



BOARD OF GOVERNORS
Governance, Nominations & Human Resources Committee (GNHR)

Thursday, January 26, 2023

2:00 p.m. – 4:40 p.m.

[Videoconference](#)

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Members: Maria Saros (Chair), Laura Elliott, Mitch Frazer, Kathy Hao, Kori Kingsbury, Steven Murphy, Trevin Stratton

Staff: Jamie Bruno, Krista Hester, Brad Maclsaac, Kimberley McCartney, Andrew Sunstrum, Lauren Turner

AGENDA

No.	Topic	Lead	Allocated Time	Suggested Start Time
PUBLIC SESSION				
1	Call to Order	Chair	5	2:00 p.m.
2	Agenda (M)			
3	Conflict of Interest Declaration			
4	Chair's Remarks	Chair	5	2:05 p.m.
5	President's Remarks	Steven Murphy	5	2:10 p.m.
6	Human Resources			
6.1	Strategic Discussion: Flex Work Strategy* (D)	Jamie Bruno	30	2:15 p.m.
7	Governance			
7.1	Consolidated Annual Human Rights Office Report* (I)	Andrew Sunstrum	10	2:45 p.m.
8	Policy Update*			
8.1	Work Refusal Procedures	Jamie Bruno	10	2:55 p.m.
8.2	Procedures for Accommodating Employees and Job Applicants with Disabilities			

No.	Topic	Lead	Allocated Time	Suggested Start Time
9	Consent Agenda (M):			
9.1	Minutes of the Public Session of the Meeting of October 20, 2022*	Chair	5	3:05 p.m.
9.2	Elections 2023 – Review of Process and Key Dates* (U)			
10	Adjournment (M)	Chair		3:10 p.m.
BREAK – 10 minutes				
NON-PUBLIC SESSION (material not publicly available)				
11	Call to Order	Chair	5	3:20 p.m.
12	Conflict of Interest Declaration			
13	Chair's Remarks	Chair	5	3:25 p.m.
14	President's Remarks	Steven Murphy	5	3:30 p.m.
15	Human Resources			
15.1	Human Resources Update (U)	Jamie Bruno	10	3:35 p.m.
15.2	Labour Relations Update (U)	Jamie Bruno	10	3:45 p.m.
15.3	Executive Compensation* (D)	Jamie Bruno	10	3:55 p.m.
16	Nominations			
16.1	Board Appointment Deferral* (M)	Lauren Turner	5	4:05 p.m.
16.2	Committee Membership* (M)	Lauren Turner	5	4:10 p.m.
17	Governance			
17.1	GNHR 2022-2023 Work Plan*	Lauren Turner	10	4:15 p.m.
18	Consent Agenda (M):			
18.1	Minutes of the Non-Public Session of the Meeting of October 20, 2022*	Chair	5	4:25 p.m.
18.2	Board of Governors 2022-2023 PD Work Plan*			
18.3	Executive Committee Work Plan*			
19	In Camera Session (M)	Chair	10	4:30 p.m.
20	Termination (M)	Chair		4:40 p.m.

Lauren Turner, University Secretary

Future of Work: Progress Report and Next Steps on Flexible Work Pilot Project

Governance, Nominations, and Human Resources Committee
January 26, 2023

Recap: Preliminary Concepts and Principles

Touchpoints and Considerations

- Equity and Inclusion
- Health and Safety
- Employee-driven remote work arrangements
- Flexible Work Schedules, including inter-provincial and out-of-country options
- Space planning and asset management
- Impact on sustainability and carbon footprint
- Information and Information Technology
 - Privacy and security, system/software access, audits, troubleshooting, central timekeeping and file-sharing options
 - Document retention and access/security (micro and macro) -- transition project to electronic records management
 - Online scheduling platform (mobile compatible)
 - Telephony
- Training opportunities and transition to online/virtual learning and workshops
 - Compliance-related
 - Managing and working in remote environments (team dynamics, communication and culture-building, performance management; remote onboarding; wellness)



Recap: Phase 1 Markers and Milestones

Completed Deliverables

☑ Leadership Questionnaire

- Position-focused, not Employee-focused; assumptions integrated to remove influence of cost considerations and drive recommendations against standardized setting (i.e. space planning and allocation of work equipment; staff development and training; engagement and culture supports)
- Establish baseline for scale and scope of remote work; initiates data-driven planning and decision-making processes
- Early identification of patterns across business units; delineation of impact on positions between union and non-union groups, faculty and business units
- Opportunity to reconcile university's objectives with unit-specific perspectives

☑ Asset Allocation Inventory and Projection

- Manager-led review of work equipment, tools and software anticipated for remote work recommendations.
- Expected to generate early cost estimates around information technology; asses privacy and security implications.

☑ Health and Safety Checklist

- Intended as pre-requisite for any approved remote work arrangements; instructive to demonstrate reasonable care and reasonable precautions to protect the health and safety of employees working from a remote location.
- Remain vigilant and reactive to developing law around OSHA and workplace safety responsibilities



Recap: Phase 2 Markers and Milestones

Completed Deliverables

☑ **Guidelines, Framework and Supports**

- Dedicated web page offering portal for staff and managers, repository for information, data, templates and documents.
- Short-term planning presents a general guideline tethered to the pilot phase; would allow the university a crucial opportunity to measure and evaluate impacts, and much greater flexibility to return and revise criteria, conditions, processes normally embedded into policy.
- Additional supports and tools developed involving performance management in a remote environment; mental and physical health; COVID-related anxieties.
- Remote work arrangements subject to mutual agreement – prescribed term, employee commitments (i.e. health and safety) and options for renewal.

☑ **Official Pilot Launch**

☑ **Pulse Surveys**

- November 2022 outreach to employees in the pilot phase, gaining valuable insight into realities of the work arrangement and impact to staff.
- Combines perspectives from users and from operational managers; acknowledging as a university that we need to learn in real time



Early Returns on Flex Work Programming

- 338 of approximately 547 eligible staff approved for flex work arrangement.
- Reduced administrative office space by nearly 33%.
- Reduced total desk space in open work stations by 20%.
- Combined with renovations to classroom space, we were able to retrofit a current building and exit an annual lease cost of \$1.5M.
- Over 20 meeting rooms now equipped with HyFlex capabilities.
- Distribution of most pre-existing hardware between remote and on-campus work location.



Pulse Survey Results

Themes and Responses

- 190 respondents (67% working 3 days+ from remote location)
- 94% of respondents having completed more than 60 days in formal arrangement

Wellness

- 90% strongly agreed or agreed that their arrangement “contributed positively” to their physical well-being, and 93% reported the same effect to their mental and psychological well-being.
- 92% reported their physical remote work environment provided a “comfortable” experience.
- 94% reported flex work enabling a more effective separation of work and personal time



Pulse Survey Results

Themes and Responses

Equity, Diversity, Inclusion and Belonging

- 3% reported that “additional equity and inclusion barriers have emerged as a result of my or others’ absence from the office”.
- 93% strongly agreed or agreed that “personal goals for career development/advancement have not been impacted because of my current work arrangement.”
 - Two respondents strongly disagreed or disagreed.

Comments from staff:

- The work-life balance has diminished the barriers as conference calls can be without camera and scheduled to best suit each individuals calendars. One's time is more efficiently shared between work and home life.
- Any barriers that I have previously faced have been greatly reduced by working remotely.
- Flexible working arrangements are not the same for all staff.
- Staff coverage for small teams interrupts scheduled arrangements.



Pulse Survey Results

Themes and Responses

Relationships and Collaboration

- 93% strongly agreed or agreed to being “able to establish, maintain or strengthen *meaningful professional relationships* with colleagues during my flexible workspace arrangement”.
- 98% strongly agreed or agreed to being “able to *effectively collaborate* on work items/projects/assignments with colleagues during my flexible workspace arrangement”.
- 92% strongly agreed or agreed to being “able to establish, maintain or strengthen the professional relationship I expect *with my manager* during my flexible workspace arrangement”.
- 96% strongly agreed or agreed to being “as productive under my current work arrangement when compared to working from a campus location each day of the week”.



Pulse Survey Results

Themes and Responses

Communication

- 85% strongly agreed or agreed to feeling “connected to campus” during their work arrangement, but only 3% strongly disagreed or disagreed.
- 94% strongly agreed or agreed to “receiving enough information from the university to keep aware of ongoing events, developments, updates and other news.”
- 98% strongly agreed or agreed to knowing “how to have any questions or concerns addressed that relate to the duties, responsibilities and deliverables of *my job*”.
- 92% strongly agreed or agreed to knowing “how to have any questions or concerns addressed that relate to the conditions of *my remote work arrangement*”.



Pulse Survey Results

Areas for Attention

- Inherent differences in on-campus requirement for some positions given nature of work.
- Technology – casual connectivity or supportive platforms for employee-to-employee engagement.
- User experience with booking space for appointments.
- Meaningful interaction with colleagues when on campus.
- Consideration for pilot project involving fully remote arrangements for certain positions.
- Staff transition creating changes to scheduling commitments.



Focus for 2023 Programming

- The term of the one-year pilot project is scheduled to end in March but with plans underway for communication to participating staff on the extension of terms and conditions of existing plans.
- Ontario Tech’s commitment to embedding this “work experience” as a value proposition for current and prospective administrative staff will be further formalized through directives/guidelines being developed.
- Our focus on monitoring staff and management feedback remains central to the build and re-shaping of flexible work models – we will continue to listen to our community and engage cooperatively and transparently with our stakeholders as this initiative moves forward.
- Technological enhancements to streamline and ease the user experience as part of day-to-day experiences.
- Access to updated resources, tools, and supports that respond to remote work realities for both staff and managers, better enabling the experience for all employees.



GNHR Consultation

- Given the composition of this committee's membership, we are keen to gather feedback in the following areas:
 - How would you compare Ontario Tech's progress and future pathway against your organization's pursuit (and the industry within which you operate) of hyflex programming? Where are the differences?
 - Insights or opinions from your observed or lived experiences with hyflex work arrangements.
 - Areas we can 'lean into' to further profile or promote the future of work at Ontario Tech.



COMMITTEE REPORT

SESSION:

Public

ACTION REQUESTED:

Decision
 Discussion/Direction
 Information

TO: Governance, Nominations and Human Resources Committee (GNHR)

DATE: January 26, 2023

FROM: Andrew Sunstrum, Director, Human Rights Office

SUBJECT: Annual Human Rights Report 2021-2022

COMMITTEE MANDATE:

- GNHR’s Terms of Reference state that the Committee’s mandate includes the establishment of human resources policy instruments.
- The Human Rights Office has oversight over the University’s Human Rights Program, which includes handling human rights issues in accordance with these policies.

BACKGROUND/CONTEXT & RATIONALE:

The Human Rights Office plays a significant role in advancing the strategic objective of creating a sticky campus. This work is done with a focus on initiatives to improve the culture within which students learn and employees work. Several years ago, the Human Rights Office began to focus on how the university improves its culture by increasing its capacity to manage conflict and promote respect. The purpose of the Annual Report is to communicate Human Rights dispute statistics in order to track progress and to support continuous improvement.

ALIGNMENT WITH MISSION, VISION, VALUES & STRATEGIC PLAN:

- The Annual Report supports the university’s values of integrity and respect by demonstrating the university’s commitment to establishing a safe, inclusive, and equitable culture at the institution.
- By demonstrating the seriousness in which the University places on safeguarding human rights, this report also supports the strategic pillar of creating a “sticky campus”. If we want to encourage the university community to spend time on

campus, they must feel protected and confident that human rights issues are being dealt with appropriately.



Annual Report

2021-2022

Human Rights

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A. Student Sexual Violence Supports, Services & Programming

PART I OVERVIEW

The Human Rights Office (HRO) has oversight over the University's Human Rights Program and promotes a consistent and compliant approach to handling human rights issues raised by faculty members, staff, students and visitors.

The HRO promotes a Sticky Campus by supporting and enforcing a culture of respect and inclusivity and administering a seamless dispute resolution program.

The HRO plays a crucial role in promoting institutional capacity for identifying and resolving human rights-related disputes and conflict and is available on a confidential basis to provide advice and direction to any university member who is experiencing, witnessed or has received information about alleged harassment, discrimination, sexual violence, micro-aggressions or other forms of interpersonal conflict/disputes.

The HRO supports: de-escalation, dialogue, facilitated discussions, formal investigations and training/education. Over the course of the 2021-2022 fiscal year, the HRO expanded its mandate to include an increased role in preventing, responding to and reporting on incidents of student sexual violence, as defined under the [Student Sexual Violence Policy and Procedures](#).

PART II STATUS UPDATE

1. PURPOSE

As outlined in the University's [Respectful Campus Policy](#) and [Student Sexual Violence Policy and Procedures](#), Ontario Tech University is committed to providing an annual report to assist the Board and University Members to understand the state of the University's Human Rights Program and identify progress and trends from year to year. This report represents the University's second Annual Human Rights Report. The Report details progress to-date on the implementation of the University's Human Rights Program and reports data related to human rights-based complaints and consultations, including comparison data from the 2020-2021 Annual Report. It also, for the first time, addresses annual reporting obligations related to the University's student sexual violence program, including a compilation of data and information from internal partners that share responsibility for addressing and responding to student sexual violence.

2. DATA & TRENDS

Aggregate data on the resolution of issues is a key component of this report as it provides an annual snapshot of the Human Rights issues and concerns brought forward by University Members for resolution. The reporting period is the University's fiscal year; April 1, 2021 – March 31, 2022.

This year's report provides additional data and information on measures that have been taken related to student sexual violence prevention and support – previously contained in a stand-alone student sexual violence annual report prepared by Student Life.

This year's Report also reflects a significant bump in human rights-related interventions. This increase is directly associated with the University's launch of safety measures consistent with public health guidance in response to the COVID-19 Pandemic to allow students, faculty, staff and visitors to return to campus for the 2021-2022 academic year. This trend is entirely consistent with the experience of our colleagues in the post-secondary sector, particularly in relation to [vaccination requirements](#).

While the University focused on health and safety priorities in the face of a global pandemic that has killed over 6.5 million people, human rights requirements and principles were considered at all stages of planning for the University's return to campus and its Mask and Vaccine Directives. The HRO supported Senior Leadership in planning a safe return to campus and was consulted by various internal departments to resolve human rights-related concerns that accompanied the return to campus.

a. Issue Type

There are five (5) issue types that fall under the HRO's accountability: Discrimination, Duty to Accommodate, Harassment, Student Sexual Violence and issues of a general nature involving Human Rights.¹

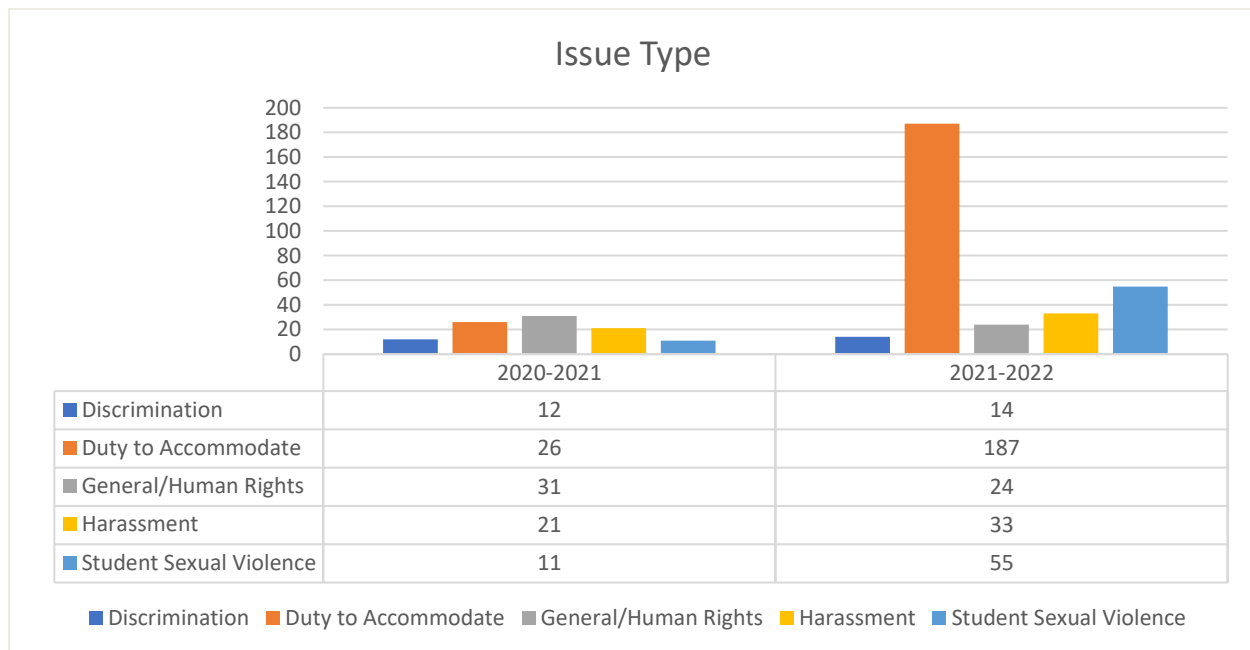


Table: 1

¹ The "General" category broadly includes consultations regarding human rights principles or inquiries of a programmatic nature, e.g. requests to review policy instruments or training materials to ensure human rights compliance, questions about legislative and policy interpretation, procedural inquiries, etc.

In the 2020-2021 fiscal year, 101 Human Rights issues were brought forward. By comparison, there were 313 Human Rights issues brought forward in 2021-2022, or an 210% increase.

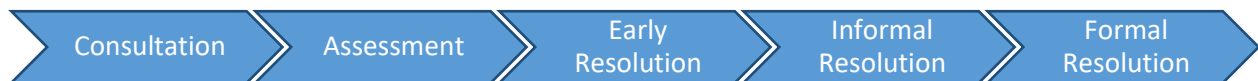
The dramatic increase is largely attributable to a significant spike in consultations and assessments related to the University's [COVID-19 Vaccine Directive](#) (currently paused). The HRO was consulted and assisted in assessments of requests for accommodation related to the Directive.

The increased numbers are also attributed to this year's inclusion of Student Sexual Violence data from across the University (versus that reported directly to the HRO, as reflected in the 2020-2021 HRO annual report). The disclosures and reports² of student sexual violence were received and addressed as follows:

- Mental Health Services in Student Life received 44 disclosures. 17 of these incidents were classified as having occurred in the last 12 months; 27 were classified as historical. 3 incidents occurred on campus; 41 incidents occurred off campus, including two internationally.
- The HRO received 6 disclosures (1 anonymous) and 4 reports of Student Sexual Violence – all 4 of the reports received by the HRO were related to alleged harassment. One of the reports was resolved informally, while the other three reports were investigated.
- The Office of Campus Safety and Security received one disclosure

* additional information about Student Sexual Violence Programming is in 'Appendix A' below

b. Intervention Type



The HRO annual report previously captured five main types of interventions applied to matters received by the office. This year, we have added a sixth intervention type to track disclosures of student sexual violence received by internal partners outside of the HRO:

1. Consultation: the act of reaching out to the HRO for advice or information.
2. Assessment: An HRO analysis of an issue to determine whether the matter triggers human rights obligations and/or requires intervention.
3. Early Resolution: when the HRO works with parties to resolve complaints prior to a formal complaint, or to assist persons of authority address incidents/concerns in a manner compliant with human rights obligations.

² The University's Student Sexual Violence Policy and Procedures distinguish between a "disclosure" of sexual violence, which is simply the act of telling a trusted individual about an incident of sexual violence and accessing supports or services; and, a "report" of sexual violence, which is a request that the University implement dispute resolution processes to resolve a complaint.

4. Informal Resolution: when the HRO employs a structured process, such as a mediation or restorative justice process, to resolve a complaint to the satisfaction of the parties in dispute.
5. Formal Resolution: when the HRO ensures an investigation to determine whether a policy violation has occurred.
6. Disclosures: incidents of student sexual violence disclosed to internal partners outside of the HRO (e.g. to obtain supports through Mental Health Services)

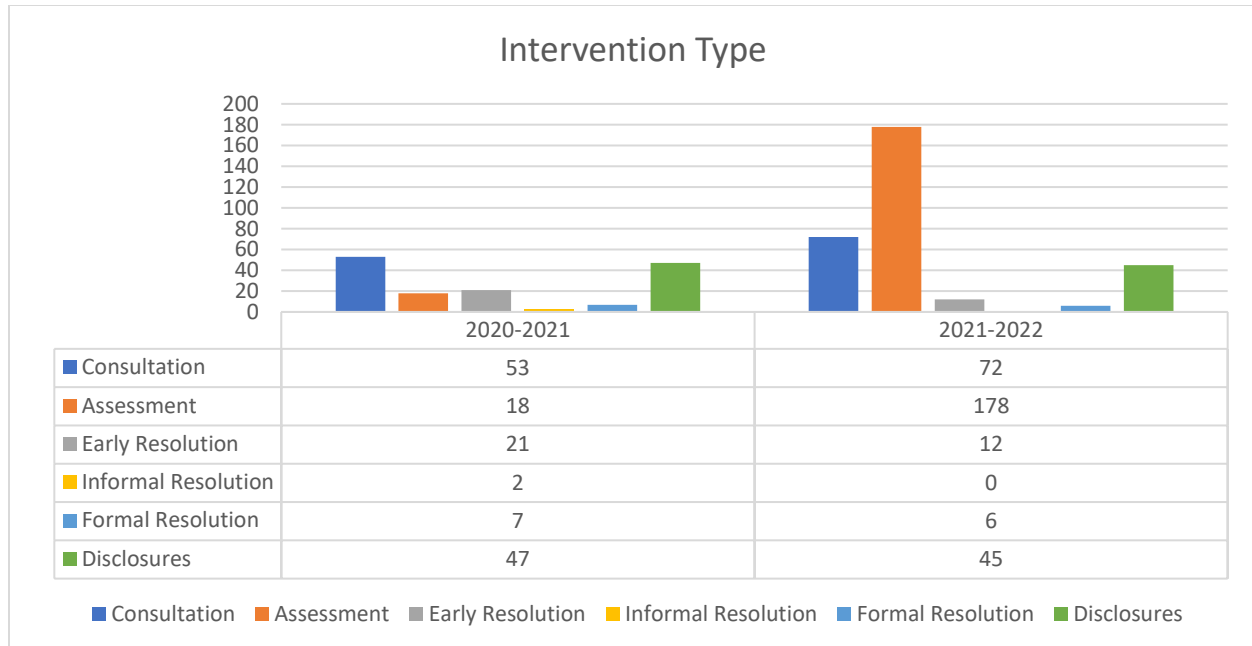


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c. Issue Source

The HRO provides services to all University Members, including Faculty, Staff, Students and Visitors. The following table shows the source of issues that were brought forward.

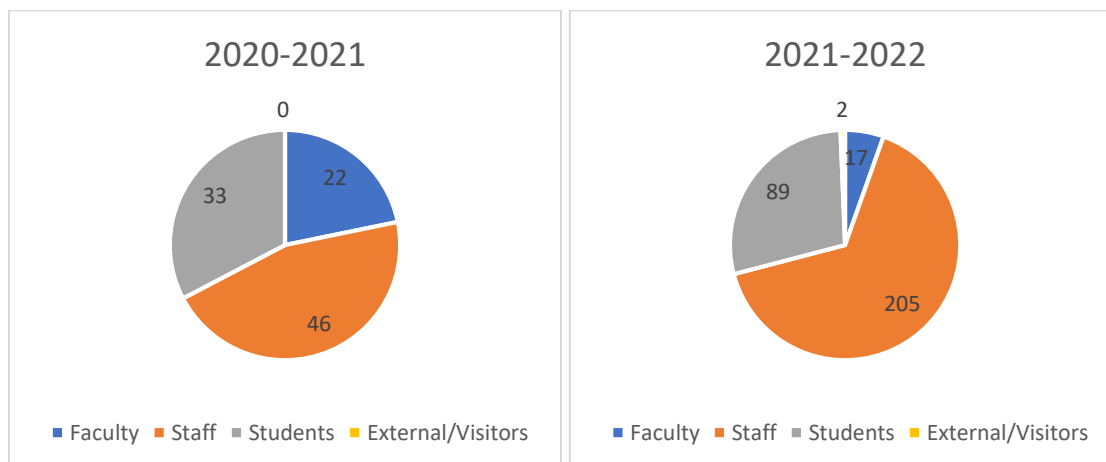


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d. Protected Grounds

Protected Grounds are the grounds contained in the Ontario Human Rights Code (OHRC) under which individuals are protected against discrimination and harassment. Most, but not all, of the complaints and concerns raised to the HRO cite one or more Protected Grounds. Additionally, the HRO intervenes to address incidents and complaints that fall under other legislation, but overlap with the OHRC, i.e., the Occupational Health and Safety Act (Workplace Sexual Harassment) and the Ministry of Training, Colleges and Universities Act (Student Sexual Violence).

A number of consultations completed by the HRO are of a general human rights nature in which no specific protected ground is cited – these are captured in the following table under the “unspecified” column. The HRO is also accountable for addressing incidents of workplace harassment, in which a connection to a protected ground is not required.

The following table reflects a significant increase in the number of cases related to the ground of Creed (or religion), which is attributable to the number of accommodation requests that were submitted in regards to the University’s COVID-19 Vaccine Directive.

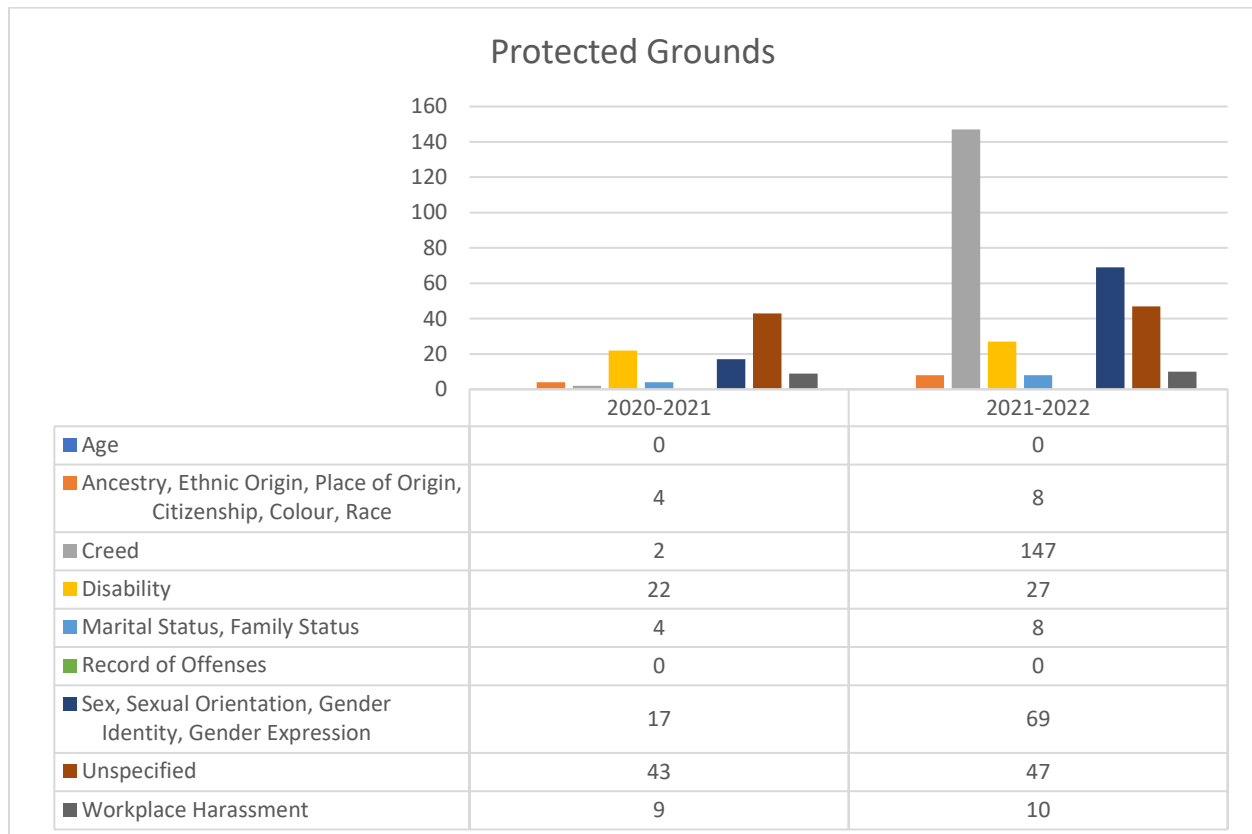


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3. MEASURING PROGRESS

DATE MILESTONES ACHIEVED

- [Respectful Campus Policy](#) and [Employee Procedures](#) - approved April 22, 2021
- [Accommodation Policy](#) – approved April 22, 2021
- [Respectful Campus Procedures for Students](#) – approved March 31, 2022
- Launch of a dedicated HRO webpage – January 2022
- Implemented processes for assessing and responding to non-disability related Accommodation requests (e.g. family status accommodation) from students and employees – January 2022
- Hired a Human Rights Specialist (Gender-based violence) - January 2022

The HRO has made significant progress in a short amount of time by working collaboratively and effectively with key internal stakeholders to promote and champion human rights principles, clarify roles and responsibilities, gain buy-in, and implement a consistent and compliant dispute resolution program applicable for all University members.

The achievements of the HRO are rooted in the groundwork established by the Board and reflective of the University's commitment to human rights and equity, demonstrated through institutional governance documents including the University's overarching Human Rights and Anti-Harassment Policy; the Respectful Campus Policy, and separate procedural documents for Employees and Students and the Accommodation Policy.

PART III GOING FORWARD

4. 2022 – 2023 GOALS AND OBJECTIVES

As we reflect on the HRO's progress to-date, we recognize that there is still work required to realize the University's goal of ensuring and enhancing a campus culture of respect and inclusivity. We also know that the HRO cannot achieve this alone, but instead relies on the cooperation and support of the entire University to ensure a respectful campus environment in which the human dignity of each individual is valued, and the diverse perspectives, ideas and experiences of all members of the community are valued.

The HRO will continue to support the community in this endeavor by providing advice; assistance; early and informal approaches to dispute resolution; and if necessary, formal investigation of human rights disputes.

Gender-based Violence:

Over this next fiscal year, we will work to integrate aspects of the Student Sexual Violence Program with the existing Human Rights Program as follows:

In winter 2022, the HRO hired a Human Rights Specialist who is responsible for ensuring compliance in the administration and coordination of legislative requirements related to

student sexual violence, workplace sexual harassment and gender-based discrimination. Upon their hire, they completed an environmental scan identifying potential policy, procedural and programmatic enhancements. Based on this scan, the following actions will be taken over the 2022-2023 reporting period:

- The Human Rights Specialist (Gender-based violence) will create a trauma-informed and centralized response and support model through the HRO to assist all University Members who have experienced gender-based violence;
- The Student Sexual Violence Policy and Procedures will be updated;
- A communications plan detailing programmatic changes will be created and launched;
- A mandatory online training module in Sexual Violence will be completed and launched to the entire campus community.

Human Rights:

The HRO will continue to support and promote a respectful campus by focusing upon the following two (2) priority areas:

1. Communications:
 - a. The HRO will enhance campus communications; and,
 - b. The HRO will develop and post informational resources to assist University Members in understanding their rights, responsibilities and obligations.
2. Training/Education: The HRO is currently working to update and enhance online compliance-based human rights training.

5. CONCLUSION

Over the last fiscal year, the University continued to lead with our values through very difficult times. While the COVID pandemic and accompanying requirements associated with Mask and Vaccine Directives challenged the University to work collaboratively to address any associated human rights issues within compressed time frames, this report demonstrates that the University partnered effectively with the HRO to assess related requests for accommodation.

The commitment of the University community to balancing health and safety obligations with human rights values is indicative of a deep, underlying appreciation for and commitment to the human rights principles of accessibility, inclusivity and respect.

We conclude by encouraging all University Members to play a role in confronting and addressing problematic behaviour on campus and maintaining a campus environment that is inclusive for all. As a community, we can help to prevent conflict escalation by remaining respectful and focusing on addressing conflict in a timely, constructive and cooperative manner. While misunderstandings and conflicts will occur in a complex, demanding and diverse campus environment where collaboration is essential to success, early and informal approaches to resolution should be sought whenever possible and

appropriate. Together, we can ensure a positive and inclusive campus environment; part of the “sticky” campus we all envision.

APPENDIX A – STUDENT SEXUAL VIOLENCE SUPPORTS, SERVICES & PROGRAMMING³

1. **Advisory Committee on Implementation and effectiveness of the Policy & Supports**

The Advisory Committee on Student Sexual Violence Prevention and Support, established in December 2017, is mandated to ensure that the university's Policy, and the support services, programming and training that sustain these policies, are reviewed on a regular basis and continuously improved upon. This year, the Committee was composed of 9 students, 2 representatives from the Ontario Tech Student Union, 7 staff from across the university, 1 community partner and 1 alumnus.

2. **Supports, services and accommodations:**

- Support Workers, through the university's Student Mental Health Services, support students who have experienced sexual violence. All counsellors participate in ongoing training in trauma-informed therapy and have experience working with survivors of sexual assault. In addition, an Outreach Worker in the residence works very closely with the Support Workers in providing onsite support for students living in residence.
- During the 2021-2022 period, the HRO was advised that students accessed the following supports, including the coordination of any or all of the following:
 - Therapeutic support (42 students)
 - Referral for Academic Accommodations (3 students)
 - Other forms of support, such as referrals to community supports, other campus services, or advocacy groups (9 students)

3. **Awareness and programming**

In 2021-22, efforts to raise awareness and educate students about the Policy, supports and services were largely driven by the student members of the Advisory Committee on Student Sexual Violence Prevention and Support in collaboration with the Student Engagement and Equity team in Student Life. Initiatives to raise awareness and educate on sexual violence included:

- **Equity Advocates:** Twenty student ambassadors took on the role of 2SLGBTQ+ Equity Advocates this year working as a team to identify opportunities to expand equity programming on campus. They create their own program goals and outcomes; and develop and facilitate initiatives, campaigns and events that encourage students to act more inclusively. This year, the 2SLGBTQ+ Equity Advocates wrote about their personal lived experience talking about the various identities as members of the 2SLGBTQ+ community and as an Ally as part of the Ontario Tech Student Life Digital Community.
- **16 Days of Activism Against Gender-Based Violence:** From November 25, to December 10, 2021, Ontario Tech hosted a campaign for 16 Days of Activism. The campaign helped students, staff and faculty learn more about gender-based violence prevention. The program included an online event and engaging social media content

³ Sections 17 (7) and (7.1) of the Ministry of Training, Colleges and Universities Act note that universities are to provide their Board of Governors with an annual report including information about their student sexual violence initiatives and programs

where they asked members of the university community to share what they will do to contribute to ending gender-based violence. In total, over 23 people engaged with the campaign.

- **Let's Talk Equity Programming:** Students read "Queer a Graphic History" by Meg John Barker and Julia Scheele. From July 12 to July 26, 2021 8 students participated in three online meetings to discuss the book. Additionally, 7 students participated in Equity Talks discussion groups, where they discuss current events and various equity-related topics such as consent, @SLGBTQ+ and ally ship.
- **#WeGetConsent:** The #WeGetConsent campaign continued this year with several initiatives to educate students on consent and sexual violence prevention. Programming included social media posts, blog posts, and a trivia night event.
- **Residence Consent Tabling:** Student Engagement and Equity set up a Consent Awareness Table set up in Residences: South Village and Simcoe to create awareness about consent and sexual violence prevention. A total of 23 students participated in this initiative.
- **#LetsTalkSex Workshop Series:** A series of sex-positive and sexual health workshops were facilitated by Student Life to help students feel more comfortable having conversations about consent. These workshops were provided through a collaboration with the AIDS Committee of Durham Region and included topics such as consent, sexual health and sexuality. A total of 102 students participated.
- **Disclosure Training: Supporting Survivors of Sexual Violence:** This training was offered twice to the general student population and a total of 12 students participated. This workshop provides an overview of sexual violence, reviews the on-campus resources available to survivors and helps students develop effective and supportive responses to victims and survivors who disclose having experienced sexual violence.
- **Staff and Faculty Training:** Online training modules are available for faculty members and staff to provide information about the sexual violence policies and procedures, and the supports for employees and students who experience, or witness, sexual violence. During 2022-2023, this training will be updated and it is anticipated that this training will be made mandatory for all students, faculty and staff.
- **RISE: Sexual Violence Prevention:** 171 students participated in the Respect Inclusivity and Support Equity (RISE) program. The RISE program is a series of workshops focusing on the development of by-stander intervention strategies. All students who take on the peer leadership role of Ambassador are required to complete the general RISE session providing them with tools to intervene, prevent and address individual discrimination and harassment. This supplementary workshop focuses specifically on practical issues related to consent, gender-based violence and sexual violence, and preventing and responding to sexual violence in our community. A total of 110 students completed Level 1 training through the ambassador program in 2021-2022.
- **Community Partnerships:** The Student Engagement and Equity team worked with several community partners this year to offer the Ontario Tech community engaging educational programming related to sexual violence prevention and support. The collaborations included a webinar on Workplace Sexual Harassment with the Sexual Harassment and Assault Resource Exchange (SHARE), the Man-Made program with the Durham Rape Crisis Center and Durham College, and the #Let'sTalkSex workshop series with the AIDS Committee of Durham Region.

COMMITTEE/BOARD REPORT

SESSION:

Public
Non-Public

ACTION REQUESTED:

Decision
Discussion/Direction
Information

Financial Impact Yes No

Included in Budget Yes No

TO: Governance, Nominations and Human Resources Committee

DATE: January 26, 2023

PRESENTED BY: Jamie Bruno

SLT LEAD: Jamie Bruno, Chief Transformation and Organization Culture Officer

SUBJECT: Policy Review Update:

- 1. Work Refusal Procedures**
- 2. Procedures for Accommodating Employees and Job Applicants with Disabilities**

BACKGROUND/CONTEXT & RATIONALE:

- The *Work Refusal Procedures* governs the process to address work refusals, should they occur, and aligns with the corresponding rights of employees pursuant to section 43 of the Occupational Health and Safety Act (the “Act”).
- The *Work Refusal Procedures* includes, among other things, a flow chart to illustrate the pathway for employees, the university, and impacted stakeholders to manage a work refusal, in accordance with the Act.
- Subject to a review being completed every three years, and in consultation with the university’s Health and Safety Officer, the *Procedures* remain fully aligned with the applicable legislation and responsive to the activities and operations of the university.
- The following editorial amendment is being recommended for approval, as it relates to the obligation of the university to inform a new worker of an offer of work that is subject to a work refusal:

Current language:

The refused work may be offered to another worker. However, the new worker must be informed that the offered work is the subject of a work refusal and the reason the work was refused. This must be done in the presence of a JHSC worker member.

Proposed language:

The refused work may be offered to another worker. However, the new worker must be informed that the offered work is the subject of a work refusal and the reason the work was refused. This must be done in the presence of a **member of the joint health and safety committee who represents the workers and who is, if possible, certified.**

- The purpose of including reference to a representative being “certified” reflects compliance with updated language under S43(12) of the Act.
- The *Procedures for Accommodating Employees and Job Applicants with Disabilities* is “designed to inform and guide in the provision of reasonable accommodations for employees and job applicants with disabilities.”
- These *Procedures* apply to all university employees and volunteers, and its protections and provisions also include applicants to all positions at the university.
- The *Procedures* require a review to be completed at least every three years, the last of which was undertaken November 20, 2019.
- In consultation with the Human Resources unit and our Health and Safety Officer, there are no revisions or amendments recommended to these Procedures.

IMPLICATIONS:

- The committee’s approval will allow the University to continue to support staff in a responsible and responsive manner pursuant to the terms and processes under these procedures.

NEXT STEPS:

- The University will formalize the editorial amendments as part of a final update to the *Work Refusal Procedures* and refresh the document in its policy library.

Classification	LCG 1106.01
Parent Policy	Health and Safety Policy
Framework Category	Legal, Compliance and Governance
Approving Authority	Senior Leadership Team
Policy Owner	Chief Work Transformation and Organization Culture Officer, HR
Approval Date	March 2005
Review Date	January 2019
Last updated	Editorial Amendments, May 30, 2022; February 18, 2020; January 2016; Mino Amendments
Supersedes	N/A

WORK REFUSAL PROCEDURES

Purpose

The purpose of these Procedures is to describe the process to address work refusals should they occur. It identifies the various workplace parties involved in a work refusal and the process which must be followed to assure that the safety concern, which triggered the work refusal process, is adequately addressed.

Policy

The University recognizes that employees may have concerns for their health and safety and respects the rights of each employee, under Section 43 of the Occupational Health and Safety Act (OHSA), to refuse unsafe work.

It is hoped that the need for a work refusal will never arise as the University is committed to providing a safe and healthy work environment. However, in fulfilling its obligations to employees, the University has developed these Procedures to ensure that work refusal concerns are addressed in a manner which is consistent and compliant with the OHSA.

Scope and Authority

A worker has the right to refuse to work if the worker has reason to believe that the work or the workplace is in contravention of the OHSA or regulations and/or is likely to endanger himself, herself or another worker or if the condition of the workplace is in contravention of the OHSA or regulations.

This procedure applies to all persons employed by the University. It identifies workplace parties that have the authority to initiate and participate in the process required to address health and safety concerns and to address work refusals should they occur.

Responsibilities

It is extremely important that supervisors understand their obligations and strictly follow the

procedures for dealing with health and safety concerns and work refusals given here. It is hoped that in all cases health and safety concerns can be resolved between the employee and his or her supervisor without escalation beyond the certified members of the health and safety committee. The supervisor must take every precaution reasonable for the protection of the employee.

Procedure

Procedure for a work refusal

The following procedure for dealing with a work refusal is set out in the Occupational Health and Safety Act. It must be followed rigorously by the employee and the supervisor.

1. Upon refusing to work, the worker will promptly report the circumstances of the refusal to their supervisor. Worker will remain in a safe place near work.
2. The supervisor will immediately contact the [Occupational Health and Safety Office](#) (extension 2140 or 6521) to advise of the work refusal. The Occupational Health and Safety Office notifies a Joint Health and Safety Committee (JHSC) worker member to attend the investigation.
3. The supervisor will then investigate the reported concern in the presence of the worker and the JHSC worker member. The intent of the OHSA is that this investigation be carried out immediately and that the work is not done until the investigation is completed.
4. If, after the investigation and implementation of any steps taken to deal with the concerns, the worker still has reasonable grounds to believe that the work is unsafe, the worker may continue to refuse to work.
5. The supervisor and the JHSC worker member will, with the assistance of the Health and Safety Office, notify the Ministry of Labour (MOL) of the occurrence of the work refusal. The University's VP of Human Resources and Services will also be notified at this time.

Ministry of Labour Health & Safety Contact Centre
Toll-free: 1-877-202-0008
TTY: 1-855-653-9260

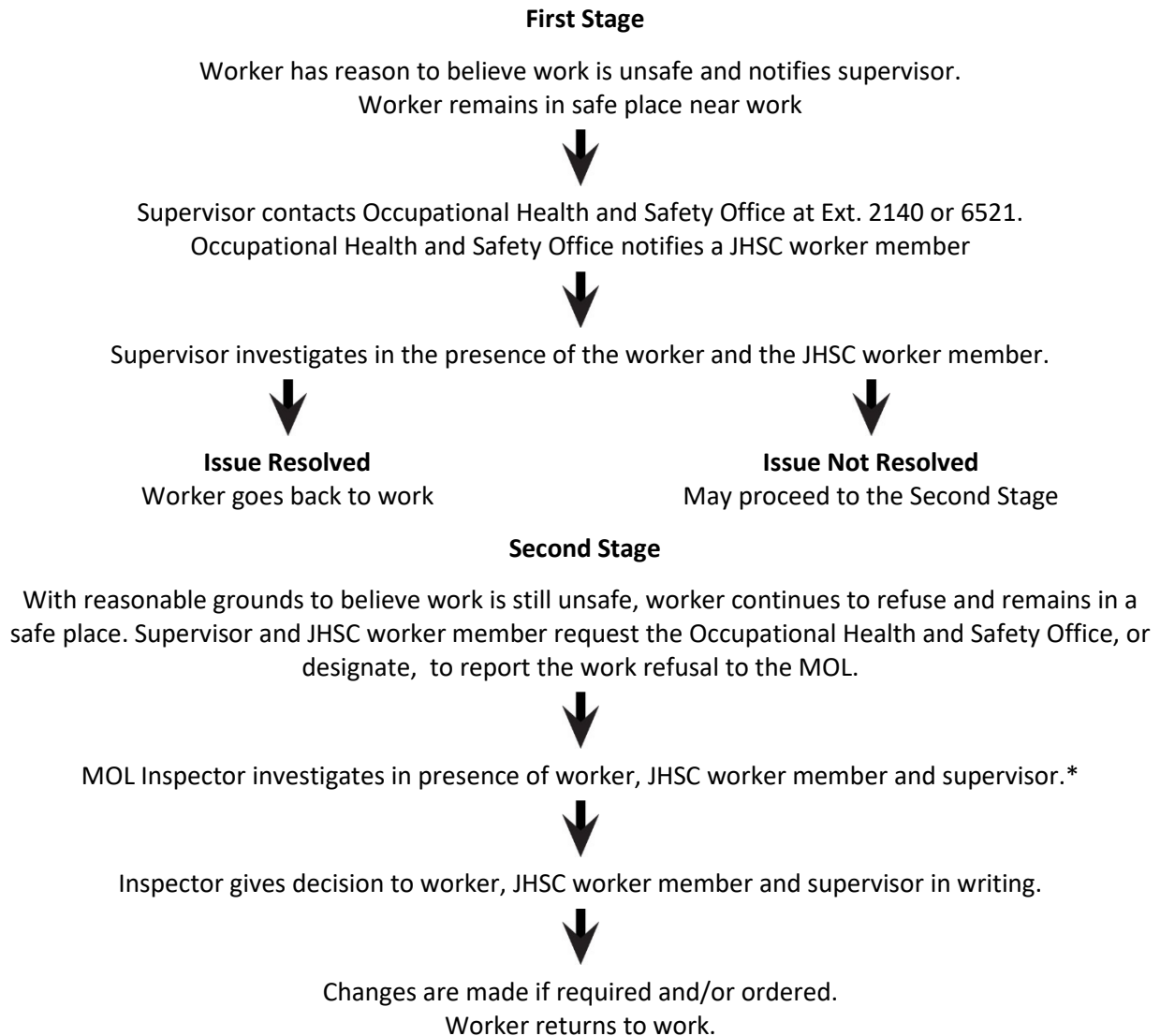
An inspector from the MOL will attend to investigate and resolve the work refusal. The inspector may not arrive that day and until the inspector arrives the following steps must be followed:

6. Pending the arrival of a MOL inspector, the worker must remain at a safe place near his or her normal work location, during the worker's normally scheduled work hours.
7. The supervisor may assign the worker alternative work during this period.
8. Pending the arrival and investigation of the inspector, no other worker may be assigned to do the work under dispute unless the other worker is advised, in the presence of a worker member of the JHSC, of the work refusal and the reasons for the refusal.
9. The inspector will give their decision in writing to the worker, the supervisor and the JHSC worker member. Please note that a decision may not be forthcoming immediately, and that the inspector may order workplace testing depending on the nature of the work refusal.

An order of an inspector may be appealed to the Ontario Labour Relations Board within 30 days after the order is issued.

Work Refusal Flow Chart

The following flow chart illustrates the procedure for dealing with a work refusal, as set out in the Occupational Health and Safety Act. It must be followed rigorously by the employee and the supervisor.



*Pending the outcome of the MOL investigation:

- The worker refusing work may be assigned other work.
- The refused work may be offered to another worker. However, the new worker must be informed that the offered work is the subject of a work refusal and the reason the work was

refused. This must be done in the presence of a ~~JHSC worker member~~ **member of the joint health and safety committee who represents the workers and who is, if possible, certified.**

Prohibition of reprisals

Section 50 of the Occupational Health and Safety Act specifically prohibits reprisals by an employer against any worker who has exercised his or her rights under the act. In particular:

"No employer or person acting on behalf of an employer will,

- (a) Dismiss or threaten to dismiss a worker;*
- (b) Discipline or suspend or threaten to discipline or suspend a worker;*
- (c) Impose any penalty upon a worker; or*
- (d) Intimidate or coerce a worker, because the worker has acted in compliance with this Act or the regulations or an order made there under...."*

Supervisors must take note of this section in all their dealings with employees when health and safety is an issue.

References

Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1

Review Date

Procedure should be reviewed at minimum every 3 years.

Classification	LCG 1106.01
Parent Policy	Health and Safety Policy
Framework Category	Legal, Compliance and Governance
Approving Authority	Senior Leadership Team
Policy Owner	Chief Work Transformation and Organization Culture Officer, HR
Approval Date	March 2005
Review Date	January 2019
Last updated	Editorial Amendments, May 30, 2022; February 18, 2020; January 2016; Minor Amendments
Supersedes	N/A

WORK REFUSAL PROCEDURES

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This procedure applies to all persons employed by the University. It identifies workplace parties that have the authority to initiate and participate in the process required to address health and safety concerns and to address work refusals should they occur.

Responsibilities

It is extremely important that supervisors understand their obligations and strictly follow the

procedures for dealing with health and safety concerns and work refusals given here. It is hoped that in all cases health and safety concerns can be resolved between the employee and his or her supervisor without escalation beyond the certified members of the health and safety committee. The supervisor must take every precaution reasonable for the protection of the employee.

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4. If, after the investigation and implementation of any steps taken to deal with the concerns, the worker still has reasonable grounds to believe that the work is unsafe, the worker may continue to refuse to work.
5. The supervisor and the JHSC worker member will, with the assistance of the Health and Safety Office, notify the Ministry of Labour (MOL) of the occurrence of the work refusal. The University's VP of Human Resources and Services will also be notified at this time.

Ministry of Labour Health & Safety Contact Centre
Toll-free: 1-877-202-0008
TTY: 1-855-653-9260

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Supervisors must take note of this section in all their dealings with employees when health and safety is an issue.

References

Occupational Health and Safety Act, R.S.O. 1990, Chapter O.1

Review Date

Procedure should be reviewed at minimum every 3 years.



Classification Number	
Parent Policy	Accessibility Policy
Framework Category	Legal, Compliance and Governance
Approving Authority	Audit and Finance Committee
Policy Owner	Chief Work Transformation and Organization Culture Officer, HR
Approval Date	November 2019
Review Date	November 2022
Last Updated	Editorial Amendments, May 30, 2022
Supersedes	

PROCEDURES FOR ACCOMMODATING EMPLOYEES AND JOB APPLICANTS WITH DISABILITIES

PURPOSE

1. Consistent with the OntarioTech’s Policy on Accessibility and its commitment to creating a University community that is inclusive of all individuals, this document is designed to inform and guide in the provision of reasonable accommodations for employees and job applicants with disabilities.

DEFINITIONS

2. For the purposes of these Procedures the following definitions apply:

“Accommodation” means an adaptation or adjustment made to enable a person with a disability to demonstrate the essential duties of their program/profession or fulfill the essential competencies of a particular course and/or program. The requirement, qualification or factor must be reasonable and bona-fide in the circumstances. Accommodations are specific to each individual and may include, but are not limited to:

- Human support services such as sign language interpreters, readers, classroom assistants etc.
- Assistance obtaining class notes
- Books and materials in an accessible format
- Disability related counselling and support
- Test and exam accommodations (e.g., extra time, technology, software)
- Access to specialized software, such as text-to-speech or speech-to-text
- Specialized support from a Learning Strategist and/or Assistive Technologist (i.e. technical aids and assistive devices)
- Workstation and/or office modifications
- Job redesign
- Flexible or alternative work schedules
- Temporary re-assignments

“Barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

“Communication Supports” may include, but are not limited to, captioning, alternative and augmentative Communication Supports, plain language, sign language and other supports that facilitate effective communications.

“Disability” means:

a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, including diabetes mellitus, epilepsy, and any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, or physical reliance on a guide dog or on a wheel chair or other remedial appliance or device;

b) A condition of mental impairment or developmental disability;

c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;

d) A mental disorder; or

e) An injury or disability for which benefits were claimed or received under the *Workplace Safety and Insurance Act*.

“Disability” should be interpreted in broad terms. It includes both present and past conditions, as well as a subjective component, namely, one based on perception of disability.

Disability covers a broad range and degree of conditions, some visible and some not visible. A disability may have been present from birth, caused by an accident, or developed over time.

There are physical, mental and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, [mental health disabilities and addictions](#), environmental sensitivities, and other conditions.

Disability is an evolving concept; a disability may be the result of combinations of impairments and environmental barriers, such as attitudinal barriers, inaccessible information, an inaccessible built environment or other barriers that affect people’s full participation in society

“Employee” means all paid full and part-time staff, temporary, seasonal, contract, faculty, student Employees at Ontario Tech.

“Essential Duties” means the vital or indispensable aspects of a job.

“Human Resources Leader” means the person below the President, with responsibility for the Human Resources portfolio.

“Manager” means an individual who has full supervisory responsibility for an Employee, or is responsible for making hiring decisions.

“Undue Hardship” as defined in The Ontario Human Rights Code prescribes three considerations in assessing whether an accommodation could cause undue hardship: Cost; Outside Sources of Funding; and Health and Safety Considerations. Additional information is available on the Ontario Human Rights Commission website (URL: www.ohrc.on.ca).

SCOPE AND AUTHORITY

3. These Procedures apply to any University Employee with a Disability (i.e. full-time, part-time, temporary, seasonal, contract, faculty, student Employees), volunteers and job applicants with disabilities as well as faculty and staff at Ontario Tech who share responsibility for fostering an accessible and inclusive environment, and for identifying, preventing and removing barriers for those mentioned above. . The Human Resources department is additionally responsible for providing support, guidance and education to ensure compliance with these procedures.
4. The Chief Work Transformation and Organization Culture Officer, Human Resources, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

PROCEDURES

5. General Regulations

- 5.1. Employees seeking Accommodation must make their requests to Human Resources (HR) department in a timely manner, and provide relevant documentation to verify the effect of their Disability and to allow the University to determine appropriate Accommodations.
- 5.2. The University will ensure the dignity and privacy of Employees with disabilities is respected by only requiring documentation relating to functional limitation associated with the disability, rather than the details of the diagnosis.
- 5.3. In cases where the Employee is in the process of obtaining appropriate documentation, the HR department will consider in good faith and on a case-by-case basis whether interim Accommodation measures can be implemented temporarily.
- 5.4. The University will endeavor to respond to all disability-related accommodation requests in a timely manner.
- 5.5. Accommodation decisions will be made in accordance with the Ontario Human Rights Code and associated policies. Accommodations will be provided in a way that respects the dignity of employees, volunteers and job applicants with disabilities and encourages integration and equality of opportunity.

6. Employees

- 6.1.** The need for Accommodation is identified by an Employee at the earliest possible opportunity. While a request for Accommodation is generally raised by an Employee, it is also recognized that a Manager, health care provider, union representative, or other source may raise an Accommodation issue.
- 6.2.** Ontario Tech is committed to protecting the privacy of Employees with disabilities. At the same time, sufficient information relating to the functional limitation associated with the disability is required to reasonably evaluate and respond to an Employee's request for accommodation. The Employee with the disability will submit the necessary medical documentation and forms to the University's Disability management service provider for assessment. The Disability management service provider will review the medical information submitted and communicate to the Human Resources (HR) representative the Employee's functional limitations associated with the disability. Once the disability-related needs are confirmed with the Disability management service provider, the HR representative will work with the Employee and the Manager to facilitate the Accommodation request.
- 6.3.** In order to determine Accommodation needs, the Employee is expected to actively participate in the Disability management process and consultations with both the Manager, HR representative and the Disability management service provider. Active participation includes completion of required Disability management forms and submission of necessary medical documentation. The Employee with the Disability is also expected to assist in securing appropriate Accommodation, accepting an offer of Accommodation that meets their needs, even if it is not their preferred Accommodation option and facilitating the implementation of an Accommodation plan.
- 6.4.** The Employee will complete the required forms provided by the Disability management service provider and submit supporting medical documentation as necessary and requested by the Disability management service provider. All medical documentation must be submitted by the Employee directly to Disability management service provider.
- 6.5.** The Disability management service provider may request any additional medical documentation to assist in determining the appropriate Accommodation requirements. In such cases, the Employee will sign the necessary consent forms to permit enquiries and release of information. Information obtained will be maintained in accordance with the policy provisions concerning confidentiality. The Disability management service provider will ensure that there is sufficient and appropriate medical information to validate the functional limitations and restrictions to make the appropriate Accommodation assessment.
- 6.6.** Under normal circumstances, it will be the responsibility of the HR representative to develop an Accommodation plan for the Employee that satisfies the University's duty to accommodate. The efforts involved to develop a plan will first focus on the Employee's existing position; however, where necessary and applicable, the

University's duty to accommodate may involve a vacant or encumbered position elsewhere in the University. In some cases, it will not be possible to accommodate an Employee's needs because such Accommodation will cause undue hardship to the University. For example, the duty to accommodate does not extend so far as to require employers to create a position for an Employee who is otherwise incapable of performing the Essential Duties of their existing job or of some other existing position; this would amount to Undue Hardship.

6.7. The HR representative, will consult with the Employee, the Manager, and Disability management service provider to develop an Accommodation plan, and consider the following questions:

- What aspects of the job function are impacted by the Employee's disability?
- Would removing the function fundamentally change the job?
- Is the function marginal or incidental to the job purpose?
- Is the job specialized, so that the person in the job is hired for their expertise to accomplish the function?
- Is the function actually accomplished by all current incumbents?
- Does the incumbent spend a substantial amount of time accomplishing the function?
- Would the consequences be serious if the function was not accomplished?
- Are there a limited number of Employees available among whom the function can be distributed?

6.8. The Accommodation plan will specify the details of the Accommodation including the following:

- who is responsible;
- who will be involved (including co-workers, if applicable);
- the time lines for putting the Accommodation in place;
- the duration; and
- the nature of follow-up evaluation.

In cases of job duty modification a regular review(s) should be carried out by the Manager and followed up in writing to all appropriate parties.

6.9. If applicable, the HR representative will consult with the Health and Safety Officer and/or Campus Safety and Security Services regarding any health and safety issues.

6.10. The HR representative will determine whether the support of other resources (i.e. external Disability service providers) is necessary, and facilitate contact with them on specific issues.

6.11. The HR representative will consider the Employee's preferred Accommodation measure. Where multiple Accommodation measures are identified that each meet the Employee's disability-related Accommodation needs, the manager, in

consultation with the HR representative, may select the Accommodation measure that results in the least disruption and/or cost to the employer.

- 6.12. The HR representative will provide a centralized coordinating function in terms of resolving, and monitoring all Employee Accommodation issues within the University.
 - 6.13. In the instance that HR representative is unable to resolve an Accommodation issue, or before determining that Accommodation cannot be made because it would constitute an undue hardship, the HR representative will consult with the Office of the University Secretary and General Counsel (USGC).
- 7. Job Applicants**
- 7.1. The job applicant will notify the HR representative of any disability-related Accommodation needs or requests. The HR representative will be responsible for providing reasonable and appropriate Accommodation. The HR representative will identify whether further consultation is required on a case-by-case basis to ensure an appropriate Accommodation is provided.
 - 7.2. If a job applicant indicates the need for Accommodation upon acceptance of a job offer, the steps to be taken for Accommodation will follow the procedures for Employees, as described above.

MONITORING AND REVIEW

- 8. These Procedures will be reviewed as necessary and at least every three years. The Chief Work Transformation and Organization Culture Officer, Human Resources, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

Human Rights Code, R.S.O. 1990, c. H.19

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005

Integrated Accessibility Standards Regulation, O. Reg. 191/11

Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter F.31

RELATED POLICIES, PROCEDURES & DOCUMENTS

OntarioTech Feedback Accessibility Form

OntarioTech Accessibility Policy

OntarioTech University Academic Accommodations for Students with Disabilities Procedures

BOARD OF GOVERNORS

Governance, Nominations & Human Resources Committee (GNHR)

Minutes of the Public Session of the Meeting of October 20, 2022

2:00 p.m. – 2:26 p.m., Videoconference

Members: Maria Saros (Chair), Laura Elliott, Mitch Frazer, Kathy Hao, Steven Murphy

Regrets: Kori Kingsbury, Trevin Stratton

Staff: Sarah Cantrell, Krista Hester, Les Jacobs, Lori Livingston, Beth Partlow, Lauren Turner

1. Call to Order

The Chair called the meeting to order at 2:00 p.m. and read aloud the land acknowledgement.

2. Agenda

Upon a motion duly made by L. Elliott and seconded by S. Murphy, the Agenda was approved as presented.

3. Conflict of Interest Declaration

None.

4. Chair's Remarks

The Chair welcomed everyone to the exciting start of a new academic year. The Chair commended the President and the senior leadership team for putting the health of students, faculty and staff at the forefront in a post-pandemic environment.

5. President's Remarks

The President thanked the Chair and committed to providing a campus environment that is as safe as possible. He encouraged everyone to come to campus to participate in a number of activities and updated the Committee on two important events that took place during reading week: (i) the first annual Teaching and Learning Conference; and (ii) the Women in STEM summit. The President also shared that varsity sports have been off to a great start this year and there is very high attendance at sporting events.

6. Governance

6.1 GNHR Terms of Reference Review

The University Secretary presented the GNHR Terms of Reference Review, noting that this is an annual exercise and a good governance practice. She advised the Committee that no specific revisions are recommended at this time, but that her review of the Terms of Reference – which will take place over the academic year – and an anticipated report from the Auditor General, may necessitate bringing the Terms of Reference back to a future Committee meeting. In response to a question, the University Secretary confirmed that a review of other universities' equivalent documents will be part of her review of the Terms of Reference. The Committee did not propose any changes to the Terms of Reference at this time.

7. Policy

7.1 Policy Against Violence in the Workplace

B. Partlow presented the annual review of the Policy Against Violence in the Workplace (the "Policy"). She advised the Committee that the minor revisions presented in the materials represent the results of consultation with the Joint Health and Safety Committee and the Office of Human Rights. She noted that there have not been any complaints received pursuant to the Policy.

In response to a question, B. Partlow advised the Committee that the University's Employee and Family Assistance Program (EFAP) is a source of aggregated data that allows the University to monitor and understand pressure points for users of the service. In response to a different question, B. Partlow confirmed that health and safety was a significant consideration in the flexible workspace program. She informed the Committee that the completion of a health and safety checklist is a prerequisite of participation in the program.

8. Consent Agenda

8.1 Minutes of the Meeting of May 26, 2022

Upon a motion duly made by L. Elliott and seconded by S. Murphy, the contents of the Consent Agenda was approved as presented.

9. Other Business

There was none.

10. Adjournment

Upon a motion duly made by L. Elliott, the public session adjourned at 2:26 p.m.

Lauren Turner, University Secretary

COMMITTEE REPORT

SESSION:

Public
Non-Public

ACTION REQUESTED:

Decision
Discussion/Direction
Information

TO: Governance, Nominations and Human Resources Committee (GNHR)

DATE: January 26, 2023

FROM: Lauren Turner, University Secretary

SUBJECT: Board of Governors 2023 Election Process

COMMITTEE MANDATE:

- Section ii) of the GNHR Terms of Reference provides that GNHR is responsible for “overseeing the process of recruiting, selecting and electing new governors and recommending their appointment to the Board, in accordance with the university’s Act and By-laws”
- A summary of upcoming vacancies for the elected positions on the Board, and a timeline for elections, is presented to GNHR for approval

BACKGROUND/CONTEXT:

- The 2023 Board of Governors Election is proposed to take place from March 6 to March 17, 2023 in accordance with the Election Timeline provided
- There are vacant elected positions on the Board as of July 2023

MOTION:

That the Governance, Nominations and Human Resources Committee approve the proposed election process for 2023, as presented.

NEXT STEPS:

1. The University Secretariat will begin the election process as approved



Board of Governors Elections January 2023

Board of Governors Open Elected Positions 2023

Academic Council Position	Number of Vacancies
Teaching Staff Governor	1
Student Governor (undergraduate or graduate)	1



Board of Governors Election Timeline*

Process	Proposed Dates
Nomination & Election Process Announcements	Monday, February 6
Nominations Open	Monday, February 13
Nominations Close	Tuesday, February 21
Review of Candidate Eligibility	Wednesday, February 22 to Friday, February 24
Student Candidate Information Meetings (mandatory)	Monday, February 27 and Tuesday, February 28 (if necessary)
Campaign Period (if required)	Monday, March 6 – Wednesday, March 15
Voting Period (if required)	Wednesday, March 15 until Friday, March 17
Voting Results Presented to GNHR for Recommendation (or earlier in writing)	Thursday, March 30 (pending any outstanding investigations per Election Procedures)
GNHR's Recommendation Reported to Candidates	By Monday, April 3
GNHR's Recommendations presented to the Board of Governors for Approval	Thursday, April 27

*scheduled to run concurrently Academic Council election

