

# Human Rights Task Force

## Terms of Reference

### 1. Mandate

The Brock University Human Rights Task Force has been established to make recommendations to improve and advance human rights at Brock.

The Task Force will provide recommendations to the President to improve Brock's human rights policies, processes, services and supports. Within the context of meeting all of our legal obligations and, further, adopting best practices, the Task Force is to review and make recommendations regarding:

- a. Renewal and harmonization of all policies and procedures that impact human rights at Brock, including, but not limited to:
  - i. Complaint resolution process for human rights matters including investigation, resulting actions, and appeal;
  - ii. The support and protection provided to parties in a complaint resolution process;
  - iii. The privacy and confidentiality requirements of the complaint resolution process;
- b. Building awareness of human rights obligations and culture at Brock;
- c. Enhancing diversity and inclusivity within the Brock community; and
- d. The organization, staffing and resources of Brock's human rights office.

### 2. Membership

The members of the Task Force shall be appointed by the President and shall comprise:

- Chair – Brad Clarke
- Vice-Chair – Dolana Mogadime
- 3 Students:
  - Undergraduate student – Aniqah Zowmi
  - Graduate student
    - LeeAnn Cayer
    - Samantha MacAndrew
- 3 Faculty members
  - Margot Francis
  - Dolana Mogadime (*also Vice-Chair, as of July 7, 2016*)
  - vacancy (*2<sup>nd</sup> call for nominations issued January 2017*)
- 3 Staff members
  - Andrew Bassingthwaighte
  - Brad Clarke (*appointed Task Force Chair, as of October 24, 2016*)
  - Sandra Wong
- Senior administrative member – Anna Lathrop, Vice-Provost, Teaching, Learning and Student Success (*as of November 24, 2016*)
- External member – Julie Rorison

### **3. Resources**

The daily work of the Task Force and the renewal of policies and procedures resulting from its recommendations will be co-ordinated and managed by the Office of the University Legal Counsel/University Secretariat, which may engage external resources.

In addition, representatives of the following offices will support the work of the Committee, and be present at Task Force meetings as expert resources:

- Human rights – The Office of Human Rights and Equity Services, Sexual Violence Prevention Committee, the Racial Climate Task Force, the AODA Coordinator
- Human resources and labour relations – Associate Vice-President, Human Resources
- Security and policing – Director, Campus Security Services

### **4. Process**

The Task Force will follow the steps below:

- Understand Brock's legal obligations
- Understand the concerns with the current policies, processes and supports
- Solicit input from the University community
- Develop recommendations for the President for the renewal and harmonization of all relevant policies and procedures

### **5. Meetings**

The Task Force will meet as determined necessary by the Task Force, but no less than monthly, and at the request of the President.

### **6. Procedure**

The Task Force will determine its own procedures. Meetings will be open and minutes recording the actions taken by the Task Force will be taken and made publicly available.

### **7. Reporting**

Between Oct. 1, 2016 and Jan. 1, 2017\*, the Task Force will have made all of its recommendations to the President. All recommendations will be made publicly available for the review of the Brock community.

### **8. Term**

It is anticipated that upon completion of its mandate, the Task Force will be dissolved, but the President may elect to continue the Task Force on an ongoing basis to support and further the University's human rights processes.

*\*date has been extended*