

Human Rights Task Force

Meeting #2 – August 29, 2016

Time 9.00 a.m.
Location Sankey Chamber

Agenda

#	Item	By	Start Time	Length	Action
1.	Call to order	AL	9:00	1	
2.	Approval of agenda	AL	9:01	1	Approval
3.	<u>Approval of minutes</u>	AL	9.02	3	Approval
4.	Business arising from the minutes		9:05	5	Information
	• Employment Equity Policy update	AS			
	• <u>Human Rights Task Force Procedures</u>	AL			
5.	Introduction to resources	CC	9:10	5	Information
6.	<u>Revised timeline</u>	CC	9:15	20	<u>Decision</u>
7.	HRTF resources working group	DM	9:35	5	Information
8.	HRTF communications plan	AL	9:40	5	<u>Decision</u>
9.	<u>Human rights context discussion</u>	AS/NY	9:45	30	Information
10.	<u>Human rights landscape at Brock</u>	AS	10:15	30	Information
11.	Next steps	AL	10:45	10	Information
12.	Other Business	AL	10:55	5	Information
	• <u>Ontario Anti-Racism Directorate</u>				
13.	Adjournment	AL	11:00		

Agenda Legend

AL	- Anna Lathrop
CC	- Chabriol Colebatch
DM	- Dolana Mogadime
AS	- Alana Sharpe
NY	- Naheed Yaqubian

MINUTES OF MEETING #1**HUMAN RIGHTS TASK FORCE**

THURSDAY, JULY 7, 2016, 3:00 PM

CAIRNS FAMILY HEALTH AND BIOSCIENCE RESEARCH COMPLEX, ROOM 207

MEMBERS

PRESENT: Anna Lathrop (Chair), Andrew Bassingthwaigte, LeeAnn Cayer, Brad Clarke, Margot Francis, Samantha MacAndrew, Ingrid Makus, Dolana Mogadime, Julie Rorison, Sandra Wong

ALSO

PRESENT: *Board of Trustees Liaison:* Elisabeth Zimmermann

Union Observers: Tony Blaschuk (IATSE), Cari Drolet (GSA), Patrick Foster (BUSU), Phoebe Kang-Papple (CUPE 4207), Alison Rothwell (OSSTF), Michelle Webber (BUFA)

Resource Personnel:

Grant Armstrong (Associate Vice-President Human Resources)
Christopher Lytle (AODA Coordinator)
Alana Sharpe (Office of Human Rights and Equity Services)
Naheed Yaqubian (Legal Advisor to the Human Rights Task Force)
Chabriol Colebatch (University Secretary), Angela Magro (Assistant Secretary)

REGRETS: Thomas Dunk, Donna Moody (resource), Aniqah Zowmi

1. Call to Order

Chair Anna Lathrop called the meeting to order and welcomed members, union observers, resource personnel and those present from the Brock community to the first meeting of the Human Rights Task Force. Chair Lathrop advised the Task Force that the Board of Trustees Liaison, Elisabeth Zimmermann will be joining the meeting shortly.

The Chair offered introductory remarks, highlighting the need for reflection on and remediation of Brock's human rights policies, processes, services and supports and underscoring that the deliverables of the Task Force will be to provide recommendations to the President to improve and

advance human rights at Brock. Chair Lathrop indicated that incoming President Cukier will engage with the Task Force throughout the process and share insights based on her research.

The Chair requested that members introduce themselves and members provided brief remarks regarding their human rights background and experience. The resource staff that will support the work of the Task Force also introduced themselves.

2. Approval of Agenda

The Chair requested a motion to approve the agenda.

MOVED (Rorison/Cayer)

THAT the Agenda be approved.

CARRIED

3. Welcome from Chair

4. Introductions

The Chair provided a welcome and facilitated member introductions at the outset of the meeting.

5. Background and Scope

The Chair and University Secretary reviewed the scope of the Task Force's mandate, as set out in the [Terms of Reference](#) for the Task Force, which had been revised by the President in response to feedback from the Brock community and distributed to members and posted on the [Task Force website](#).

In discussing the scope of the mandate, the Chair clarified that the focus would be on the complaint and resolution process set out in the Respectful Work and Learning Environment Policy, but that the Task Force was also expected to look at how the various policies related to human rights interacted to ensure the policies and procedures work harmoniously. The Chair also clarified that the Task Force's mandate was to provide recommendations with respect to concerns with the policies, but was not expected to draft or revise policy wording itself. It was suggested that the Task Force's recommendations may want to address not just the policies, but the underlying institutional culture and the resources and education required to support and enhance a respectful human rights environment.

6. Human Rights Task Force procedures

The University Secretary reviewed the draft Task Force procedures and addressed questions from members. Various changes were proposed by members and accepted.

The Chair indicated that a motion to approve the Human Rights Task Force procedures, as amended, was required.

MOVED (Bassingthwaigte/Makus)

THAT the Human Rights Task Force procedures be approved, as amended during the meeting.

CARRIED

7. Election of vice-chair

The Chair noted that one nomination for the position of Vice-Chair from Dolana Mogadime, had been received. Chair Lathrop called for any further nominations. Having received no further nominations, the Chair declared Dolana Mogadime acclaimed as Vice-Chair to the Task Force.

8. Human Rights Task Force Timetable

The University Secretary provided an overview of the draft Task Force timetable and sought feedback from members regarding the timelines and proposed process.

Concerns were raised that insufficient time had been allocated for the work of the Task Force and that the deadline of providing recommendations by January 1, 2017 would not allow for adequate consultation and consideration. The Chair undertook to request an extension on the date for final recommendations due to the incoming President and report back to the Task Force with a revised timeline. It was agreed that the Task Force could provide interim recommendations with respect to time-sensitive matters.

A request to discuss the Employment Equity Policy was raised. The Office of Human Rights and Equity Services undertook to report back to the Task Force on the status of the policy.

9. Human Rights Task Force meeting dates and times

The University Secretary indicated that future meeting dates would be set by the Chair and members were asked to respond to the forthcoming poll to be sent out by the University Secretariat.

10. Introduction to Human Rights

Naheed Yaqubian, Legal Advisor to the Task Force, provided a presentation on human rights with a focus on the *Ontario Human Rights Code*, the prohibited grounds of discrimination and examples of human rights issues.

The Chair facilitated a discussion around human rights perspectives and the information needs of the Task Force to assist it in carrying out its work. During discussion, members emphasized the importance of remaining mindful of the originating circumstances for the creation of the Task Force and looking beyond the minimum legislative requirements to best practices and the promotion of an improved human rights culture and environment at Brock.

A request for further information on the policies related to human rights at Brock was raised. The Secretary noted that an overview of University human rights policies, services and initiatives would be provided to the Task Force at its next meeting.

11. Next steps

The action items identified during the meeting were:

- The Secretary will amend the procedures as discussed during Item 6.
- The Chair will contact the incoming President regarding the timetable for the Task Force's recommendations and the Secretary and Chair will present an amended timetable at the next meeting.
- The Office of Human Rights and Equity Services will review the Employment Equity Policy and report back to the next meeting with an update.
- The Secretary will provide an overview of the policies and processes related to human rights at Brock at the next meeting.
- Members were reminded to respond to the meeting poll to schedule future meetings.

12. Other Business – None

13. Adjournment

The meeting adjourned at 5:00 p.m.

Human Rights Task Force Procedures

- 1. Schedule of meetings**
 - 1.1. The Task Force will meet at least monthly between July - December 2016.
 - 1.2. Meetings will be scheduled by the Chair in consultation with members and the University Secretariat.
- 2. Notice of meetings**
 - 2.1. Notice of meetings of the Task Force will be provided to members at least three days in advance of the meeting.
- 3. Meeting Materials**
 - 3.1. Materials for meetings of the Task Force will be distributed to members and made available on the Task Force web site at least three days in advance of the meeting.
 - 3.2. Meeting materials shall include an agenda and relevant background documentation.
- 4. Attendance by members**
 - 4.1. Members of the Task Force are strongly encouraged to attend Task Force meetings in person. If the Chair consents, a member may participate in a meeting by teleconference.
 - 4.2. Members shall endeavor to attend every meeting of the Task Force. Members who fail to attend more than two meetings without reasonable excuse and/or prior notice to the Chair may be removed from the Task Force by majority vote. **The Task Force will attempt to fill the vacancy with a representative from the same constituency.**
- 5. Attendance by Brock community**
 - 5.1. Meetings of the Task Force are open to the Brock University community, who may attend and observe all proceedings that are not held in-camera, subject to space limitations. Attendance will be on a first come first served basis.
 - 5.2. Members of the Brock University community who wish to participate in proceedings of the Task Force must contact the Chair and/or Vice-Chair in advance to obtain approval or must seek to be recognized by the Chair during the meeting.
- 6. Accommodations**
 - 6.1. Accommodations for human rights or disability-related reasons may be arranged through the Chair who will work with the University Secretary to arrange appropriate accommodations.
 - 6.2. All requests for accommodations will be kept confidential.
- 7. Meeting procedures**
 - 7.1. The conduct of meetings shall be decided by the Chair, who shall be guided by Robert's Rules of Order where necessary, except where these Procedures set out a rule or process.
- 8. Quorum**
 - 8.1. Quorum is a majority of the total number of members of the Task Force.
 - 8.2. A Task Force meeting may proceed without a quorum, and the decisions taken are valid, unless rescinded by a quorum of members at the next meeting of the Task Force.
- 9. Voting**
 - 9.1. The Task Force shall endeavor to make decisions by consensus. Where necessary to vote, each member of the Task Force, excluding the Chair but not the Vice-Chair, shall be

entitled to vote on any motion, subject to 9.2 below. All members are expected to vote on the final recommendations of the Task Force.

- 9.2. If a vote results in a tie, the Chair shall have the deciding vote.
- 9.3. If a decision or recommendation needs to be made in between meetings, the Chair may conduct an electronic vote. Electronic voting will be conducted in accordance with the bylaws of the University Senate.
- ~~9.4. Members will bring valuable perspectives and insight from various constituencies, but are expected to act and vote in the collective interests of the Brock community.~~

10. In camera sessions

- 10.1. ~~In exceptional circumstances, the~~ The Task Force may move in-camera to consider confidential or sensitive matters upon a majority vote of the members present at the meeting.
- 10.2. Members shall keep confidential any information or documentation identified as confidential, either in writing or orally.

11. Conduct of meetings

- 11.1. Task Force will, by nature of its mandate, discuss sensitive topics, including those concerning all protected grounds under Ontario's *Human Rights Code*. Members are expected to discuss matters with sensitivity and respect for individual differences as well as the University's legal obligations under relevant human rights legislation.
- 11.2. The Chair will uphold a culture of respect, tolerance, openness and free discussion at all meetings and activities of the HRTF.
- ~~11.3 Members will bring valuable perspectives and insight from various constituencies, and are expected to conduct themselves in the collective interests of the Task Force.~~

12. Conflict of interest

- 12.1. Members shall declare to the Chair of the Task Force any real or perceived conflict of interest at the earliest possible opportunity.
- 12.2. The Chair shall determine how to resolve or address any real conflict of interest.

13. Minutes and reporting

- 13.1. Minutes of meetings shall be taken by the University Secretary or designate and shall record the decisions made without reference to the discussion involved
- 13.2. ~~Unapproved minutes~~ Minutes of the Task Force shall be made available on the Task Force website no later than two weeks after each meeting ~~and replaced with the finalized minutes following approval by the Task Force.~~
- 13.3. The Task Force will provide regular updates to the University community through a dedicated Task Force website.

14. Vacancies

- 14.1. If a member ceases to be a member of the Task Force for any reason, the Task Force shall determine if a replacement is advisable given the stage of review and deliberations.
- 14.2. If a replacement is advisable, a successor shall be chosen in the same manner as the member withdrawing, that is, by an open call for nominations by the General Counsel & Secretary to the University, and selection by the Office of the President.

15. Procedures

- 15.1. These procedures may be amended by a 2/3 majority vote of all members.

Human Rights Task Force Timeline

Revised July 13, 2016

Meeting	Date	Agenda Topics	Goals
STAGE 1 – DEVELOPING AN UNDERSTANDING OF HUMAN RIGHTS AT BROCK & REFINING HRTF PLAN / PROCESS			
#1	July 7, 2016	a. Introductions b. Procedures c. Timeline d. Introduction to Human Rights Presentation & Discussion	a. Procedures - Agreement on procedures b. Process – Discussion of process/timeline c. Concepts - 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. Process – Agreement on revised process/timeline b. Communications – discussion of communications plan c. Resources – clarity regarding resources available to HRTF d. Context - understanding of societal context within which the HRTF operates e. Introduction to human rights at Brock – understanding of the human rights landscape at Brock
#3	Sept. 12 – 16, 2016	a. In-Depth “Human Rights 101” presentation & discussion b. In-Depth Human Rights at Brock presentation (review of policies, processes, services, supports)	a. Legal requirements - Understanding of Brock’s legal obligations regarding human rights b. Brock practices – understanding of Brock’s policies, processes, services & supports
#4	Sept. 26 – 30, 2016	a. Consultation plan: <ul style="list-style-type: none"> • Who to consult • How to consult (focus groups, town halls, drop in sessions, online, individual meetings etc.) • What to consult on (approach / questions to ask) • When - timing 	a. Consultation plan – agreement on consultation plan (who, what, where, when, how etc.)
STAGE 2 – CONSULTATION			
#5	Oct. 3 – 7, 2016 <i>(Oct 11-14: Fall Break)</i>	a. Concerns from administrative units – submissions from: <ul style="list-style-type: none"> • OHRES • Aboriginal Student Services • Services for Students with 	a. Concerns – understanding of concerns from an operational perspective

		<p>Disabilities</p> <ul style="list-style-type: none"> • HR • AODA Coordinator • Racial Climate Task Force • Sexual Violence Prevention Committee • Campus Security • Students at Risk team 	
#6	Oct. 24 – 28, 2016	<p>a. Best practices at other universities – presentation from human rights staff from other universities</p> <p>b. Learnings from the literature / research – presentations from Brock researchers on human rights, diversity and inclusion, including presentation from Wendy Cukier on diversity and inclusion research.</p>	<p>a. Benchmarking & leading practices – appreciation of how policies, processes, services & supports interact at other universities, ideas for improvement</p> <p>b. Evidence-based decision making – awareness of insights from research</p>
	November 1, 2016	Open online consultation	<p>a. Input / engagement – provide opportunity for Brock community to share concerns and suggestions</p> <p>b. Informed recommendations – develop understanding of issues, gaps, needs</p>
	November 1 – 30, 2016	<p>Consult with stakeholders – e.g.</p> <ul style="list-style-type: none"> • Students • Student unions • Student clubs • Employee unions • Senate • Board • Community 	<p>a. Input / engagement – provide opportunity for Brock community to share concerns and suggestions</p> <p>b. Informed recommendations – develop understanding of issues, gaps, needs</p>
	November 30, 2016	<p>a. Close online consultation</p> <p>b. Draft a summary report of consultations to circulate to the Task Force</p>	<p>a. Synthesize learnings from consultation – identify key issues, shared concerns etc.</p>
STAGE 3 – ANALYSIS			
#7	Dec. 1 – 6, 2016 <i>(Exam Break begins December 6)</i>	<p>a. Debrief on consultations & review of consultations feedback</p>	<p>a. Identify issues – agreement on common themes and concerns with current policies, processes, services & supports</p> <p>b. Determine immediate concerns & interim report – develop plan for interim report & preliminary recommendations, if any</p>
#8	Dec. 15-19, 2016	<p>a. Finalize interim report & preliminary recommendations (if any)</p>	<p>a. Agreement on interim report & preliminary recommendations</p>
STAGE 4 – DEVELOPING RECOMMENDATIONS & REPORT			

#9	Jan. 9 – 16, 2017 <i>(Winter term begins Jan. 9)</i>	a. Discussion on recommendations	a. Agreement on main areas of focus & broad recommendations
#10	Jan. 16 – 20, 2017	a. Finalize recommendations	a. Agreement on specific recommendations – draft wording for recommendations
#11	Jan. 23 – 27, 2017	a. Vote on recommendations b. Agree on framework for report to President & Brock community	a. Approval of recommendations b. Agreement on outline of draft report
#12	Feb. 13 – 17, 2017 <i>(Reading Week: Feb 20 – 24)</i>	a. Vote on final report to President & Brock community b. Communication plan c. Next steps	a. Approval of final report to President & Brock community
	March 1, 2017	Distribute final report to President & Brock community	

DRAFT

HUMAN RIGHTS TASK FORCE

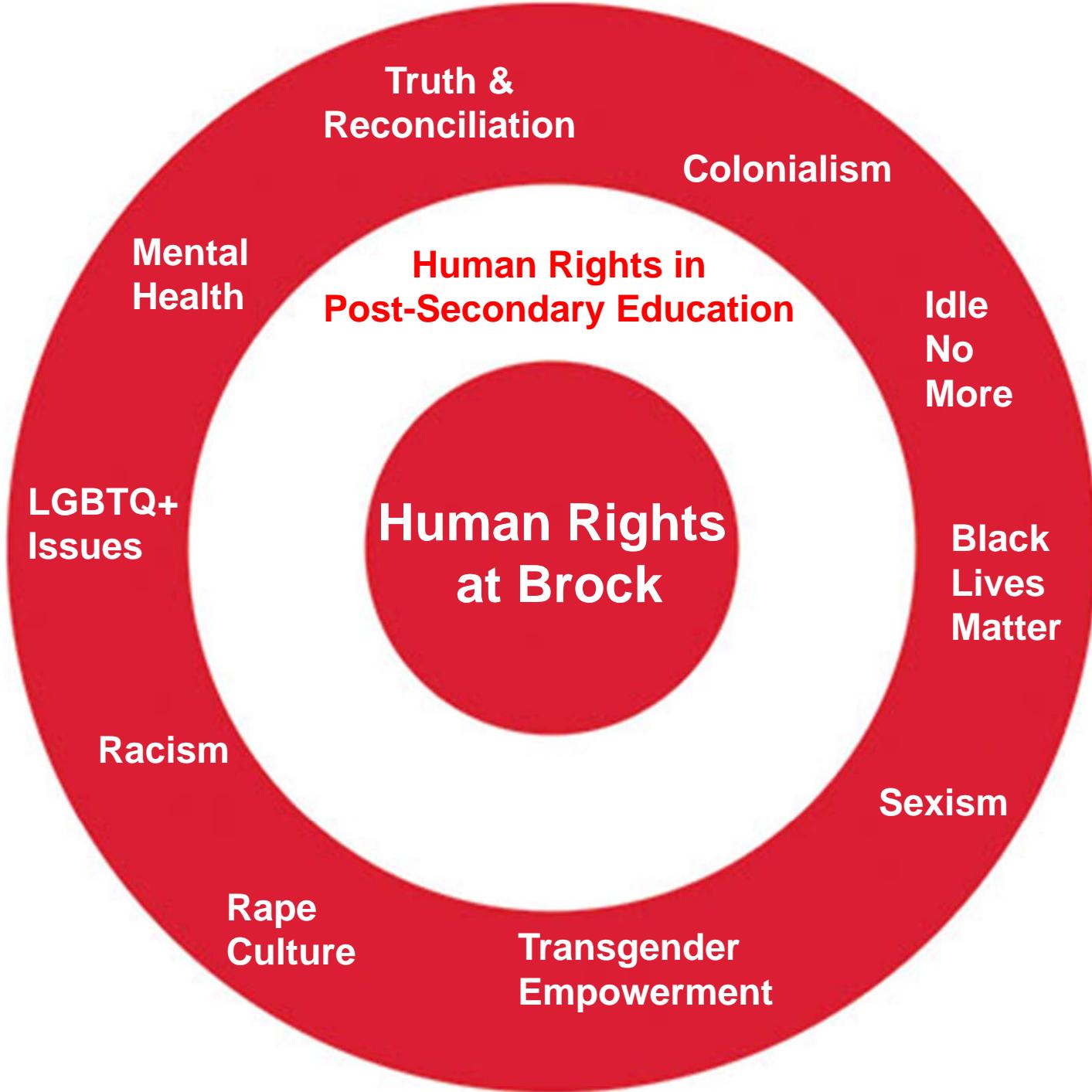
Context Discussion
The World We Live In



Human Rights

Human Rights in
Post-Secondary Education

Human Rights
at Brock



Human Rights Landscape at

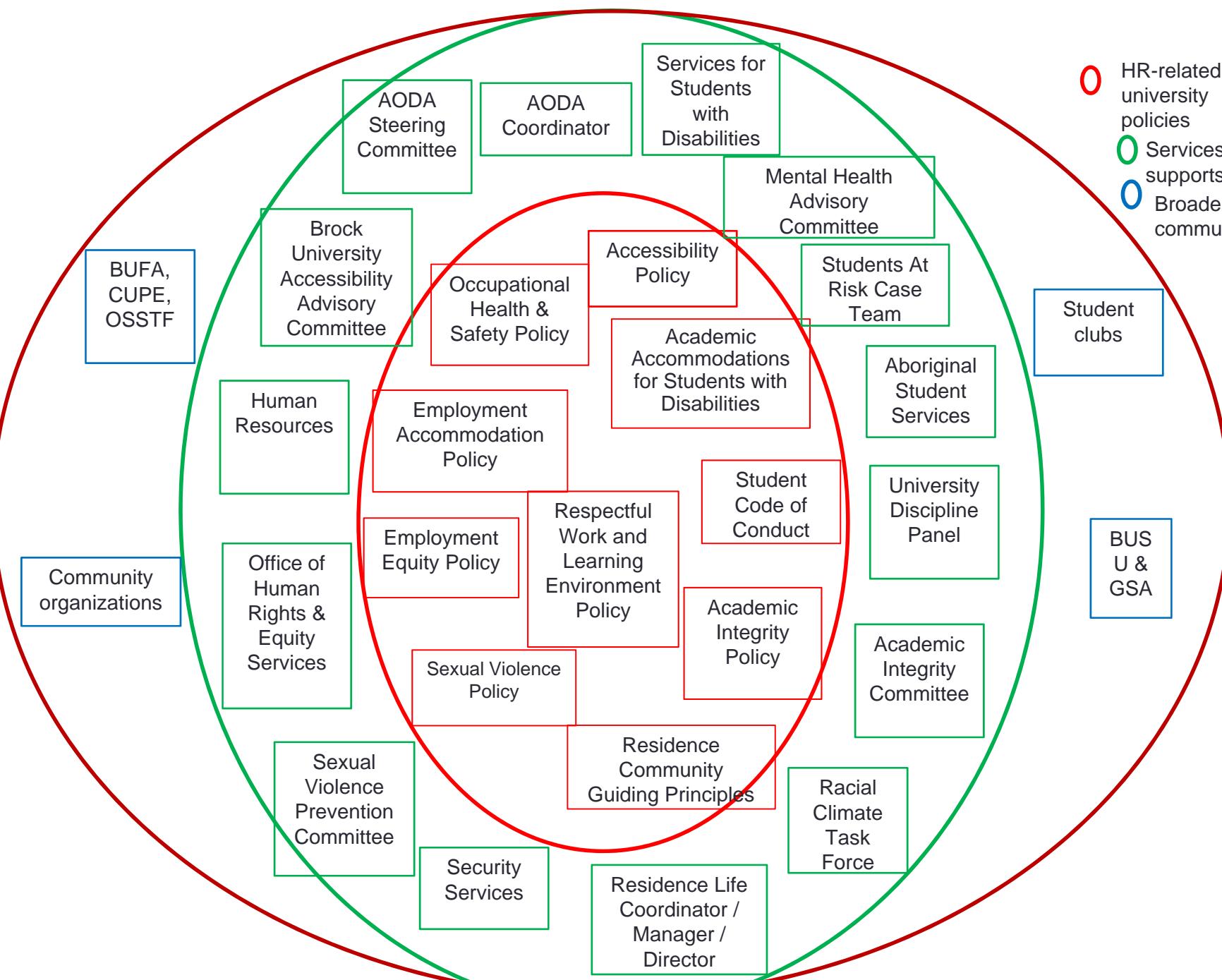
Brock
University





HUMAN RIGHTS POLICIES

 HR-related university policies
 Services & supports
 Broader community



Policies, Protocols, and Guidelines



- Respectful Work and Learning Environment Policy
- Occupational Health and Safety Policy
- Employment Accommodation Policy
- Workplace Violence Prevention Policy
- Brock University Accessibility (AODA) Policy
- Code of Conduct

Policies, Protocols, and Guidelines



- Statement on Respectful Dialogue and Freedom of Expression
- Student Code of Conduct
- Residence Community Guiding Principles
- Board of Trustees Diversity and Inclusion Policy
- Academic Integrity Policy
- Sexual Assault Response Protocol

Policies, Protocols, and Guidelines



- Academic Accommodation for Students with Disabilities
- Learning Disability Documentation Requirements
- Employment Equity Policy
- Safe Disclosure Policy
- Sexual Assault and Harassment Policy (Draft)



HUMAN RIGHTS SERVICES

Services



- Office of Human Rights & Equity Services
- Human Resources
 - Health, Safety, and Wellness
 - AODA Coordinator
- Campus Security Services
- Residence Life
- Student Services Administration
 - Student Life & Community Experience
 - Student-at-Risk Case Team
 - University Discipline Panel

Services



- Student Services Administration
 - Faith and Life Centre
 - International Services
 - Student Development Centre
 - Aboriginal Student Services
 - Student Wellness and Accessibility Centre
 - Student Health Services
 - Personal Counselling
 - Mental Health Services
 - Student Accessibilities Services
 - A-Z Learning Services

Committees and Task Forces



- Human Rights Task Force
- Mental Health Advisory Committee
- Brock University Accessibility Advisory Committee
- AODA Steering Committee
- Racial Climate Task Force
- Sexual Violence Prevention Committee
- Academic Integrity Committee

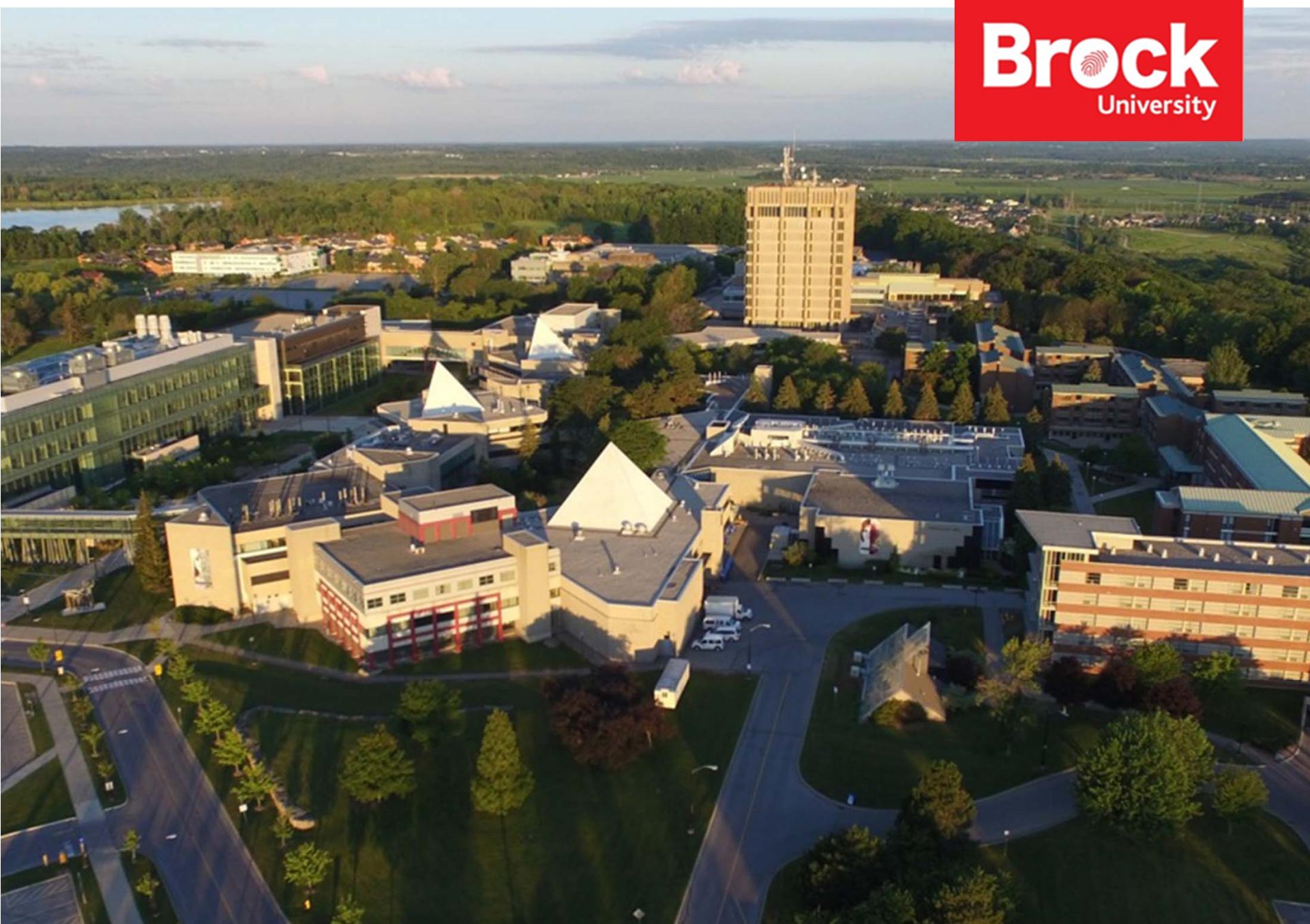


HUMAN RIGHTS INITIATIVES

Initiatives



- OHRES Training
 - Positive Space Training
 - Harassment and Discrimination Response Training
- Racial Climate Task Force
 - White Privilege Symposium (September 30 – October 1)
- Sexual Violence Prevention Committee
 - Peer-to-Peer Education Program (under development)
 - Sexual Violence Prevention – Orientation Week Education Event (September 7)
- Mental Health and Wellness
 - More Feet on the Ground

An aerial photograph of the Brock University campus in St. Catharines, Ontario, Canada. The image shows a large, modern university complex with various buildings, including a prominent yellow tower and several academic buildings with glass facades. The campus is surrounded by green trees and is located near a body of water and a town. The sky is clear and blue.

Brock
University