Sexual Violence Prevention and Response Committee (SVPRC)
Trent University
Terms of Reference

Background

The Sexual Violence Prevention and Response Committee (SVPRC) was established to support Trent University's commitment to fostering a safe, respectful, and inclusive learning, living, and working environment free from sexual and gender-based violence. The Committee serves as an advisory body that provides guidance on the implementation, review, and continuous improvement of the University's Sexual Violence Prevention and Response Policy, related procedures, and campus-wide prevention initiatives.

Recognizing that addressing sexual and gender-based violence requires a coordinated and community-informed approach, the SVPRC brings together representatives from across the University, including students, faculty, staff, and relevant campus service areas. The Committee works to ensure that institutional practices are survivor-centred, trauma-responsive, culturally responsive, and aligned with provincial legislation, sector best practices, and emerging research. The Committee supports the University's efforts to prevent sexual and gender-based violence through education, awareness, policy development, and ongoing assessment of campus needs. It also provides a forum for dialogue and collaboration on matters related to prevention, response, support services, training, and community accountability. Through regular review of policies, programs, and campus climate considerations, the SVPRC helps strengthen Trent University's capacity to support those impacted by sexual and gender-based violence while advancing a culture of consent, respect, and equity.

The work of the Committee reflects Trent University's ongoing commitment to meeting its legislative obligations and promoting a campus environment where all community members can learn, work, and thrive free from sexual and gender-based violence.

Mandate

The Sexual Violence Prevention and Response Committee (SVPRC) is established in accordance with the requirements of Ontario's post-secondary sexual violence legislation and regulatory framework. The Committee supports Trent University in meeting its obligations under the Sexual Violence at Colleges and Universities Regulation (O. Reg. 131/16) and related provincial requirements by providing advice and recommendations regarding the development, implementation, review, assessment, and continuous improvement of the University's sexual

violence policies, procedures, supports, services, prevention programming, and response practices.

Objectives

- To provide a collaborative forum for consultation, discussion, and strategic planning on emerging issues, trends, research, and best practices related to sexual and gender-based violence prevention and response within the post-secondary sector.
- To review and approve the allocation and use of the Sexual Violence Prevention and Response Office Ancillary Fee budget, ensuring that funds support the goals of Trent University's Sexual Violence Prevention and Response Framework and are directed toward student-focused prevention education, awareness initiatives, training, support services, and other activities that enhance the University's capacity to prevent and respond to sexual and gender-based violence.
- To support Trent University's compliance with applicable legislation, regulations, and institutional commitments related to sexual and gender-based violence prevention and response, including requirements established by the Government of Ontario, the Ontario Human Rights Code, and the Occupational Health and Safety Act.
- To support the development, implementation, and continuous improvement of Trent University's Sexual Violence Prevention and Response Framework, including policy, prevention, education, supports, and response processes, ensuring legislative compliance, transparency and accountability in institutional practices, and equitable, inclusive services that reflect the diverse needs and experiences of all members of the Trent community, particularly those from historically marginalized and underrepresented populations.
- To advise on the implementation and periodic review of Trent University's Sexual Violence Prevention and Response Policy and related procedures to ensure compliance with provincial legislation, regulatory requirements, and sector best practices.
- To promote a coordinated, campus-wide approach to the prevention of sexual and gender-based violence through education, awareness, training, and community engagement initiatives.
- Support the development, implementation, and evaluation of prevention education initiatives for students, staff, and faculty, including programming related to consent, healthy relationships, bystander intervention, gender equity, and sexual and gender-based violence prevention.
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healthy relationships, bystander intervention, gender equity, and sexual and gender-based violence prevention.

- To support Trent University's commitment to fostering a safe, healthy, respectful, and inclusive campus environment where all community members can learn, work, live, and participate free from sexual and gender-based violence.

- To review trends, emerging issues, feedback, and recommendations related to sexual and gender-based violence prevention and response in the post-secondary sector and advise on institutional responses.

- To support the University's commitment to survivor-centred, trauma-responsive, and equitable practices that prioritize safety, dignity, accessibility, and meaningful access to supports and accommodations for those affected by sexual violence.

- To facilitate collaboration among students, faculty, staff, and campus partners to strengthen institutional capacity for prevention, support, response, and accountability.

- To provide recommendations regarding prevention education, training requirements, awareness campaigns, policy enhancements, and service delivery to improve campus safety and well-being.

- To promote awareness and accessibility of University policies, procedures, supports, and reporting options, ensuring that information is communicated clearly and broadly to students, faculty, staff, and relevant external partners.

- To monitor the effectiveness of Trent University's sexual violence prevention and response initiatives and identify opportunities for continuous improvement based on community needs, legislative changes, and evolving best practices.

Through its work, the Committee helps foster a university environment grounded in respect, consent, equity, and accountability, where all members of the Trent community can learn, work, and participate free from sexual and gender-based violence.

Guiding Principles and Practices

In carrying out its mandate, the Sexual Violence Prevention and Response Committee (SVPRC) shall be guided by the following principles:

Survivor-Centred: Prioritize the safety, dignity, autonomy, and well-being of individuals affected by sexual and gender-based violence, recognizing their right to make informed decisions regarding supports, accommodations, reporting, and participation in institutional processes.

Trauma-Responsive: Promote practices that recognize the impacts of trauma and seek to minimize the potential for re-traumatization in prevention, support, response, and policy development.

Commitment to Reconciliation: Recognize the ongoing impacts of colonialism and gender-based violence on Indigenous communities and support approaches that are culturally responsive and informed by Indigenous perspectives and ways of knowing.

Equity, Diversity, Inclusion, and Accessibility: Ensure that policies, programs, and initiatives reflect the diverse experiences and needs of Trent community members, including Indigenous Peoples, Black and racialized communities, 2SLGBTQIA+ individuals, persons with disabilities, international students, and other equity-deserving groups.

Prevention-Focused: Advance a culture of consent, respect, accountability, healthy relationships, and shared responsibility through evidence-informed education, awareness, and engagement initiatives.

Collaboration and Community Engagement: Foster meaningful collaboration among students, faculty, staff, University departments, and community partners to strengthen institutional responses and prevention efforts.

Transparency and Accountability: Support clear communication, regular evaluation, and continuous improvement of sexual violence prevention and response efforts while maintaining appropriate confidentiality.

Evidence-Informed Decision Making: Draw upon current research, best practices, campus data, lived experience, and legislative requirements to inform recommendations and decision-making.

Respect for Privacy and Confidentiality: Uphold privacy and confidentiality in accordance with applicable legislation, University policies, and ethical obligations.

Continuous Improvement: Promote regular review, assessment, and enhancement of policies, programs, services, and educational initiatives related to sexual and gender-based violence.

Roles and Responsibilities

The structure of the Sexual Violence Prevention and Response Committee (SVPRC) is designed to ensure meaningful participation and collaboration among students, faculty, staff, and community partners with expertise, interest, or responsibilities related to sexual and gender-based violence prevention and response. Through diverse representation, the Committee supports a coordinated, campus-wide approach to advancing Trent University's commitment to safety, equity, inclusion, and accountability.

Committee Leadership
The Committee shall be chaired by the Manager, Sexual Violence Prevention and Response.
The Chair is responsible for:

- Providing leadership and direction to the Committee.
- Establishing meeting agendas in consultation with Committee members, as appropriate.
- Facilitating meetings and ensuring discussions remain aligned with the Committee's mandate and objectives.
- Ensuring that recommendations, decisions, and action items are documented and communicated to relevant stakeholders.
- Supporting the implementation and follow-up of Committee recommendations.

Committee Members
Committee members are expected to:

- Attend and actively participate in scheduled meetings.
- Contribute their expertise, perspectives, and knowledge to discussions and decision-making.
- Act as liaisons between the Committee and their respective departments, student groups, or service areas, as appropriate.
- Promote awareness of sexual and gender-based violence prevention and response initiatives within their areas of representation.
- Support a respectful, collaborative, and confidential environment for discussion.
- Contribute to the review of policies, programs, training initiatives, reports, and strategic priorities related to sexual and gender-based violence prevention and response.
- Current members may designate an alternate representative, in consultation with Committee.

Members
Sexual Violence Prevention and Response Office
Trent Central Student Association
Trent Durham Student Association
Trent Graduate Student Association
Office of AVP, Students
Office of Student Affairs
Student Rights and Responsibilities
First Peoples House of Learning
Trent International
Equity and Human Rights Office
Campus Safety
Student Wellness Durham
Counselling Services Durham
Student Health Services Peterborough

Counselling Services Peterborough
Student Housing
The Colleges of Trent
Varsity Athletics
Careerspace
Kawartha Sexual Assault Centre
Durham Rape Crisis Centre
Faculty Representation x2

Working Groups and Subcommittees
The Committee may establish ad hoc or standing working groups to support specific projects, initiatives, policy reviews, awareness campaigns, consultation processes, or other activities within the Committee's mandate. Working Groups shall report their activities, recommendations, and outcomes to the Committee for consideration and action. All Committee members are also members of the Sexual Violence Prevention and Response CASSC Subcommittee; however, membership for additional working groups and subcommittees are on a voluntary basis.

Sexual Violence Prevention and Response CASSC Subcommittee: The Committee shall maintain a standing College and Student Services Committee (CASSC) Subcommittee to oversee the administration and allocation of the Sexual Violence Prevention and Response Office Ancillary Fee budget. The Subcommittee will:

- Review and approve funding requests submitted by University departments and service areas supported through the Sexual Violence Prevention and Response ancillary fee.
- Ensure funding allocations align with the objectives of Trent University's Sexual Violence Prevention and Response Framework, Strategic Plan, and annual priorities.
- Support the equitable and transparent distribution of ancillary fee resources to initiatives that advance sexual and gender-based violence prevention, education, awareness, training, outreach, and student support.
- Monitor the use and impact of approved funding and make recommendations regarding future funding priorities and allocations.
- Review annual budget reports and expenditures and provide recommendations to support responsible financial stewardship.
- Voting members will be internal Trent members.

Sexual Violence Prevention and Response Policy Review and Revision Subcommittee: The Committee shall maintain a standing Sexual Violence Prevention and Response Policy Review and Revision Subcommittee responsible for supporting the review and continuous improvement of Trent University's Sexual Violence Prevention and Response Policy and related procedures. The Subcommittee will:

- Conduct regular reviews of the Policy and associated procedures in accordance with legislative requirements and University timelines.

- Monitor emerging legislation, sector best practices, and campus needs related to sexual and gender-based violence prevention and response.
- Consult with students, staff, faculty, and community stakeholders to inform policy development and revisions.
- Develop recommendations for policy and procedural amendments for consideration by the Committee.
- Report findings, recommendations, and proposed revisions to the Committee for review and endorsement.

The Subcommittee shall report directly to the Sexual Violence Prevention and Response Committee and operate in an advisory capacity.

Sexual Violence Prevention and Response Strategic Planning Subcommittee: The Committee shall maintain a standing Sexual Violence Prevention and Response Strategic Planning Subcommittee to support the development, implementation, monitoring, and evaluation of Trent University's Sexual Violence Prevention and Response strategic priorities and action plans. The Subcommittee will:

- Support the development and periodic review of the Sexual Violence Prevention and Response Strategic Plan.
- Identify emerging trends, community needs, and strategic opportunities related to sexual and gender-based violence prevention and response.
- Monitor progress toward strategic goals, priorities, and key performance indicators.
- Review and make recommendations regarding prevention, education, awareness, outreach, and support initiatives that align with the Strategic Plan.
- Support the collection and review of data, feedback, and evaluation measures to inform continuous improvement.
- Report progress, findings, and recommendations to the Sexual Violence Prevention and Response Committee for review and action.

The Subcommittee shall report directly to the Sexual Violence Prevention and Response Committee and operate in an advisory capacity.

Sexual Violence Prevention and Response Framework Development Subcommittee: The Committee shall maintain a standing Sexual Violence Prevention and Response Framework Development Subcommittee to support the development, implementation, and ongoing enhancement of Trent University's Sexual Violence Prevention and Response Framework. The Subcommittee will:

- Lead the development and periodic review of the Sexual Violence Prevention and Response Framework.
- Identify and recommend priorities, goals, and actions related to prevention, education, support, accommodations, response, and community engagement.

- Ensure the Framework aligns with legislative requirements, institutional priorities, and emerging best practices.
- Support consultation with students, faculty, staff, and community partners to inform Framework development and implementation.
- Monitor progress toward Framework objectives and identify opportunities for continuous improvement.
- Provide recommendations to the Sexual Violence Prevention and Response Committee regarding Framework revisions, implementation strategies, and annual priorities.

The Subcommittee shall report directly to the Sexual Violence Prevention and Response Committee and operate in an advisory capacity.

Meetings and Administrative Support

- The Committee shall meet regularly throughout the academic year, normally twice per semester over the fall and winter, or as otherwise determined by the Committee, and once at the beginning of the spring semester.
- Meeting agendas and supporting materials will be distributed electronically to Committee members in advance of scheduled meetings, whenever possible.
- Minutes will be recorded for all meetings and will document attendance, key discussion points, decisions, recommendations, and action items.
- Minutes will be circulated to Committee members following each meeting and maintained by the Sexual Violence Prevention and Response Office in accordance with University record-keeping practices.
- The Sexual Violence Prevention and Response Office will provide administrative support to the Committee, including meeting coordination, agenda preparation, minute-taking, and record management.

Expectations for Committee Conduct

Committee members shall conduct themselves in a manner of respect, inclusion, equity, and professionalism. Members are expected to:

- Engage in discussions respectfully and constructively.
- Respect the confidentiality of sensitive information shared during Committee meetings.
- Declare any actual, potential, or perceived conflicts of interest related to matters under discussion.
- Support survivor-centred, trauma-responsive, and equity-informed approaches in all Committee deliberations and recommendations.

Confidentiality

The Sexual Violence Prevention and Response Committee (SVPRC) recognizes that maintaining privacy and confidentiality is essential to fostering trust, protecting sensitive information, and supporting the integrity of the Committee's work.

Trent University is subject to applicable federal and provincial privacy legislation, including the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA). As such, all Committee members are expected to uphold the University's privacy obligations and adhere to established policies, procedures, and practices governing the collection, use, disclosure, storage, and protection of information.

As a condition of membership, Committee members shall maintain the confidentiality of any personal, sensitive, confidential, or operational information obtained through their participation on the Committee. Information shared during Committee meetings, through Committee materials, or in the course of Committee activities must only be used for purposes directly related to fulfilling the Committee's mandate and responsibilities.

Committee members shall not disclose, discuss, reproduce, distribute, or otherwise share confidential information obtained through their participation on the Committee without the express authorization of the Manager, Sexual Violence Prevention and Response, the Director, Campus Safety and Risk Management, or their designate, except where disclosure is required by law or University policy.

Committee members acknowledge that discussions may involve sensitive institutional information relating to policies, programs, services, emerging issues, strategic priorities, and aggregated or anonymized data concerning sexual and gender-based violence. Members are expected to exercise discretion and professional judgment when handling such information and to respect the privacy, dignity, and rights of all individuals and communities affected by the Committee's work.

The Committee shall not review, discuss, or make decisions regarding individual disclosures, reports, complaints, investigations, or case management matters. Any information presented to the Committee for review, evaluation, planning, or reporting purposes shall be anonymized and shared only to the extent necessary to support the Committee's mandate.
Failure to comply with these confidentiality requirements may result in removal from the Committee and/or other actions deemed appropriate by the University.

Confidentiality Statement

All members of the Sexual Violence Prevention and Response Committee share a responsibility to protect confidential information and uphold the privacy rights of members of the Trent University community. Through their participation, members commit to maintaining the highest

standards of confidentiality, professionalism, respect, and ethical conduct in support of a safe, survivor-centred, and trustworthy committee environment.

Communication

Committee correspondence, meeting materials, and official communications shall be distributed through members' Trent University email accounts or, where applicable, approved external email accounts for community partner representatives. Committee members will be provided access to a dedicated Microsoft Teams workspace to facilitate communication, collaboration, document sharing, and record management. Meeting agendas, minutes, reports, working documents, and other relevant resources will be maintained within the Teams environment and made accessible to Committee members as appropriate.

At the conclusion of each academic year, Committee records will be reviewed and archived in accordance with Trent University's records management and retention practices. Membership access to the Committee's Teams workspace and related resources will be updated to reflect current Committee membership. The Sexual Violence Prevention and Response Office will maintain Committee records, including membership lists, meeting minutes, reports, correspondence, and other official documentation, in accordance with University policies and applicable privacy legislation.

The Sexual Violence Prevention and Response Office will lead the preparation of required institutional and government reporting related to sexual and gender-based violence prevention and response. Where appropriate, this work will be undertaken in collaboration with relevant University departments and stakeholders.

The Committee will promote transparent communication regarding its activities, recommendations, and initiatives while respecting privacy, confidentiality, and legislative requirements.

Related Policies/Procedures/Legislation

Bill 132, Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment), 2016
Bill 26, Strengthening Post-secondary Institutions and Students Act, 2022
Occupational Health and Safety Act
Human Rights Code
Sexual Violence Prevention and Response Policy
Sexual Violence Prevention and Response Procedure
Sexual Violence Prevention and Response Guideline
Sexual Violence Prevention and Response Appendix
Workplace Violence and Harassment Policy & Procedures
Discrimination and Harassment Policy

Student Charter of Rights and Responsibilities
Residence Community Standards

Agreement to the Terms of Reference

I have read the attached Terms of Reference and agree to adhere to these conditions throughout my engagement with the Sexual Violence Prevention and Response Committee

Name: _____ Date: _____

Signature: _____