

**Humber College & University of Guelph-Humber  
Committee on Preventing and Responding to Sexual Violence  
TERMS OF REFERENCE**

**1.0 Background**

In March 2019, the provincial government set out a mandate for all post-secondary institutions to create a taskforce devoted to addressing and preventing sexual violence on campus. The Taskforce for Preventing and Responding to Sexual Violence was established to ensure government compliance, continue to grow existing policy, support and awareness initiatives taking place on campus, and included diverse student representatives, alongside faculty and staff. Having met the Government mandate, and noting the incredibly important work being done, the taskforce will now continue its work as a Committee at the College.

**2.0 Mandate**

The Committee is responsible for providing thoughtful, objective, and strategic leadership to the implementation of sexual violence prevention, awareness and education initiatives, including policy development and supports. A successful Committee will see increased awareness and engagement, a culture of courage as evidenced by increased disclosures and reporting, and a culture of consent that is broadly understood and embraced by the campus community.

**3.0 Objectives**

1. To provide a forum to discuss local, national, and global trends, issues, and initiatives as they relate to sexual violence prevention and response on post-secondary campuses;
2. To ensure that the College is in compliance with the legislative requirements outlined by the Ministry of Colleges and Universities, the Ontario Human Rights Code, and the Occupational Health & Safety Act;
3. To work collaboratively to guide and increase campus awareness efforts, initiatives, and interventions that address and prevent sexual violence;
4. To work in collaboration with the Centre for Human Rights, Equity & Inclusion, who provide key human rights related trainings relevant to sexual violence for employees;
5. To work in collaboration with the Sexual Violence Prevention and Education portfolio to develop and implement student training related to bystander intervention, consent, and sexual violence;
6. To prepare and implement a men's engagement strategy to prevent gender-based violence;
7. To advocate for and ensure that sexual violence prevention, trainings, and response efforts are prioritized and resourced accordingly;
8. To ensure the institution's policy and procedures on sexual violence are known, relevant, reviewed, and accessible;
9. To improve communications and information sharing on sexual violence prevention, policies, and procedures to all members of the College community, including community partners;
10. To recognize the institution's commitment to the Okanagan Charter, and to support a healthy and inclusive College;

11. To acknowledge the scope of the Committee and refer concerns that could arise in meetings to the appropriate campus and community stakeholders promptly.

#### **4.0 Guiding Principles and Practices**

To provide an inclusive, respectful, and productive forum for discourse, the Committee will be guided by the following principles and practices:

- We will strive to create a healthy and inclusive College by creating a campus culture of consent, compassion, well-being, and belonging;
- We will centre inclusion in our discussions and decision-making related to sexual violence;
- We will consider the impact of our decisions on employees, students, visitors, vendors and contractors of the College;
- We will seek out information/knowledge in order to create quality work while factoring in the local, national, and global context;
- We will be intentional in considering what is possible and strive for innovative ways in which to complete our work;
- We will engage in inclusive and respectful dialogue pursuant to Humber's Human Rights Policy and Complaint Resolution Procedures;
- We will respect that members may share personal stories, thoughts, and opinions within the Committee, and will keep this information private within the limits of confidentiality as described in the Sexual Violence Policy;
- We will be committed to consultation with an emphasis on equity and inclusion;
- We will produce documents and initiatives that members of the College community can identify with and see themselves reflected in;
- We will recognize the constraints that may limit our work and acknowledge the political/social landscape within which we work;
- We will be fiscally responsible and fair when moving initiatives forward;
- We will communicate broadly through a variety of methods;
- We will create initiatives grounded in theory that we can assess and measure;
- We will come prepared for meetings and complete our working team responsibilities.

#### **5.0 Roles & Responsibilities**

The membership structure of the Committee is designed to maximize the College community participation and ensure productivity and shared responsibility for meeting the mandate and objectives for the Committee.

The Committee will consist of four working groups which will be made up of diverse students, staff, and faculty. Team Leads and/or representatives from the following areas will constitute the Core Working Group which will meet monthly to ensure the Committee is meeting its mandate and will drive project completion:

- 1) Manager, Student Connection & Community Care (Committee Chair & Team Lead)
- 2) Advisor, Centre for Human Rights, Equity & Inclusion (Team Lead)
- 3) Coordinator, Sexual Violence Prevention and Education (Team Lead)
- 4) Director, Student Wellbeing (Representative)
- 5) Manager, Department of Public Safety (Representative)

## 6) Student Support and Intervention Coordinator (Team Lead)

The Lead Facilitator will convene meetings of the Core Working Group and is responsible for setting the agenda and ensuring all correspondence and meeting information is shared with the membership.

Working Team membership is divided into the following focus areas:

1. **Policy & Process Development & Review** (Team Lead: Manager, Student Connection & Community Care)
2. **Men Seeking Change:** A Men's Engagement Initiative (Team Lead: Coordinator, Sexual Violence Prevention and Education)
3. **Student Supports** (Team Lead: Student Support & Intervention Coordinator)
4. **Faculty/Staff Awareness & Prevention** (Team Lead: Advisor, Centre for Human Rights, Equity & Inclusion)

The working teams will meet at minimum once a month to move projects and initiatives through to completion. There is an opportunity for joint/collaborative work when working towards shared goals/objectives.

The Coordinator, Sexual Violence Prevention & Education will provide updates on initiatives being implemented to address student awareness and prevention; these initiatives include but are not limited to events hosted by the Consent Peer Education Program, Bringing in the Bystander training sessions, It Takes All of Us module completion status, and other large-scale initiatives such as 16 Days of Activism Against Gender-Based Violence. Committee members will have the opportunity to share feedback, ask questions, etc., relating to student awareness and prevention by contacting the Coordinator, Sexual Violence Prevention & Education directly.

### **6.0 Membership**

The full membership will include students, staff, and faculty from Humber and the University of Guelph-Humber, along with representation from community agencies with whom we work. We strive to engage in trauma-informed, anti-racist, and anti-oppressive work and, as such, actively seek input from members of equity-deserving groups.

### **7.0 Communication**

All correspondence and meeting information will be shared using individual Humber/Guelph-Humber email accounts (for staff and students) or individual community partner emails. Members will be invited to join the Committee Team, utilizing the Microsoft Teams online platform, where access will be given to meeting minutes, documents, and resources. On an annual basis content will be saved and the membership will be purged. Student Connection & Community Care will maintain an archive of all membership information, communications, and reports. All Ministry related reports and report writing will be in collaboration with key campus stakeholders including the Department of Public Safety, Student Wellness & Equitable Learning, the Centre for Human Rights, Equity & Inclusion, and Human Resources.

### **8.0 Related Policies/Procedures/Legislation**

1. Bill 132: Sexual Violence and Harassment Action Plan Act
2. Code of Student Community Standards

3. Gender Diversity Policy
4. Human Rights Policy
5. Human Rights Complaint Resolution Procedure
6. Occupational Health & Safety Policy
7. Ontario Women's Directorate
8. Residence Code of Conduct
9. Sexual Violence Policy
10. Sexual Violence Procedure for Employees
11. Sexual Violence Procedure for Students
12. Student Support & Intervention Policy
13. Workplace Violence Prevention Policy and Procedure