

**Community Safety Council**  
**Revised Draft Terms of Reference (August 2019)**

**Purpose**

The Council's goal is to ensure that York University is a welcoming, inclusive and safe community in which to study, teach, live, work and visit.

**Mandate**

The Council serves as an advisory body with responsibility for providing advice to the President and the Community Safety Department on safety matters.

The Council provides a mechanism for the participation and engagement of a broad cross section of York community members in the planning, delivery, coordination and evaluation of pan-university safety initiatives on York's campuses.

Reporting to the President and working closely with the Community Safety Department, the Council is responsible for:

- Identifying opportunities for collaboration and partnerships in initiatives to engage the York community in campus safety;
- Identifying, monitoring and reporting on any emerging safety issues or concerns;
- Providing advice on items referred to the Council by the President or the Community Safety Department. This may include providing advice on policies, procedures, communications and evaluation strategies and programs that have been identified as priorities under the Community Safety Department's Strategic Plan for enhancing safety on York's campuses; and
- Promoting participation of York community members in public education and other initiatives aimed at enhancing safety on York's campuses.

## **Council Operations**

The Council will meet quarterly. Additional meetings will be held at the discretion of the Chair. The presence of one-third of members of Council plus the Chair constitutes quorum.

Working groups will be formed when needed to support the work of the Council and/or to assist with specific safety initiatives. Membership of the working groups may be open to encourage broad representation and input from across the University.

Minutes of Council meetings will be drafted by the Community Safety Department, provided to attendees for comments and approval, and delivered to the President's Office as the Council's ongoing reporting to the President.

From time to time, the Chair in consideration of Council's advice, may determine that an additional written report on specific issues will be made to the President by the Council.

Decision making will be based on consensus. Any dissenting opinions will be noted in minutes.

All parties and members are expected to participate in a constructive and respectful manner in the spirit of cooperation, equity and inclusion.

## **Role of Chair**

The Chair will:

- Call and chair meetings;
- Develop the agenda in consultation with the President's Office and the Community Safety Department;
- Review and revise meeting minutes; and

- Represent and speak on behalf of the Council at events when appropriate.

### **Role of Vice-Chair**

The Vice-Chair will:

- Actively liaise with student groups to ensure that student voices are heard;
- Help to co-create the agenda with the Chair; and
- Provide input on meeting minutes.

### **Role of the Community Safety Department**

The Community Safety Department will:

- Work with student, faculty and staff advisory groups to implement initiatives;
- Provide administrative and logistical support to the Council;
- Draft and circulate meeting agendas, minutes and materials under the direction of the Chair;
- Arrange facilities and equipment for meetings;
- Maintain files, records and membership lists; and
- Assist the Chair in drafting correspondence and reports in support of the Council.

### **Role of Council Members**

Membership on the Council is open to the individuals and groups listed in the Appendix. Changes may be made at the discretion of the Chair and/or the President.

Each group is responsible for:

- Identifying its representative;

- Updating the Community Safety Department on any changes in its representation and ensuring the representative is briefed on the Council.
- Continuity is encouraged. However, if a representative is unavailable, then they may send a designate from their constituency to attend a meeting to participate.
- Acknowledge in advance of a meeting who the designate will be. Normally there will be only one named alternate.

Council Members will contact the Chair and/or Community Safety Department in advance of meetings with any suggestions they may have for the agenda.

## **Appendix - Community Safety Council Members**

The following are standing members of the Council. Where an organization, department, or office is indicated, they will appoint one representative to attend Council meetings.

- President (ex officio)
  - Vice-President Finance and Administration (ex officio)
  - Chair, appointed by the President
  - Vice-Chair (student-elected)
  - Chief of Staff, Office of the President
  - Associate Principal, Glendon College
  - Provost and Vice-President Academic (VP Academic)
  - Two faculty members, one must be from Liberal Arts and Professional Studies (LA&PS)
  - Executive Officer, Office of the Dean of Libraries
  - College Head, appointed by the Council of Heads
  - Office of the Vice-President Finance and Administration (VPFA)
  - Assistant Vice-President Human Resources (AVP Human Resources)
  - Executive Director, Centre for Human Rights, Equity and Inclusion (REI)
  - Enable York
  - Staff representative to the Board of Governors
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- Canadian Union of Public Employees, Local 3903 (CUPE 3903)
  - Canadian Union of Public Employees, Local 1356, units 1 & 2 (CUPE 1356)
  - International Union of Operating Engineers (IUOE)
  - Ontario Public Service Employees Union (OPSEU)
  - Confidential Professional and Managerial Employees Association (CPMEA)
  - York University Staff Association (YUSA)
  - York University Faculty Association (YUFA)
  - Osgoode Hall Faculty Association (OHFA)
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- Representative Harry Sherman Crowe Housing Co-operative
  - Representative from campus daycares
  - Representative of campus commercial vendors
  - Representative from the Black Creek Community Capacity Building Group
  - Representative from Toronto Police Services
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- Director, Health, Safety and Employee Well-Being
  - Director, Security Services
  - Director, Housing Services
  - Director, Custodial, Grounds and Glendon Facilities Services
  - Director, Maintenance, Facilities Services

- Director, Campus Planning and Development
  - Executive Director, Counselling & Disability Services (CDS)
  - Director, Student Community and Leadership Development
  - Director, Residence Life
  - Executive Director, Community Support & Services (OSCR/The Centre)
  - Residence Life Coordinator
  - Residence Don
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- York Federation of Students (YFS)
  - York University Graduate Students' Association (YUGSA)
  - Glendon College Student Union/Association Étudiante du Collège Glendon (GCSU/AÉCG)
  - Aboriginal Students' Association at York (ASAY)
  - Centre for Women and Trans People (CWTP)
  - Glendon Women and Trans Centre/Le Centre des Femmes et des Trans de Glendon (GWTC/CFTG)
  - International Students' Association at York (ISAY)
  - Sexual Assault Survivors' Support Line & Leadership (SASSL)
  - Trans Bisexual Lesbian Gay Asexual at York (TBLGAY)
  - York Federation of Students Access Centre (YFS Access Centre)
  - York University Student Centre (YUSC)
  - United South Asians at York (USAY)
  - York University Black Students' Alliance (YUBSA)
  - 4 Student representatives (coordinated through Student Success Centre)
  - 1 Faculty Student Council President, coordinated through Student Representative Roundtable (SRR)
  - 1 College Student Council President, coordinated through Student Representative Roundtable (SRR)