

# York University

## Sexual Assault Awareness, Prevention, and Response Policy Working Group

### Meeting Notes

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**Date:** Wednesday, March 26, 2014

**Time:** 2:00 p.m. – 4:00 p.m.

**Location:** 109 Atkinson – Harry Crowe Room

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**Attendance:** Melissa Belisle, Noel Badiou, Elana Shugar, Elize Ceschia, Rob Castle, Catherine Salole, Aldo Altomare, Maxine Bower, Safiyah Husein

**Regrets:** Liisa Stephenson, Jessica Thyriar, Donya Ziaee, Polly MacFarlane, Christine Silversides, Prakash Amarasooriya, Deb Hansen

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#### Meeting Notes

- Meeting Notes approved

#### Continue Mapping Internal Landscape: Response

- Mapping process continued with the Sexual Assault Survivors' Support Line and Leadership (SASSL), Centre for Women and Trans People (CWTP), York Federation of Students (YFS), and the Office of the Vice-President Finance and Administration (VPFA).
  - See Appendix A
- Action Items and points for further discussion are being compiled throughout the process.
  - See Appendix B

#### Next Meeting

- As result of the busy nature of the time of year, it was decided that there will be a longer period before the next meeting.
- During the interim, individual consults will take place to verify the information compiled during the mapping process.

## **Appendix A**

The notes from the mapping process are intended to give a basic outline of what the landscape consists of in regards to responding to sexual assault on campus. The outlined processes will be verified with the corresponding office, department, and/or service as the process continues. The mapping process is not intended to be taken to be an expansive outline of procedures and there may be initial inaccuracies which will be corrected in the verification process.

The following meeting notes include revisions made during the review process.

### **Sexual Assault Survivors' Support Line and Leadership (SASSL)**

- Offers support services to survivors of sexual violence over the phone or in person
  - 24/7 Support Line from September to May.
  - Walk-in Support Services during office hours throughout the year.
- Referrals and support
  - Caller / Walk-ins choose the process based on what they are looking for.
  - Do not offer advice
  - Do not provide counselling
  - Referrals and information are upon request
- Referral to services
  - If requested, SASSL makes referrals to OSCR
    - Debbie has been a direct contact person
  - (\*)<sup>1</sup> SASSL does not have direct contacts to offices at York
  - There are a lot of requests for counselling
    - Referrals off campus
    - Referrals to CDS
  - Requests for Shelters
    - Students – OSCR or Off-Campus
    - Non-Students – Off Campus shelters
      - Creating referral list
- Points of Contact
  - 7 Coordinators “SASSL Collective”
    - Paid 10hr/week

- Volunteers
  - Approximately 30
- Support Line
  - Daytime – Office
    - Coordinators
  - After Hours – Forwarded to cell phone taken home
    - Coordinators / Volunteers
- Walk-In Support
  - Coordinators
- Caller / Walk-in affiliation is not asked
  - Information is only know if the individual self-identifies
- Volunteers
  - 4 Day Training (32 hours)
  - Volunteer Training is held twice a year
    - September
    - January
  - Training includes: Active Listening, Sexual Violence, Consent, TPS, Security Services, Legal, Sexual Health etc.
  - If volunteers are unsure about how to support a caller or if they need to debrief they are encouraged to call any of the coordinators any time.
- Ongoing relationship with survivors? (i.e. talking to the same person)
  - Callers do not tend to call back for the same person
    - Person providing support does not usually provide their name
  - Ongoing support is provided to survivors (i.e. some repeat callers / walk-ins)
    - We clarify that we are not trained in counselling
- University Tribunal
  - Coordinators have acted as support people during tribunal process
    - As witnesses and an advocate / subject matter expert
- Stats
  - Personal information not collected
  - Information about incident is not collected
  - General volume of calls not published

- Trends:
  - Influx in Sept/Oct and Jan/Feb
  - Survivors can be triggered by other incidents
- (\*) Ask the Collective if we can share last year's stats
- Self-Care
  - (\*) SASSL does not really have a support system external to SASSL
  - Volunteers go to coordinators for support
  - Coordinators go to each other for support
  - The importance of self-care is emphasized in training
  - Provide volunteers with tip sheet and grounding techniques
- Does SASSL have an established relationship with CDS for support?
  - (\*) No current relationship established.
- (\*) Concerns around expectations of the University of the Organization versus the capacity and ability to deliver.
  - What support is the University offering SASSL?
- Internal Crisis Grant
  - SASSL has an internal crisis grant for survivors of sexual violence / gender-based violence
  - Funded from levy
  - \$10,000
  - (\*) Increasing demand for crisis grant
- Finances
  - \$90,000 Student Levy
    - \$10,000 Crisis Grant
    - \$80,000 Operating (Support Line, Office, Volunteer Training, Staff, Events etc.)
  - Budget is very constraining
    - (\*) Budget follow-up discussion

### **Centre for Women and Trans People (CWTP)**

- Services are in person
  - Appointments requested
  - They do deal with crisis walk-ins in the moment

- No crisis line
- Take lead from the individuals as to what they need
- Peer support
  - Do not offer advice / do not offer counselling
  - Active listening
  - Referrals are based on survivor's request
- No stats recorded – confidential service
- If requested counselling referrals may include:
  - David Kelly (LGBTQ)
  - Living Institute
  - TRCC (consulted often) – free counselling - 24/7 Line
  - 519 Centre
  - Sherbourne Health Centre
  - Central Toronto Youth Services
  - Barbra Schlifer Clinic
- University Tribunal
  - Have not supported survivors through the process but would
- Individuals seeking support may visit the CWTP or may volunteer.
  - Limit of 3 peer support sessions
  - Between 30-40 minutes
- Staff
  - 2 Full Time Staff
  - 1 Part Time Staff
  - Funds for therapists / counsellors are available for Full Time staff
    - Funds are minimal
- Full Time Staff experienced in:
  - Active listening
  - Peer Support
    - Grass roots workshop style training
- CWTP Crisis Grants
  - CWTP has 2 internal grants: CWTP Grant and the Trans Access Grant
  - Grants do not have to be related to Sexual Assault

- Can be affected by any form of violence or marginalization
- Approximately \$300 is the max
- Women and Trans People Safety Crisis Grant
  - CWTP facilitates the intake process for the Crisis Grant
- CWTP applies to Women and Trans People Safety Committee (government grants)
  - (\*) Maxine is going to check on the value of the grants and CWTP's operating budget / levy
- (\*) Worth exploring central training then each group could enhance with supplementary training as needed.
  - General option vs. Enhanced / Specialized option

### **York Federation of Students**

- Not a frontline service provider
  - Address mostly safety concerns
  - Promote campaigns such as “No Means No”
- Staff
  - 1 Full Time Staff for Academic Advocacy
  - Around 10 years
- YFS does refer to other groups
  - Help individuals connect with resources
- YFS does not have any formal training related to being a first responder
  - Work with CFS and best practices
- Non-Urgent
  - However, executives can be reached after hours
  - Asking for resources is infrequent
- Anti-Oppression Training
  - Entire board training in May
- Q: Do student clubs come with questions regarding Sexual Assault?
- A: “Where do I go” type questions.
  - Front staff answering question, people want to speak to a person.
- (\*) Disconnect between clubs
  - There is a clubs Town hall

## Office of the Vice-President Finance and Administration (VPFA)

1. METRAC
2. Security Reporting
3. Bulletins

### METRAC

- Coordination and Implementation
  - Budget: \$1 million/year
  - Funding programs (institutional / student lead)
  - Policies / procedures (re: Sexual Violence)
  - Training
- Programs
  - You Had Me At Consent
  - REDI Tutorial
  - Sexual Harassment Education Advisor
  - Men's Team
  - Active Bystander (in development)
  - Village Shuttle expansion
  - Security Staff: 10-12 New | 6 additional
    - \$100,000/year for Security training
  - Safer Together campaign
  - Safety App
- Staff:
  - Safety Initiatives Coordinator
  - Community Safety Assistant
  - Senior Advisor / Senior Executive Officer
    - ~ 2 Full Time Staff
- Community Safety Council
  - Safety Audit Standing Committee
    - Hold implementation accountable

- Bring in functional leads and ask questions related to progress
- Q: Does VPFA receive complaints related to Sexual Assault?
- A: Complaints would more likely go to HR
- (\*) Awareness / Training – Folders were created without corresponding training
  - CHR
  - Sexual Assault
  - Crisis
- Coordination of Initiatives
  - Lead role

### Bulletins

- Security Officials → Director of Security → VPFA – VP, SEO, SA → PO → VPS → CPA → Counsel → AVP CSBO
- Director of Security makes recommendation
- Final decision to issue bulletin resides with VPFA
- Criteria
  - 1) Serious Incident, with risk of reoccurrence
  - 2) Less serious Incidents, with risk of reoccurrence
  - 3) Assist TPS investigation
  - 4) Discretion
- Reliable info is needed
  - This takes time
- Bulletin does not take the place of emergency communication
- Emergency
  - life or death
  - active threat
- Bulletin
  - Emailed to all students
  - Emailed to all FT/PT Faculty (Since July 2012)
  - Soon – All staff, currently rely on email tree
- Changes to Bulletin
  - Suspect Descriptions



- Only included if sufficiently described to lead to an arrest
- Not included if it only serves the purpose of describing a large segment of a racialized community
- TPS still keeps traditional descriptions
- Safety tips
  - No longer included in bulletin
  - They were perceived as ‘victim blaming’
  - Modified and changed – links to safety and security website
- Level of detail describing incident in bulletin limited
- Ex. concern over use of alleges vs. reported taken into consideration

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<sup>1</sup> (\*) denotes an item that requires further consideration and discussion

## **Appendix B: Action Items and Considerations**

### **Meeting 2**

- Small group discussions took place during the Working Group meeting. Please refer to Appendix A from the January 17, 2014 Meeting Notes for the group discussions.

### **Meeting 3**

- YSS is not trained to deal with Sexual Assault investigations
  - Is there a disconnect between expectations and ability of YSS to act?
    - Need to review civil and criminal implications
- Is there a duty to report to TPS?
- How to determine if an investigation is needed?
  - YSS is responsible for determining if the suspect is involved in other incidents
- R. Castle will send the working group the Bulletin Protocol
- What is the institutional requirement to report to TPS?
- What is the legal requirement to report to TPS?
- Should there be special training for adjudication of Sexual Assault cases (tribunal members)?
- What is the status of OSCR staff re: Sexual Assault investigations and peace officer requirements?
- Does ResLife, OSCR, or Security provide accompaniments for survivors when accessing external resources?
- Concerns were raised around the consistency of the process when TPS are involved.
  - R. Castle will connect with TPS and arrange for them to attend a working group meeting.

### **Meeting 4**

- Even if incident is not related to campus (occurred off campus or prior to coming to York) SOP is in play.
- People are entitled to privacy at the age of 16. Need to review exemptions under privacy act
  - When do we call parents generally?
- Is first responder training consistent across the board?
  - Current training Review
- What supports are available for the community impact following an incident?

- Informal reporting process would allow for essential information to be compiled and support to be provided to survivors without encountering potential concerns surrounding formal reporting.
  - Process should allow for reporting of the what / when / where – not the who
  - Get essential information.
  - Review Clery Act “Informal”
- Depending on who they go to, the landscape can be very different
  - i.e. CDS / CHR – no reporting
- What is in place for Staff in regards to response / support?
  - Review EAP – Crisis Response?
  - Connect with HR/FR
- If suspect is a faculty or staff member and survivor is a student, OSCR would not be able to support survivor through the process.
- Are students aware of the Internal Investigations Process prior to an incident?
- New training for Internal Investigations will include sensitivities around sexual harassment and sexual assault.
  - Open to input on the training
- C. Silversides will expand on the information regarding the Internal Investigation process and the roll of the General Council at the next meeting.

### **Meeting 5**

- Planning for training of investigators to include more training around Sexual Harassment / Sexual Assault.
  - General Council is open to suggests on what to incorporate.
- If the complainant is a student they may not be as familiar with the process and not have the same support navigating through it as a unionized employee.
- Procedures for Sexual Harassment Complaints are not posted
  - If looking, modelled after Appendix Q in YUFA Agreement
- Although the individual may seek advice the determination on sexual harassment complaints are made by one person.

### **Meeting 6**

- SASSL does not have direct contacts at offices, services, and departments on campus.

- SASSL will ask the Collective if we can share last year's stats.
- Self-Care
  - SASSL does not really have a support system external to SASSL
- SASSL does not have an established relationship with CDS for support?
- Concerns around expectations of the University of the Organization versus the capacity and ability to deliver.
  - What support is the University offering SASSL?
- SASSL had increasing demand for crisis grants
  - Community needs are beyond the scope of the organizations available funding.
- SASSL's budget is very constraining
  - Budget follow-up discussion required
- According to CWTP Women's College Hospital provides free taxi pick up
  - Confirm service.
- Maxine is going to check on the value of the grants and what CWTP's operating budget / levy
- Worth exploring central training then each group could enhance with supplementary training as needed.
  - General option vs. Enhanced / Specialized option
- There is at times a disconnect between YFS clubs.
- Sexual Assault Awareness / Training
  - Sexual Assault Folders were created without corresponding training.