below-market rate is considered as taxable benefit. CRA has directed that the College start to add parking fees to employee income and the change be applied retroactively back to year 2011. As directed by CRA, the College is doing market research on parking rates within our region to analyze our market conditions and will submit a proposal to CRA for their review to determine what appropriate taxable benefit would be for calendar years since 2011.

R. Daykin further noted that the College will also create a parking plan that will allow us to charge students for semester pass which will help establish what the taxable benefit will be going forward.

In response to a question, R. Daykin suggested employees who rarely use their parking pass to return them but taxable benefit will still be applied to the past years from 2011.

In response to a question, R. Daykin advised that employees who do pay for their parking pass will be charged for the difference in between the paid amount and the taxable amount.

In response to a question, R. Daykin advised that CRA is the final authority on taxation and the College can be fined if rules are not followed as set by CRA.

In response to a suggestion, R. Daykin advised that developing parking fees for employees is being considered.

**b) Lockdown Drill Update**

W. Lannard advised that the first Lockdown Drill to test the system took place on August 21, 2014 and it was a success. The exterior speakers on the code blue stations were not transmitting the message but will be operational prior to the next drill which is being planned for the next spring term. W. Lannard also noted that the Emergency Operation Committee (EOC) training that will take place in late September will also be focusing on Lockdown Drill.

In response to a concern and suggestion, L. Fisher advised that translations for the announcement to different languages were planned but not executed because the Langara English for Academic Purposes (LEAP) Program was not in session at the time. A. Patel added that there are also plans in place to include Lockdown Drill information in the LEAP Program Student Orientation.

There being no further business, the meeting was adjourned at 1020 hours.