



Human Rights Task Force

Meeting #3 – September 12, 2016

10:00 AM - 12:00 PM
TH 253

Agenda

#	Item	By	Start Time	Length	Action
1.	Call to order	AL	10:00	1	
2.	Approval of Agenda	AL	10:01	1	Approval
3.	<u>Approval of Minutes</u>	AL	10:02	5	Approval
4.	Business Arising from the Minutes <ul style="list-style-type: none"> • Shared Human Rights Vocabulary • Human Rights Policies Status Report • Equity Audit Update 	AS	10:07	15	Information
5.	<u>Approval of Revised Timeline</u>	CC	10:22	15	Decision
6.	Human Rights 101 Presentation & Discussion	NY	10:37	34	Discussion
7.	OHRES Complaint Procedures Presentation	AS	11:11	34	Information
8.	Next steps	AL	11:45	5	Information
9.	Other Business	AL	11:50	5	Information
10.	Takeaways from Meeting	AL	11:55	5	Discussion
11.	Adjournment	AL	12:00		

Agenda Legend

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



(Circulated prior to approval)

MINUTES OF MEETING #2

HUMAN RIGHTS TASK FORCE

MONDAY, AUGUST 29, 2016, 9:00 AM

SANKEY CHAMBER

MEMBERS

PRESENT:

Anna Lathrop (Chair), Andrew Bassingthwaighe, LeeAnn Cayer, Brad Clarke, Thomas Dunk, 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), Phoebe Kang-Papple (CUPE 4207), Tamari Kitossa (BUFA), Alison Rothwell (OSSTF)

Resource Personnel:

Christopher Lytle (AODA Coordinator)
Donna Moody (Director, Campus Security Services)
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)

Meeting Guests:

Present for Items 6-8: Brian Hutchings (Acting President)
Present for Item 8: Kevin Cavanagh (Director, Communications and Public Affairs) and Gord Hunchak (Executive Director, Marketing and Communications)

REGRETS:

Grant Armstrong (resource), Patrick Foster (BUSU Observer), 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 second meeting of the Human Rights Task Force. The Chair requested that those present briefly reintroduce themselves. Self-introductions were made.

2. Approval of Agenda

The Chair requested a motion to approve the Agenda.

MOVED (Bassingthwaighte/Francis)

THAT the Agenda be approved.

CARRIED

3. Approval of Minutes

The Chair noted a motion was required to approve the minutes of the previous meeting held on July 7, 2016. During discussion, it was suggested and the Task Force concurred that the minutes be amended to reflect a focus on sexual violence prevention, racial climate and social justice and mental health.

MOVED (Makus/Rorison)

THAT the Minutes of Meeting 1 of the Human Rights Task Force, held on July 7, 2016 be approved, as amended during the meeting of August 29, 2016.

CARRIED

4. Business Arising from the Minutes

Employment Equity Policy Update

The Chair requested that Alana Sharpe (Human Rights and Equity Advisor) provide an update on the Employment Equity Policy discussed at the previous meeting of the Task Force.

The Task Force received an overview of the timeline towards approval of the updated Employment Equity Policy and associated consultation. It is anticipated the updated Policy will be slated for consideration approval by the Board of Trustees by the end of the 2016 calendar year.

Human Rights Task Force Procedures

Chair Lathrop indicated that the changes to the Task Force Procedures approved during the meeting of July 7, 2016 had been posted with the meeting materials in lined form to show the changes. The Chair noted the finalized document will be posted on the Task Force website.

5. Introduction to Resources

The University Secretary provided an overview of the resources available to the Task Force, including the assistance in research and compilation of information required by the Task Force by legal advisor to the Task Force, Naheed Yaqubian and supplemented by the Human Rights Equity Advisor, Alana Sharpe.

6. Revised Timeline

The University Secretary provided an overview of the revised timeline resulting from the discussion at the previous meeting of the Task Force. It had been noted that the revised timeline provides for a final report submission date of March 1, 2017. During discussion members noted and the Task Force concurred that it would be beneficial to organize specific meetings within the timeline around the three focus areas: sexual violence prevention, racial climate and social justice and mental health.

The Chair noted that it may be prudent to form a working group to determine how best to incorporate these three focus areas into the revised timeline. The following members volunteered to form the working group to discuss those matters: Margot Francis, Brad Clarke, Ingrid Makus, Andrew Bassingthwaight, LeeAnn Cayer. The Chair requested that the working group, supported by Task Force resource staff, review the timeline and report to the Task Force at its next meeting.

The Chair requested a motion to approve the revised timeline, with a final report submission date of March 1, 2017, with further changes to include the expanded scope as noted during today's meeting and to formally request the extended due date to the President.

MOVED (Cayer/Makus)

THAT the Human Rights Task Force approve the revised timeline, with further amendments to be incorporated following the discussion of the timeline working group; and

THAT the Chair, on behalf of the Task Force, present the revised timeline to the President and request that the date for the submission of the final Report of the Task Force be changed to March 1, 2017.

CARRIED

7. Human Rights Task Force Resources Working Group

The Vice-Chair provided an overview of the proposed resources working group. It was suggested, and agreed, that at present time a working group for resources was not required due to the dedicated assistance provided by the Legal Advisor to the Task Force, Naheed Yaqubian and the Human Rights and Equity Advisor, Alana Sharpe. Resources will be compiled by the Task Force's resource personnel and shared with the Task Force as the process unfolds.

8. Human Rights Task Force Communication Plan

The Chair welcomed Kevin Cavanagh (Director, Communications and Public Affairs) and Gord Hunchak (Executive Director, Marketing and Communications) to the meeting.

The Chair indicated that the Task Force would rely on Communications to provide updates on future meetings and consultations with the Brock community and at specific times when the Task Force would like to release a broad communication. It had also been suggested and the Task Force

agreed that the Chair and Vice-Chair of the Task Force be consulted on all media requests as representatives of the Task Force, who would then report back to the full Task Force.

The Task Force also agreed that following each meeting, the Chair, Vice-Chair and resource staff would draft a brief synopsis of what was accomplished at the meeting to be shared with the Brock community on the Task Force website following each meeting.

9. Human Rights Context Discussion

The Task Force held a discussion regarding the broader human rights context, including human rights issues in society at large and human rights issues facing the post-secondary education sector. It was suggested that it would be helpful to develop a shared human rights vocabulary to support the work of the Task Force.

10. Human Rights Landscape at Brock

The Task Force received a presentation on the human rights landscape at Brock, which included a broad overview of the human rights policies, services and initiatives presently available at Brock. During discussion, members requested that the current policies and related practical information (including but not limited to the policy owner, the date of the next review and responsible units) be consolidated in one location and accessible online. The Task Force also discussed the potential of undertaking an 'Equity Audit' and expressed interest in learning more about this process.

11. Next Steps

The Chair reminded members that the next meeting of the Task Force is scheduled for Monday September 12, 2016 from 10:00 a.m. to 12:00 p.m. in room TH 253.

The action items identified during the meeting were:

- The Secretary will amend the draft minutes of the meeting held on July 7, 2017 as agreed by the Task Force during the meeting and post the final version.
- The Working Group on the revised Timeline will review the Timeline and report back to the Task Force at its next meeting.
- The Chair will present the revised timeline to the President and request that the date for the submission of the final Report of the Task Force be changed to March 1, 2017.
- The Chair, Vice-Chair and resource staff will draft a synopsis of the meeting and email to the Task Force for comment prior to posting.

12. Other Business

The Task Force received an overview of the [Ontario Anti-Racism Directorate](#), an initiative of the Provincial government.

13. Adjournment

The meeting adjourned at 10:56 a.m.

Human Rights Task Force Timeline

Revised September 8, 2016

Meeting	Date	Agenda Topics	Goals
STAGE 1 – DEVELOPING AN UNDERSTANDING OF HUMAN RIGHTS AT BROCK & REFINING THE PLAN AND PROCESS OF THE HUMAN RIGHTS TASK FORCE			
#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 – 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. Legal requirements - Understanding of Brock’s legal obligations regarding human rights b. Brock practices – understanding of Brock’s policies, processes, services & supports
STAGE 2 – INFORMATION GATHERING			
#4	Sept. 26 – 30, 2016	a. Concerns from administrative units – submissions from: <ul style="list-style-type: none"> • OHRES • HR • Campus Security • Students at Risk team 	a. Concerns – 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. Benchmarking & leading practices – appreciation of how policies, processes, services & supports interact at other universities, ideas for improvement b. Evidence-based decision making – awareness of insights from research

#6	Oct. 24-28, 2016	<ul style="list-style-type: none"> a. Thematic meeting: Sexual Violence at Brock University b. Presentations from the Sexual Violence Prevention Committee, A Safer Brock and from Brock researchers c. Presentations and input from the Brock community on the topic of sexual violence 	<ul style="list-style-type: none"> a. Thematic in-depth discussion – appreciation of policies, processes, services and supports for sexual violence, ideas for improvement b. Evidence-based decision making – awareness of insights from research
#7	November 7, 2016	<ul style="list-style-type: none"> a. Thematic meeting: Racial Climate at Brock University b. Presentations from the Racial Climate Task Force, Aboriginal Student Services c. Presentations and input from the Brock community on the topic of racial climate at Brock 	<ul style="list-style-type: none"> a. Thematic in-depth discussion – appreciation of policies, processes, services and supports for racial injustice, ideas for improvement b. Evidence-based decision making – awareness of insights from research
#8	November 21-25, 2016	<ul style="list-style-type: none"> a. Thematic meeting: Ableism at Brock University (Mental Health and Physical Disabilities) b. Presentations from the AODA Coordinator, Services for Students with Disabilities c. Presentations and input from the Brock community on the topic of ableism at Brock 	<ul style="list-style-type: none"> a. Thematic in-depth discussion – appreciation of policies, processes, services and supports for students with disabilities, ideas for improvement b. Evidence-based decision making – awareness of insights from research
STAGE 3 – INTERIM REPORT			
#9	Nov. 26 – 30, 2016	<ul style="list-style-type: none"> a. Debrief on internal consultations Agreement on principles for interim summary report of recommendations to circulate to the Task Force 	<ul style="list-style-type: none"> a. Synthesize learnings from consultation – identify key issues, shared concerns etc. b. Informed recommendations – develop understanding of issues, gaps, needs
#10	Dec. 1 – 6, 2016 (Exam Break begins December 6)	<ul style="list-style-type: none"> a. Discuss and vote on preliminary recommendations (if any) b. Agree on framework for interim report to Brock community 	<ul style="list-style-type: none"> a. Identify issues – agreement on common themes and concerns with current policies, processes, services & supports b. Determine immediate concerns & interim report – develop plan for interim report & preliminary recommendations, if any c. Agree on specific recommendations – draft wording for recommendations
#11	Dec. 15-19, 2016	<ul style="list-style-type: none"> a. Discussion on completed draft interim report 	<ul style="list-style-type: none"> a. Approval of interim recommendations
#12	Jan. 9 – 16, 2017 (Winter term begins Jan. 9)	<ul style="list-style-type: none"> a. Approval of draft interim report b. Consultation plan: <ul style="list-style-type: none"> a. Who to consult b. How to consult (focus groups, town 	<ul style="list-style-type: none"> a. Consultation plan – agreement on consultation plan (who, what, where, when, how etc.)

		halls, drop in sessions, online, individual meetings etc.) c. What to consult on (approach / questions to ask) d. When - timing	
STAGE 4 – CONSULTATION			
#13	Jan 16 – Feb 13, 2017 (Reading Week: Feb 20 – 24)	a. Consult with stakeholders on interim report – e.g. <ul style="list-style-type: none"> • Students • Student unions • Student clubs • Employee unions • Senate • Brock Community 	a. Input / engagement – provide opportunity for Brock community to share concerns and suggestions b. Informed recommendations – develop understanding of issues, gaps, needs
#14	Feb 13 – 17, 2017 (Reading Week: Feb 20 – 24)	a. Debrief on external consultations	a. Synthesize learnings from consultation – identify key issues, shared concerns etc. b. Informed recommendations – develop understanding of issues, gaps, needs
STAGE 5 – FINAL RECOMMENDATIONS & REPORT			
#15	Feb 27 – March 3, 2017	a. Discuss and narrow down final recommendations	a. Agreement on specific recommendations – draft wording for recommendations
#16	March 13 - 17, 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
#17	March 27 – 31, 2017	a. Vote on final report to President & Brock community b. Communication plan c. Next steps	a. Approval of final report to President & Brock community
	April 3, 2017	Distribute final report to President & Brock community	