# TERMS OF REFERENCE

# Presidential Advisory Council on Human Rights, Equity &

# Accessibility (PACHREA)

Approved April 2015

## Purpose of the Council

The Presidential Advisory Council on Human Rights, Equity and Accessibility (PACHREA) is a standing advisory group to the President and Vice-Chancellor of Trent University. Beyond providing advice to the President, its purpose is to lead conversations and initiatives within the Trent University community that enhance Human Rights, Equity, and Accessibility. PACHREA also assists the Director of the Centre for Human Rights, Equity and Accessibility (CHREA) in preparing and maintaining an institutional action plan to ensure that Trent University policies are translated into programs of action. Consistent with the 2010 Vision for Trent University, PACHREA is “committed to building an inclusive intellectual and social community that values the collaboration of all of its individual members”.

### Council Key Responsibilities

The following are the Council's three (3) key areas of responsibility:

#### Human Rights and Non-discrimination

* Work with the President and Vice-Chancellor, and the Director of the Center for Human Rights Equity and Accessibility (CHREA) to support and promote human rights within the Trent University community.
* Develop human rights education objectives and events for the University community, including information sessions for supervisory and administrative officers.
* Ensure that all groups, including staff, faculty, and students, receive adequate information about their rights and responsibilities under Trent University's Policy on Discrimination and Harassment.
* Identify particular types of discrimination and harassment that occur in the Trent University community and advise on preventative strategies.
* Convey to the University’s Human Rights Advisor, issues of systemic discrimination (as defined in the Trent University Discrimination and Harassment Policy (2013) section 7.3) that may exist at the university.
* Monitor the functioning of the Policy on Discrimination and Harassment and advise the President and Vice-Chancellor accordingly.

#### Equity

* + Maintain a focus on the development, review and extension of strategies and initiatives affecting employment equity and diversity with respect to all University staff, faculty and student employees.
  + Provide advice and feedback to the President and Vice Chancellor on strategic planning, education and communication issues pertaining to employment equity.
  + Work to identify and eliminate all forms of discrimination in recruitment and retention of employees, including student employees, at Trent University.
  + Review the progress of employment equity and diversity goals against the plans, targets and recommendations of reviews of University units.
  + Ensure the career development of cross-cultural awareness training to support the positive inclusion of groups identified by employment equity.
  + Review recruitment and promotion data in terms of the full breadth of diversity in our constituent communities including, but not limited to, women, persons with disabilities, Aboriginal Canadians, new Canadians, and other historically disadvantaged groups.

#### Accessibility

* + Create a barrier-free university environment and culture by planning, prioritizing, and recommending projects to support full participation in university life. This includes barriers related to attitudinal, communication and systemic practices as well as those within the physical environment.
* Make recommendations regarding access standards to be followed by the University.
  + Review the University’s physical access audits and determine upgrade requirements, which includes developing short and long-term plans to address barriers to physical access.
  + Assist in preparation of reports and proposals for government or other funding sources.
  + Identify areas where training is needed for persons with disabilities in compliance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).
  + Work collaboratively with University stakeholders to promote awareness of accessibility.

### Council Structure

The Council serves to advise the President and Vice Chancellor of Trent University. The President may call on PACHREA at any time for advice on matters related to human rights, equity and accessibility (HREA). In addition, the PACHREA Executive will provide the President with pertinent information related to HREA through regular meetings and communications.

PACHREA’s responsibilities are primarily carried out through an executive committee and three standing subcommittees: the Human Rights Education Subcommittee, the Accessibility Subcommittee, and the Equity Subcommittee. The whole advisory council meets twice annually, normally in the eighth week of the fall and winter terms, to set strategic priorities for the term, affirm appointments, share reports, and learn about emerging HREA issues.

The executive and three subcommittees each meet on a regular basis and carry out work determined by the strategic directions of the council and in accordance with their individual subcommittee terms of reference (TOR). The Council or executive committee may also strike ad-hoc committees and working groups from time to time as need arises. This decentralized structure aims to facilitate the completion of work related to the distinct needs of human rights, equity and accessibility files while fostering an understanding of the intersections between these themes.

### Executive and Subcommittee Roles and Structure

#### Appointment Process

PACHREA membership is drawn from the combination of union, departmental, and group representatives listed below. The intention of this appointment process is to ensure a broad constituent membership and the ability to disseminate relevant messaging to all Trent University community members.

At the end of each academic year, the Executive Committee will solicit the following appointments:

* One person to be appointed by TUFA
* One person to be appointed by CUPE
* One person to be appointed by OPSEU
* One person who is part of the exempt staff group
* One person to be appointed by the Trent Central Student Association (TCSA)
* One person to be appointed by the Trent Oshawa Student Association (TOSA)
* One person to be appointed by the Trent Part-time Student Association (TPSA)
* One person to be appointed by the Graduate Student Association (GSA)
* One person to represent Trent’s Durham Campus
* One person appointed by the Human Resources Department
* One person appointed by the Office of Student Affairs
* One person appointed by the Risk Management Office
* One person appointed by the Trent International Program (TIP)
* One person appointed by the Director of Colleges
* One person appointed by Student Accessibility Services (SAS)
* One person appointed by the First Peoples House of Learning (FPHL)

In addition to the above, the Director of the Centre for Human Rights, Equity, and Accessibility will also sit on the Council as an ex-officio member.

PACHREA will affirm its membership at the twice annual meetings of the entire council.

In order to encourage equity and diversity on the Council and its Committees, all solicitations for appointments will explicitly encourage appointments from members of equity-seeking groups.

#### Appointment of PACHREA Chair and Executive

PACHREA shall nominate from among its members, and for appointment by the President, a Chair who shall also be the Chair of the Executive Committee. PACHREA shall also nominate additional Council members to the Executive Committee consisting of a student leader and two members-at-large. The Director of CHREA shall also sit on the Executive Committee as a non-voting member (ex-officio).

#### Terms of Office

Members of PACHREA shall serve one year terms upon appointment, and shall normally serve up to three consecutive terms. Appointments will commence in August.

#### PACHREA Member Expectations:

* Being a member in good standing requires regular attendance at meetings. A member who cannot attend a meeting may select a designate to attend on their behalf.
* Report to their constituent groups on equity projects, initiatives and progress.
* Evaluate training and education initiatives.
* Secure the participation or input of designated group representatives.
* Honour the confidentiality of Council and Committee discussions that are designated as such by Council and Committee Chairs.
* Affirm that they will follow the principles and values outlined in the “Affirmation Statement” below.

#### PACHREA - Chair Expectations

* Facilitate bi-annual PACHREA meetings including reviewing agendas, conducting meeting and evaluations of meetings.
* Facilitate regular executive meetings including reviewing agendas, conducting meeting and conducting evaluations of meetings.
* Solicit feedback from PACHREA members regarding agenda’s for presidential meetings
* Work with the Director to ensure effective operations of PACHREA.

#### Subcommittee – Chair Expectations:

Subcommittees will be co-chaired by a member of the subcommittee and the CHREA staff person responsible for the committee. The non CHREA staff co-chair will be appointed annually by the Subcommittee. The Co-Chairs will be expected to:

* Rely on a consensus model for decision making.
* Facilitate regular meetings including reviewing agendas, conducting meeting and conducting evaluations of meetings.
* Report on relevant matters at PACHREA meetings.

#### Affirmation Statement

Members of PACHREA and its subcommittees shall affirm the following statement: “I agree to fully abide by Trent University’s Policy on Harassment and Discrimination and, to the best of my abilities, be a champion of inclusive and equitable practices within the University community.”

### Individual Subcommittee Terms of Reference

#### Executive Committee

The role of the Executive Committee is to oversee the work of the subcommittees and ensure the President is well informed regarding the work of PACHREA. In addition to advice and consultation, the president may rely on the executive for consultation as needed when issues arise.

The Executive Committee of PACHREA is responsible for:

* Staying current with trends and emerging issues in fields of HREA in order to develop and maintain Trent University’s commitment to inclusion.
* Briefing the President on areas of concern and action related to Human Rights, Equity and Accessibility at least twice per year.
* Supporting the Director of CHREA in the implementation of the center’s mission.
* Preparing briefing agendas and soliciting feedback from PACHREA membership for biannual meetings with the President.
* Preparing the agendas for biannual PACHREA meetings.
* Other duties as determined by committee and/or council.

#### Equity Subcommittee

The role of the Equity Subcommittee is to develop a long term and integrated approach to employment equity and diversity at Trent University; this will be accomplished through the development of the University's equity and diversity programs.

#### Commitment to Equity

Trent University is committed to creating opportunities for all community members to develop and flourish as individuals and global citizens (Trent’s Vision Statement, 2010). Such a commitment acknowledges a need for equity in terms of employment and learning. Furthermore, there is the recognition that equity does imply that all people are treated the same. Thus, a commitment to developing and promoting processes and policies that are responsive to the needs of the diverse membership of the Trent University community is important.

The Equity Subcommittee is an advisory committee that is responsible for:

* Raising awareness of equity issues through educational initiatives.
* Establishing and promoting best practices regarding equity issues within the University community.
* Resource/information sharing concerning Trent University’s situation related to Employment Equity.
* Making suggestions and recommendations in relation to Employment Equity policies to appropriate bodies and departments.
* Supporting the development of employment equity plans.
* Being proactive in diversity issues.
* Conducting surveys and research.
* Advising on communication strategies.
* Other duties as determined by committee and/or council.

#### Accessibility Subcommittee

The role of the Accessibility Subcommittee is to assist Trent University in achieving full participation of persons with disabilities in all facets of university life through the identification, removal and prevention of barriers to access through meeting, or where possible exceeding, its obligations under the AODA and the OHRC.

#### Commitment to Accessibility

Trent University is committed to a learning and working environment which provides for the fullest development of the potential of its community members. In keeping with this mission, Trent University embraces the environmental model of disability as spelled out in the definition of disability by the World Health Organization (WHO). In the WHO model, disability is viewed as a consequence of barriers created by design flaws in built and human environments. These barriers include not only those in the built environment but attitudinal and systemic barriers related to, for example, policy development and implementation as well as service delivery. It is these design flaws, all human-made, which prevent people with impairments from full participation in a community. Trent University is committed to breaking down the barriers which prevent the full inclusion of all of its community members in its living, working and learning environments. Thus, Trent University is committed to a proactive approach rather than just merely adhering to the letter of the law (i.e. AODA).

The Accessibility Subcommittee is an advisory committee that is responsible for:

* Monitoring and reviewing the implementation of the University's Accessibility Plan.
* Making suggestions and recommendations in relation to accessibility policies to appropriate bodies and departments.
* Providing advice and recommendations to PACHREA and interested members of the Trent University community regarding Accessibility.
* Making recommendations to the Director of Physical Resources on the expenditure of the annual buildings and university property disability budget.
* Working with CHREA staff, Student Accessibility Services (SAS), Human Resources and the Centre for Teaching and Learning on developing AODA education workshops.
* Establishing guidelines for the completion of accessibility activities and projects.
* Other duties as determined by committee and/or council.

#### Human Rights Education Subcommittee

The role of the Human Rights Education Subcommittee is to assist Trent University in developing and disseminating outreach activities and materials related to human rights from within and beyond the University community.

#### Commitment to Human Rights Education

Trent University has a strong commitment to recognize and protect the human rights of all its members. The University is also committed to outreach activities that promote an understanding of and respect for human rights from global, community-based and individual perspectives. This commitment to human rights education is congruent with Trent’s Vision Statement (2010), which in part, involves making “socially responsible contributions to our local communities, to Canada, and to the world.” Education on human rights is also a key part of helping Trent University students, faculty and staff passionately and critically engage with the world as “global citizens”.

The Human Rights Education Subcommittee is an advisory committee that will be responsible for:

* Overseeing the development of educational outreach materials and activities for the University including supervisory staff and management.
* Liaising with University stakeholders to design and implement educational programming and materials.
* Monitor and evaluate outreach and education related to the new Discrimination and Harassment Policy.
* Establish guidelines for the completion of education activities and projects.
* Other duties as determined by committee and/or council.