

DIVISION: Division of the President

UNIT: Office of the Counsel

PLAN ID: 1422



1. 21st Century Learning

1a. Solidify Counsel Office to effectively reflect all institutional priorities


Action/Strategy:

Completion of the reorganization of office complement to reflect institutional priorities

Measures/Metrics/Milestones:

New legal counsel hired

Evaluation Status:

 On Track

1b. Provide support services for flexible delivery options for credentials; increase in virtual learning and in-person learning


Action/Strategy:

Copyright support for virtual learning

Measures/Metrics/Milestones:


Copyright support provided to all faculty members/courses as required

Evaluation Status:

 On Track


IT legal support for virtual learning; also supports Priority 6

IT legal support provided as required; internal clients satisfied

 On Track


Support for all construction, renovation and development including Markham Campus, SCS, Economics, Art Gallery, enhanced HA Commons, shovel ready projects and many others; also applies to Priority 6

Leadership and legal support provided for all projects on a timely basis; client groups satisfied with service

 On Track

Uphold student, faculty and public (including international) confidence in our credentials and our ability to deliver them, by taking enforcement steps against external companies that infringe our mark and make damaging claims of affiliation with York, and by fostering faculty members' understanding of their rights in copyright course material made accessible through virtual learning

Regular review of external companies that have been brought to our attention, and dispatch of cease and desist letters

 On Track

Regular engagement with Associate Dean(s) responsible for handling complex academic honesty proceedings against students arising from virtual learning and remote-proctoring of exams

1c. Procurement and implementation of Student Systems Renewal Project

Action/Strategy:

Measures/Metrics/Milestones:

Evaluation Status:

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Intense involvement for all manner of legal counsel, support and advice, for example, drafting a myriad of legal documents, leading reviews and others

Regular engagement with SSRP oversight committee to track milestones

 On Track

On-demand advice and direction on numerous procurement issues and processes including novel/unique procurement process for SSRP

Advice and direction provided

 On Track

1d. Support the development and implementation of a human resources and labour relations strategy to attract and retain key talent


Action/Strategy:

Advise on labour and employment legal, policy and collective agreement interpretation

Measures/Metrics/Milestones:

Support provided to VPEPC for human resources and labour relations strategy

Evaluation Status:

 On Track

1e. Provide support services for academic and non-academic staff related to the University’s obligations under privacy legislation


Action/Strategy:

Support for all related enquiries related to privacy, access to information and records management

Measures/Metrics/Milestones:

Support provided on a timely basis; client units satisfied

Evaluation Status:

 On Track

2. Knowledge for the Future

2a. Provide support for implementation of Strategic Research Plan 2018-23


Action/Strategy:

Support the growth of Innovation York by continuing and increasing the capacity to provide service to deliver on enhanced/increased commercialization and entrepreneurship e.g. patents, IP transfers, grant and funding agreements

Measures/Metrics/Milestones:

Growth of Innovation York and increased service capacity delivered; Innovation York satisfied

Evaluation Status:

 On Track

2b. Support the implementation of the Open Access Policy


Action/Strategy:

Advising on faculty agreements with publishers and support to increase reliance on Open Access resources in online teaching and learning

Measures/Metrics/Milestones:

Advice and support provided on a timely basis

Evaluation Status:

 On Track

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3. From Access to Success

3a. Support to all client units to provide services etc. to students of all backgrounds and circumstances


Action/Strategy:

Legal and Accessibility Office support all areas of University including CHREI to serve Black, Anti-Black racism initiatives e.g. Special Project under Human Rights Code for students identifying as Black, Indigenous, racialized, new Canadians and those of diverse sexualities and abilities, among others; also supports Priority 6 (re Accessibility, Cromwell/IWG report implementation

Measures/Metrics/Milestones:

Consolidated York Human Rights Policy
 Completion of all advice and counsel to VPS re Student Census
 Completion of work on Registrarial guidelines for use of preferred names on degree parchment and possibly transcript
 Review of the Special Programs that were adopted in Advancement in or about 2016
 Positive resolutions obtained in HRTO applications from students

Evaluation Status:

 On Track

3b. Support Student Success

Action/Strategy:

Provide leadership and guidance on complex student accommodation files

Provide proactive outreach and education to people in the field e.g. chairs and directors

Provide advice on copyright issues related to theses and dissertations

Provide advice on copyright and online teaching and learning

Measures/Metrics/Milestones:

Advice and counsel provided and leadership on these aspects positively viewed by internal clients

Four proactive sessions held

Provide necessary advise on a timely basis

Advice provided on a timely basis

Evaluation Status:

 On Track

 On Track

 On Track

 On Track

4. Advancing Global Engagement

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4a. Provide support, advice and leadership to VPRI and other units to Implement Internationalization and Global Engagement Strategy

<u>Action/Strategy:</u>	<u>Measures/Metrics/Milestones:</u>	<u>Evaluation Status:</u>
Legal, IP and related input to international research projects	Successful implementation of strategy and internal clients satisfied with leadership and support provided	On Track
Provide robust support to international activities including Costa Rica, India campuses and international partnerships, recruitment efforts as well as to Alumni Office re international pursuits	Robust support provided and client satisfied	On Track

4b. Leadership and Support on Global Recruitment efforts re immigration matters/CA provisions

<u>Action/Strategy:</u>	<u>Measures/Metrics/Milestones:</u>	<u>Evaluation Status:</u>
Provide leadership and advice and counsel on immigration policy and collective agreement provisions relating to international recruitment	Support provided and global efforts successful	On Track

5. Working in Partnership

5a. Support to Lands for Learning initiative

<u>Action/Strategy:</u>	<u>Measures/Metrics/Milestones:</u>	<u>Evaluation Status:</u>
Legal advice where necessary on structures, partnership and other agreements and vehicles to achieve objectives	Timely and effective legal advice, counsel and leadership on legal aspects provided	On Track

5b. Support to implement social procurement policy

Support Social Procurement and other acquisition methods aimed at diversifying our supplier base and increasing access to opportunities in vulnerable and underrepresented communities (including Jane-F)

<u>Action/Strategy:</u>	<u>Measures/Metrics/Milestones:</u>	<u>Evaluation Status:</u>
Legal advice and counsel on procurement activities	Legal advice provided on a timely basis; client satisfied	On Track

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Provides sole-sourcing opportunities for minority-owned businesses

Legal advise provided on a timely basis; client satisfied

On Track

5c. Support to the university in developing partners in Vaughan re interdisciplinary health precinct

Action/Strategy:

Legal support for MOU's, other documents and advice as needed

Measures/Metrics/Milestones:

Legal counsel and advice provided

Evaluation Status:

On Track

6. Living Well Together

6a. Participate as member of Implementation Group to implement Cromwell/IWG recommendations; legal advise and counsel on all aspects

Action/Strategy:

Review, draft, revise and advise on numerous policies, procedures and guidelines e.g. Pres. Reg. 4; Guidelines for student organizations; Student Referenda regulation and procedures re levies; student conduct

Measures/Metrics/Milestones:

New or revised:
Code of Student Rights and Responsibilities
Presidential Regulation 4 for student governments and other student organizations
Guidelines on student club recognition
Guidelines on student levy referenda
Other policies, regulations, guidelines, etc. as determined

Evaluation Status:

On Track

6b. Support Mental Health and Well-being strategies

Action/Strategy:

Crisis response, advising on internal administrative tribunals and Student Code of Rights & Responsibilities

Measures/Metrics/Milestones:

Crisis response and advice provided

Evaluation Status:

On Track

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6c. Support York’s responsibility to protect privacy and our commitment to the fair information practices of openness and accountability


Action/Strategy:

Advising on privacy, access to information and records management

Measures/Metrics/Milestones:

Advice provided; client satisfied

Evaluation Status:

 On Track

6d. Lead the technology requirements of the Office of the Counsel


Action/Strategy:

Equip all staff with laptops and/or cellular devices

Measures/Metrics/Milestones:

Each employee of the Office of the Counsel has been issued with a laptop and/or cellular device and necessary support provided

Evaluation Status:

 Completed

6e. Make accommodations for the anticipated growth of the Office complement by completing the 10th Floor Kaneff Tower renovations


Action/Strategy:

Oversee the completion of renovations

Measures/Metrics/Milestones:

Renovation project is finished resulting in an additional office and counsel satisfied

Evaluation Status:

 Completed

7. Answering the Call

7a. Reduce the Office of the Counsel's ecological foot print


Action/Strategy:

Continue and enhance journey to the “paperless office” further reducing the Office's use of paper

Measures/Metrics/Milestones:

Legal Files successfully implemented and all users fully on board

Evaluation Status:

 On Track