



# Human Rights Task Force

Meeting #15 - March 3, 2017

10:00 am - 12:00 pm  
Plaza 600F

## Agenda

#	Item	By	Start Time	Length	Action
1.	Call to order	BC	10:00	1	
2.	Approval of Agenda	BC	10:01	1	Approval
3.	<u>Approval of Minutes</u>	BC	10:02	1	Approval
4.	Business Arising from the Minutes <ul style="list-style-type: none"> <li>• Consultation Plan Update</li> <li>• Update on Call for Nominations</li> <li>• <u>Timeline</u></li> </ul>	BC/ NY	10:03	5	Information
5.	Introduction to Task Force consultations debrief session	BC	10:08	2	Discussion
6.	Task Force debrief on HRTF consultations <ul style="list-style-type: none"> <li>• Senior Administrative Council</li> <li>• Staff Consultation</li> <li>• Indigenous Consultation</li> <li>• Graduate Students Consultation</li> <li>• Online Consultation Form</li> </ul>	BC	10:10	50	Discussion
7.	Amendments to Current Recommendations	BC	11:00	20	Discussion
8.	Discussion on Potential New Recommendations	BC	11:20	20	Discussion
9.	Format and Structure of Final Report	NY	11:40	15	Discussion
10.	Other Business / Takeaways	BC	11:55	5	Discussion
11.	Adjournment	BC	12:00		

### Agenda Legend

BC - Bradley Clarke

NY - Naheed Yaqubian



(Circulated prior to approval)

## MINUTES OF MEETING #14

### HUMAN RIGHTS TASK FORCE

THURSDAY, JANUARY 26, 2016, 1:00 PM

13<sup>TH</sup> Floor Board Room, Schmon Tower

#### MEMBERS

PRESENT: Brad Clarke (Chair), Dolana Mogadime (Vice-Chair), Andrew Bassingthwaighte, LeeAnn Cayer, Samantha MacAndrew, Aniqah Zowmi

#### ALSO

PRESENT: *Board of Trustees Liaison:* Elisabeth Zimmermann

*Union observers:* Cari Drolet (GSA Observer)

*Resource Personnel:*

Allison Cadwallader (Sexual Violence Response Coordinator)

Chabriol Colebatch (University Secretary)

Christopher Lytle (AODA Coordinator)

Donna Moody (Director, Campus Security Services)

Alana Sharpe (Office of Human Rights and Equity Services)

Darryl Veld (Manager, Student Affairs)

#### REGRETS:

Grant Armstrong (Resource personnel - Associate Vice-President, Human Resources), Tony Blaschuk (IATSE Observer), Patrick Foster (BUSU Observer), Margot Francis, Phoebe Kang-Papple (CUPE 4207), Anna Lathrop, Angela Magro (Resource personnel - Assistant Secretary), Julie Rorison, Ron Thomson (BUFA Observer), Sandra Wong, Naheed Yaqubian (Resource personnel - Legal Advisor to the Human Rights Task Force)

#### 1. Call to Order

Chair Brad Clarke welcomed all those present and called the meeting to order. He noted the regrets received and confirmed that there was a quorum of members.

#### 2. Approval of Agenda

The Chair requested a motion to approve the Agenda.

**MOVED** (MacAndrew/Zowmi)

**THAT the Agenda be approved.**

**CARRIED**

### 3. Approval of Minutes

The Chair requested a motion to approve the Minutes from Meeting #13 held on January 19, 2017.

**MOVED** (Bassingthwaighte/MacAndrew)

**THAT the Minutes of Meeting 13 of the Human Rights Task Force held, on January 19, 2017 be approved.**

**CARRIED**

### 4. Business Arising from the Minutes

#### Consultation plan update

The Chair confirmed that the Interim Report had been finalized and was ready for distribution. The report will be distributed by mass email to in the next few days along with a news story on the Brock News, which will set out the dates and locations for in person consultations. The Chair also confirmed that the online consultation form and the email consultation account were live. In response to a question, the Chair will follow up with *The Brock Press* to arrange a news story regarding the Interim Report.

### 5. Consultation with Union Equity Officers on Interim Report

The Chair noted that he had received regrets from the BUFA, OSSTF and IATSE equity officers and that consultation with the student unions was in the process of being scheduled.

The equity officer for CUPE 4207, Samantha MacAndrew, provided feedback to the Task Force on behalf of the union's membership. Concerns raised by membership included ambiguity in the scope and application of the Respectful Work and Learning Environment Policy, a lack of accountability, prolonged processes, and a lack of transparency in the process and outcomes. Some suggestions were provided to improve the process, including clarifying the role of the Human Rights and Equity Office and confirming that it acts as a neutral party in conflict resolution, increasing staffing to reduce the length of the process and ensuring CUPE 4207 is consulted in the revisions to the Respectful Work and Learning Environment Policy. The Chair thanked Ms. MacAndrew for her input and undertook to incorporate the feedback into the final report of the Task Force.

### 6. Presentation on Equity Audit by Equity Audit Working Group

Dr. Mogadime provided a presentation on behalf of the Equity Audit Working Group explaining what an equity audit is, how it differs from an equity census and how these kinds of initiatives have been implemented at other universities. She highlighted the approach taken by Dalhousie University, which included students as well as employees and which sought to gather information on the four

groups designated by the Federal Government as underrepresented (i.e. women, visible minorities, indigenous peoples and individuals with disabilities), and other equity seeking groups. Dr. Mogadime shared advice regarding strategies employed by other universities to ensure input and how this data can be used to inform and prioritize further equity audits.

## **7. Discussion regarding Equity Audit**

The Task Force engaged in a comprehensive discussion regarding equity audits and whether the recommendation in the Interim Report should be revised to reflect the information provided by the Equity Audit Working Group. There was discussion about whether the census should be expanded beyond demographics to include some questions regarding the experience of individuals at Brock. There was also discussion about whether to limit the census to employees or include students. It was suggested that it may be helpful to engage an external consultant to undertake the census and advise on the details.

The Task Force agreed that the Equity Audit Working Group should continue to gather information regarding equity audits and potential consultants who have experience in the university sector and that the information would be reviewed by the Task Force, along with any feedback provided by the consultation, to determine the appropriate recommendation. Members of the Task Force who wish to assist in this were encouraged to contact Dr. Mogadime.

## **8. Other Business – None**

## **9. Adjournment**

The Chair thanked all those present for attending today's meeting and the discussions held. The meeting adjourned at 2:31 p.m.

## Human Rights Task Force Timeline

Revised February 20, 2017

Meeting	Date	Agenda Topics	Goals
<b>STAGE 1 – DEVELOPING AN UNDERSTANDING OF HUMAN RIGHTS AT BROCK &amp; REFINING THE PLAN AND PROCESS OF THE HUMAN RIGHTS TASK FORCE</b>			
#1	July 7, 2016	a. Introductions b. Procedures c. Timeline d. Introduction to Human Rights Presentation & Discussion	a. <b>Procedures</b> - Agreement on procedures b. <b>Process</b> – Discussion of process/timeline c. <b>Concepts</b> - Shared understanding of human rights and how they apply within the University setting
#2	Aug. 29 – 31, 2016	a. Revised timeline b. Communications plan c. HRTF resources d. Human rights context (society, university sector, Brock) e. Human rights landscape at Brock	a. <b>Process</b> – Agreement on revised process/timeline b. <b>Communications</b> – discussion of communications plan c. <b>Resources</b> – clarity regarding resources available to HRTF d. <b>Context</b> - understanding of societal context within which the HRTF operates e. <b>Introduction to human rights at Brock</b> – knowledge of the human rights landscape at Brock
#3	Sept. 12 – 16, 2016	a. In-Depth “Human Rights 101” presentation & discussion b. Human Rights at Brock presentation (review of policies, processes, services, supports)	a. <b>Legal requirements</b> - Understanding of Brock’s legal obligations regarding human rights b. <b>Brock practices</b> – understanding of Brock’s policies, processes, services & supports
<b>STAGE 2 – INFORMATION GATHERING</b>			
#4	Sept. 26 – 30, 2016	a. Concerns from administrative units – submissions from: <ul style="list-style-type: none"> <li>• OHRES</li> <li>• HR</li> <li>• Campus Security</li> <li>• Students at Risk team</li> </ul>	a. <b>Concerns</b> – understanding of concerns from an operational perspective
#5	Oct. 3 – 7, 2016 (Oct 11-14: Fall Break)	a. Best practices at other universities – presentations from human rights staff from other universities on the structure and function of human rights offices b. Learnings from the literature / research – presentations from Brock researchers on human rights, diversity and inclusion.	a. <b>Benchmarking &amp; leading practices</b> – appreciation of how policies, processes, services & supports interact at other universities, ideas for improvement b. <b>Evidence-based decision making</b> – awareness of insights from research

#6	Oct. 20, 2016	<p>a. Further concerns from administrative units – continuation of the panel discussion from Meeting #4</p> <ul style="list-style-type: none"> <li>• OHRES</li> <li>• HR</li> <li>• Campus Security</li> <li>• Students at Risk Team</li> </ul>	<p><b>a. Concerns</b> – understanding of concerns from an operational perspective</p>
#7	Oct. 24, 2016	<p>a. Thematic meeting: <b>Sexual Violence at Brock University</b></p> <p>b. Presentations from the Sexual Violence Prevention Committee, A Safer Brock and from Brock researchers</p> <p>c. Presentations and input from the Brock community on the topic of sexual violence</p>	<p><b>a. Thematic in-depth discussion</b> – appreciation of policies, processes, services and supports for sexual violence, ideas for improvement</p> <p><b>b. Evidence-based decision making</b> – awareness of insights from research</p>
#8	November 7, 2016	<p>a. Thematic meeting: <b>Racial Climate at Brock University</b></p> <p>b. Presentations from the Racial Climate Task Force, Aboriginal Student Services</p> <p>c. Presentations and input from the Brock community on the topic of racial climate at Brock</p>	<p><b>a. Thematic in-depth discussion</b> – appreciation of policies, processes, services and supports for racial injustice, ideas for improvement</p> <p><b>b. Evidence-based decision making</b> – awareness of insights from research</p>
#9	November 24, 2016	<p>a. Thematic meeting: <b>Ableism at Brock University (Mental Health and Physical Disabilities)</b></p> <p>b. Presentations from the AODA Coordinator, Services for Students with Disabilities</p> <p>c. Presentations and input from the Brock community on the topic of ableism at Brock</p>	<p><b>a. Thematic in-depth discussion</b> – appreciation of policies, processes, services and supports for students with disabilities, ideas for improvement</p> <p><b>b. Evidence-based decision making</b> – awareness of insights from research</p>
<b>STAGE 3 – INTERIM REPORT</b>			
#10	Nov. 29, 2016	<p>a. <b>Debrief</b> on internal consultations</p> <p><b>Agreement on principles</b> for interim summary report of recommendations to circulate to the Task Force</p>	<p><b>a. Synthesize learnings from consultation</b> – identify key issues, shared concerns etc.</p> <p><b>b. Informed recommendations</b> – develop understanding of issues, gaps, needs</p>
#11	Dec. 15, 2016	<p>a. Discuss and vote on preliminary recommendations (if any)</p> <p>b. Agree on framework for interim report to Brock community</p>	<p><b>a. Identify issues</b> – agreement on common themes and concerns with current policies, processes, services &amp; supports</p> <p><b>b. Determine immediate concerns &amp; interim report</b> – develop plan for interim report &amp; preliminary recommendations, if any</p> <p><b>c. Agree on specific recommendations</b> – draft wording for recommendations</p>

#12	Jan. 12, 2017 (Winter term begins Jan. 9)	<p>a. <b>Discussion regarding interim recommendations</b></p> <p>b. <b>Review of draft interim report</b></p>	a. <b>Review of draft interim report</b>
<b>STAGE 4 – CONSULTATION</b>			
#13	Jan. 19, 2017	<p>a. <b>Approval of draft interim report</b></p> <p>b. <b>Consultation plan:</b></p> <p>a. Who to consult</p> <p>b. How to consult (focus groups, town halls, drop in sessions, online, individual meetings etc.)</p> <p>c. What to consult on (approach / questions to ask)</p> <p>d. When - timing</p>	a. <b>Consultation plan</b> – agreement on consultation plan (who, what, where, when, how etc.)
	Jan 20 – Feb 20, 2017 (Reading Week: Feb 20 – 24)	<p>a. <b>Consult</b> with stakeholders on interim report – e.g.</p> <ul style="list-style-type: none"> <li>• Students</li> <li>• Student unions</li> <li>• Student clubs</li> <li>• Employee unions</li> <li>• Senate</li> </ul> <p>Brock Community</p>	<p>a. <b>Input / engagement</b> – provide <b>opportunity</b> for Brock community to share concerns and suggestions</p> <p>b. <b>Informed recommendations</b> – develop understanding of issues, gaps, needs</p>
#14	Jan 30 – Feb 3, 2017	<p>a. <b>Consult</b> with union equity officers on draft interim report, as well as experiences with policies, processes, services and supports, including:</p> <ul style="list-style-type: none"> <li>• BUFA</li> <li>• BUSU</li> <li>• CUPE 4207</li> <li>• GSA</li> <li>• IATSE</li> <li>• OSSTF</li> </ul> <p>b. Presentation on Equity Audit by Equity Audit Working Group</p>	<p>a. <b>Input / engagement</b> – provide <b>opportunity</b> for Brock community to share concerns and suggestions</p> <p>b. <b>Informed recommendations</b> – develop understanding of issues, gaps, needs</p> <p>c. <b>Decision-making</b> – decision re: equity audit</p>
<b>STAGE 5 – FINAL RECOMMENDATIONS &amp; REPORT</b>			
#15	March 2 – 3, 2017	a. <b>Debrief</b> on external consultations	<p>a. <b>Synthesize learnings from consultation</b> – identify key issues, shared concerns etc.</p> <p>b. <b>Informed recommendations</b> – develop understanding of issues, gaps, needs</p>
#16	March 10 - 13, 2017	a. Discuss and narrow down final recommendations	a. <b>Agreement on specific recommendations</b> – draft wording for recommendations
#17	March 20 - 21, 2017	<p>a. Vote on recommendations</p> <p>b. Agree on framework for report to President &amp; Brock community</p>	<p>a. <b>Approval of recommendations</b></p> <p>b. <b>Agreement on outline of draft report</b></p>

#18	March 27 – 28, 2017	<ul style="list-style-type: none"> <li>a. Vote on final report to President &amp; Brock community</li> <li>b. Communication plan</li> <li>c. Next steps</li> </ul>	<b>a. Approval of final report to President &amp; Brock community</b>
	<b>April 3, 2017</b>	Distribute final report to President & Brock community	