

4TH ANNUAL GENERAL MEETING REPORT

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YORK UNIVERSITY - TD COMMUNITY ENGAGEMENT CENTRE
THURSDAY NOVEMBER 8TH, 2012
DRIFTWOOD COMMUNITY CENTRE

York University – TD Community Engagement Centre (CEC)

Section 1: Executive Director Message 2011- 2012

Once again it is my pleasure to bring forward a report on another successful year at the York University – TD Community Engagement Centre. In 2011- 2012 the CEC continued to strengthen our collaborative programming and to provide a valuable space for community and university to dialogue, set shared goals and work together to achieve them. Many individuals and organizations have been integral to our achievements, particularly those who have been active in our Working Groups and project teams. You'll find details about our various Working Group's activities in the pages that follow and I hope you will see in those pages something of the passion and dedication of our membership and staff team.

All of our Working Groups achieved a great deal in 2011- 2012. Our Nominations and Outreach team inspired and produced new outreach tools for the CEC, including a redesigned website, promotional postcard and a launch of our social media presence. They represented the CEC as ambassadors in the community and at York and at several events around the city. Our Research and Knowledge Exchange Committee developed an inventory of collaborative community based research projects on and by the local community and are working on a very exciting collaboration with our allies at 'the Spot' to engage youth in a research project and book club. Our Evaluation Working Group laid the groundwork for an on-going CEC evaluation beginning with 10 fabulous Most Significant Change interviews capturing stories that inspired us and that we will showcase with you tonight. Our Program Working Group continued to support an array of activities hosted in our space that are connected to both York and community priorities. The two subcommittees of the Program Group, Access and Public Education and "Community Centric" Experiential Education set the bar at a record high with their film screenings and anti-homophobia dialogue events and the Community Agency Partner in Residence (CAPIR) project respectively.

For me personally the AIF Funded Community Agency Partner in Residence project was a significant highlight this year. The CEC is strengthened by the opportunity to learn so much from Jamila Aman, who was seconded into the CAPIR role, and from all the community partner agencies that she was able to help mobilize and bring further into the discussion about experiential education and community/university collaboration. Thank you Jamila for being a fabulous colleague and friend. I will miss your energy and grace.

I want to thank everyone for their efforts and support this past year – especially CEC staff and students as well as our Executive and Working Group members. I have often been known to say that I have the best job at York and the joy in the role comes from the opportunity to work with so many fantastic people.

With many thanks,



Sue Levesque
Executive Director

Section 2: 2011 – 2012 Working Group Reports

PROGRAM WORKING GROUP*

2011 – 2012 Chair(s): Lisa Brown, Norma Sue Fisher Stitt and Diane Heward

Mandate: The Program Working Group currently meets two to three times per year to discuss and review the CEC's activities and to discuss future programming and programming partnerships.

Highlights of 2011- 2012 activities include:

The CEC continued to provide space and administrative and outreach support to numerous community led and York led programs including: space for York Bridging and other classes, legal and meditation services, afterschool programming, admissions and general post-secondary access advising, employment information and drop-in computer usage. By supporting and co-locating a rich menu of activities at the CEC, we are striving to ensure the provision of quality supports and services to the community as well as a rich learning environment for our students.

In addition to providing space and support for external program partners, in January 2012 the CEC co-established and hosted a new collaborative network focused on financial literacy and economic capacity building, the Black Creek Financial Action Network (BCFAN). The BCFAN has grown to be an 18 member multi-partner network seeking to coordinate efforts to advocate for the community on finance matters, share best and promising practices aimed at building the capacity of service providers, and research and evaluate existing financial programs and services. Several York faculty members and students are active in this group and, stemming from our collective action, have engaged in new research, experiential education and mutual capacity building activities. In collaboration with local community agencies, BCFAN helped to coordinate and promote local activities for upcoming Credit Week (November 12 -16, 2012) that include workshops to be hosted by the CEC and information tables to be staffed by local experts and knowledgeable York students. BCFAN members also helped to develop a new comprehensive workshop on financing post-secondary education to be co-delivered with Seneca College, Yorkgate Campus.

There are currently two subcommittees of the Program Working Group - the Public Education and Access Working Group, and the Experiential Education Working Group (operating in 2011- 2012 as the Community Agency Partner in Residence Advisory Council).

Public Education and Access Subcommittee

2011-2012 Chair(s): Nombuso Dlamini, Suzanne Nairan, Beverly Scarlett and Judy Wallace

Mandate: Identify and create opportunities for shared learning and for facilitating interest and access to post- secondary education.

Highlights of 2011–12 activities include:

In 2011 -2012 the Public Education and Access committee continued to support a number of events in partnership with both York and community allies, including, for example, The Harriet Tubman Institute's very successful drumming and dance performance in the rotunda at Yorkgate Mall in celebration of Black History Month. In addition, this year, the committee worked exceptionally hard at creating a 'signature event series' in the form of events and facilitated dialogue on human rights issues with a special focus on discussions surrounding homophobia. The committee organized two successful local film screenings with invited moderators to raise awareness concerning homophobia and to create a further space for discussions concerning healthy sexuality. A third film night wrapping up the focus on homophobia is being planned for the new year as is a continuation of a broader set of film screenings and discussions on other human rights topics.

Another highlight of our 2011- 2012 access work, in addition to our monthly information sessions on applying to University, was the day long post-secondary Access Fair for staff of the various Toronto Children's Aid workers organized by placement students and CEC staff. This Post-Secondary Access Fair brought together representatives from all the post-secondary institutions in Toronto to showcase direct and alternate admissions programs and criteria.

Future Plans:

The Public Education and Access Working Group will continue to organize film screenings and other dialogue enhancing events to discuss relevant human rights issues and other topics of interest and relevance to our stakeholders. Also, the working group along with CEC and other York staff will continue to promote barrier free access to post-secondary study.

Experiential Education (EE) Working Group (operating in 2011- 2012 as the Community Agency Partner in Residence (CAlR) Advisory Council)

2011 – 2012 (Chairs) Rotating among members

Mandate: The CAlR project (funded by the 2011-12 Academic Innovation Fund) was established to engage a community agency partner in residence in order to enhance the CEC's ability to understand the benefits and challenges of experiential education from a community partner's point of view and to strengthen the supports that the CEC provides for EE at York and in the Black Creek area.

Highlights of 2011–12 activities include:

In this successful project, Jamila Aman, our Community Agency Partner in Residence developed and executed unique Experiential Education (EE) opportunities at the CEC and helped to showcase the CEC at York and in the community as an innovative institutional strategy to support community engaged scholarship. By participating in various CEC, community and York working groups she provided a 'community lens' to campus and community EE planning. Perhaps most importantly, this project helped to increase awareness of, and support for EE in the community and at York. Examples of successful outreach and knowledge building efforts included an EE Fair for local community agencies to showcase the various ways that engaging York students and faculty can contribute to their organizations. Also her broad consultation with York and community leaders will lead to an expanded inventory of current EE activities and a report on the challenges/opportunities related to EE as well as proposed solutions. In addition, building on this work, the CEC is poised to further several new inter-professional inter-disciplinary EE projects focused on community defined priorities.

Future Plans:

In 2012-2013 this committee will carry on as the CEC Experiential Education Working Group and continue to engage community partners in the Jane/Finch Black Creek community to enhance EE planning and activities in the community and better coordination between York University Faculties and community organizations. Specific planned activities and goals include implementing the recommendations set out in the CAlR report, for example:

- support EE activities in the Jane/Finch and Black Creek community
- support York's development of EE in the Jane/Finch and Black Creek community
- conduct joint student orientations at the CEC for students conducting EE Jane/Finch and Black Creek community
- organize an EE Fair at the Yorkgate Mall to increase community awareness of EE opportunities and create York University and community connections
- facilitate better coordination of EE in the Jane/Finch and Black Creek community
- foster the creation of inter-professional and inter-disciplinary EE opportunities Jane/Finch and Black Creek community

EVALUATION WORKING GROUP

2010-2011 Chair(s): Jackie Barragan & Brenda Spotton Visano

Mandate: Develops the tools/mechanisms for the CEC to evaluate the success of its activity and help build program evaluation capacity at York and in Black Creek

Highlights of 2011–12 activities include:

In 2011- 2012 the Evaluation Working Group, supported by two Masters of Social Work students doing their community placement at the CEC, conducted ten interviews using the Most Significant Change (MSC) Technique. The entire CEC membership list was contacted and interviewees were selected on the criteria of i) first to reply, ii) diversity of stakeholder group (i.e. community resident, community agency staff, student, York Faculty member, York staff) and iii) breadth of experience with the CEC (i.e. active member of a working group/executive committee, newsletter subscriber, program provider, service user etc.). Interview participants were each asked the question “*What would you say is the most significant change that you’ve experienced as a result of your engagement with the CEC?*” The interview stories were transcribed and reviewed by the Evaluation Committee in order to identify the most common themes, and then, in keeping with the MSC protocol, three stories were selected as compelling illustrations of each of the themes.

The key themes emerging from the review of the stories were

1. **Tangible outcomes** stemming from our work. Key outcomes identified include: access to university; building confidence; synergy; efficiency; transformative institutional, community or personal change; greater information sharing; capacity building; leveraging of resources through relationships; research
2. Improved **relationship building** through continuity of relationships; bridging community/university; increased engagement:
3. The importance of the **location in the community** to create an accessible, safe, positive space for community to access the university and as a place that provides a voice for university at community level.

Future plans

The Evaluation Working Group plans to showcase the Most Significant Change stories to help further promote the work of the CEC. Showcasing ideas under consideration include a digital story telling project and/or web based video. These stories will serve as a taking off point for further developmental evaluation efforts in order to better understand the CEC’s impact and assess our success in reaching our goals. In addition, the Evaluation Working Group, along with CEC staff, is working to strengthen our activity tracking frameworks so as to better report on project activity and outcomes. Also, the Evaluation Working Group remains committed to supporting our members to build their interest and share their capacity for program evaluation.

NOMINATIONS AND OUTREACH WORKING GROUP

2011-2012 Chair(s): Mursal Hafizi & Saadia Malik

Mandate: Ambassadors of the CEC who develop and implement outreach strategies to attract and inform CEC membership and raise awareness of the CEC programs and activities. This working group also has the annual responsibility to recruit and nominate members of the Executive Committee and organize the CEC’s Annual General Meeting.

Highlights of 2011–12 activities include:

This past year, the CEC’s Nominations and Outreach Working Group has proudly expanded its

range of communication and outreach tools. The group has successfully launched a new and interactive website that features an events calendar of CEC activities, a Google interactive map and easily navigable subsections for each working group. The Nominations and Outreach Working Group has also established the CEC's social media presence by creating a Facebook page and Twitter account for the CEC. We currently have 101 Facebook 'likes' and 92 Twitter 'followers'! Also, the group has created an informational postcard for promotional purposes which is being distributed at the front reception, the good food market, and other locations where the CEC has a presence.

The CEC's Nominations and Outreach Working Group has increasingly represented the CEC at various events including those where admission and financial aid information sessions for York University including various community fairs such as Seneca College's Education Information Fair series. The CEC's membership network has increased by 227 members since last year.

Future Plans:

Future goals for the group include continuing to expand the CEC's outreach and communications tools and to continue to showcase CEC activities and accomplishments in the community, at York and nationally/internationally.

RESEARCH AND KNOWLEDGE EXCHANGE WORKING GROUP

2011-2012 Chair(s): Michaela Hynie and Ruth Wilson

Mandate: Supports collaborative research activity between York and community partners while building capacity in the community and at York to engage in community based research

Highlights of 2011–12 activities include:

In the 2011/2012 year the Research and Knowledge Exchange committee supported several research projects in various phases of the research process including partnership development, participant recruitment and proposal writing. The committee continued to support numerous knowledge mobilization efforts including those of our membership and allies. A great deal of time and energy was dedicated to the creation of an inventory of Community Based Research in the neighbourhood. Currently the Research and Knowledge Exchange Working Group is working on disseminating the database to researchers. The inventory has already been promoted using the CEC website, in Y-File and has been distributed to our membership list. The committee is working on broadening the dissemination further by going to the media once we have some more data, which would make it more newsworthy.

Finally, the RKE has, in the past, organized a forum to showcase CBR. This year, the committee has opted instead to work toward a project partnership with the Spot with the hope of establishing a book club where youth will read and respond to Professor Carl James's book "Life at the Intersection". The group has applied for HEQCO funding to provide an honorarium to the youth and to provide funds that will enable the youth to animate their responses in creative and artistic ways.

Future plans:

The group intends to work closely in 2012-2013 with the Experiential Education group to participate in the EE Fair so that collaborative research opportunities between the community and York (both faculty and students) are showcased alongside EE. Also, the group is looking forward to establishing a CEC presence at the annual VPRI Research Month celebrations in order to further showcase the CEC as a resource and to extend our network.

Summary York University – TD Community Engagement Centre 2011-2012 Traffic and Activity

Traffic Summary	Sep. 2011 – Dec. 2011 (17weeks)	Jan. 2012 – Apr. 2012 (17 weeks)	May 2012 – Aug. 2012 (18 weeks)	TOTAL (52 weeks)
<u>Walk-in Inquiries</u> (average # of people per week / total # of people)	39/655	41/695	161/2,894	82/4,244
<u>Telephone/Email Inquiries</u> (average # of inquiries per week / total # of inquiries)	26/442	58/991	209/3,757	61/3,192
Inquiries Sub-total	65/1,097	99/1,686	370/6,651	143/7,436
<u>Program Participation</u> - programs include CLASP, Tax Clinics, Shoot With This and Tropicana Programs (number of people attending)				
Average per week	42	74	70	62
Sub-total for Program Participation	712	1258	1251	3221
<u>Public Events and Meetings</u> - includes Working Group meetings, Community meetings, Advising Sessions, Black History Month Events, Research Activity, etc. (number of people attending)				
Average per week	36	42	45	41
Sub-total for Public Events and Meetings	605	722	802	2,129
<u>In-house Classes and Experiential Education Activity</u> : e.g. Urban Diversity, Mall Masters, Bridging Program, Social Work Placement students, Bennett students, Law students (# of people attending)				
Average per week	98	77	4	59
Sub-total for Classes and EE Activity	1,662	1,304	79	3,045
TOTAL VISITS TO CEC	4,076	4,970	8,783	*15,831

* c.f. 14,305 visits in 2010-2011

2011 – 2012 ACTIVITY SUMMARY

The CEC has taken up its commitment to enrich the learning experience of our students by utilizing our resources and developing programming partnerships that further connect York students to the Black Creek community. In addition to providing classroom space in a community context, the CEC enables new experiential education opportunities that afford our students a 'hands on' learning experience, draw on our community partners' expertise and allows the community to benefit from the energy and enthusiasm of our students and faculty.

Classes located at CEC	Activity Description	Activity Outcomes
Urban Diversity	Faculty of Education consecutive teacher training program housed at CEC 2 days per week Sept – May. In addition, UD students' course requirements include "community placement hours" which the CEC helps to arrange and/or supervise.	Teacher candidates become increasingly knowledgeable about J/F community by receiving training in community location and participating in CEC activities. Teachers' cultural competence increased
Mall Masters/Masters in the Community MEd program	MEd class housed at CEC one evening per week.	Community members access graduate education in a local setting and via an innovative access initiative. York student population enriched and York contributes to local staff capacity building – this program appeals to local community agency partners interested in pursuing graduate work. Course design and course location framed from an access point of view. Students engage in a local community based research project.
Women's Bridging Program	Bridging Class held at CEC one afternoon per week in the Fall term. Scheduled to restart in September.	Community access to pre-U upgrading/York student recruitment improved
Experiential Education/Service Learning located at and/or facilitated by the CEC	Activity Description	Activity Outcomes
Legal Advice and Referrals	CEC provides space and outreach/promotion for York CLASP students to provide legal advice to local community residents	York student enrichment, community access to free legal service for local residents.
Mediation Services	CEC provides space and outreach/promotion for mediation services and conflict resolution training to local community residents.	York student enrichment, community access to free mediation service.

Black Creek Financial Action Network (BCFAN)	A multi-partner network working towards coordinating efforts among the many agencies providing financial information; mounting public events with a financial focus; advocating for the community on financial matters; sharing best and promising practices aimed at building the capacity of service providers; and researching and evaluating financial programs and services.	York Admin Studies students/York instructors prepared income tax returns, enabled York student development/enrichment and community access to free tax service. Thirty-eight students participated in the eight 2011 tax clinics serving 148 community members. Several additional York students (both graduate and undergraduate) participate in the BCFAN by presenting their research findings or engaging in such projects as the development of an inventory of local financial literacy related services.
Black Creek Food Justice Action Network (BCFJAN)	A working group of individuals from York University, the Black Creek community, and local community organizations. The Network aims to address food security issues in the Jane/Finch and greater Black Creek area by supporting food security initiatives.	The BCFJAN's biggest project is the Good Food Market, which runs once a week in the Spring/Summer and sells affordable, healthy, fresh produce. Two graduate social work students played a key role in providing support and continuity to the group and thus enabling a successful relaunch in June 2012. UD and Social work students were also instrumental in building on the Community Food Resource Guide, which highlights and maps access to affordable nutritious food in the Jane Finch/Black Creek neighbourhood, begun by the Nursing Students the previous year. A dissemination strategy is still being developed.
Shoot With This	Community run documentary film-making after school program housed at the CEC	Community access to educational and life supports Development/enrichment for five York students (e.g. teacher candidate and social work student placement)
Homework Club	Now situated at the Driftwood Community Centre the club provides homework support for students from Grade 1 to Grade 12 for four days a week.	Enabled eight UD students to gain further experience in the community while providing local youth with a much-needed homework support to approximately 15 youth Monday to Friday.
CEC general programs and committees	Various students participate in CEC committees and events for course credit or as volunteers	CEC membership and profile grows, community/university interaction facilitated with students gaining valuable skills and networks, CEC activity is furthered by additional people resources

Facilitated projects/partnerships	In addition to the EE opportunities listed above that are located at the CEC, the CEC facilitates numerous opportunities that may ultimately be located outside of the CEC but were conceived of through our planning or made possible by our support. Many of these connections were made in the CEC EE Fair, held on Feb 7, 2012, which provided university programs and units the opportunity to showcase the breadth of types of EE as well as provide guidance to community partners in how to access them. The EE Fair was organized and carried out by the Community Agency Partner in Residence, Jamila Aman, who has been seconded from Northwood Neighbourhood Services, to provide a community perspective in the further development and enhancement of EE at York.	Examples of new EE and CBR opportunities stemming from CEC activity or support include: <ul style="list-style-type: none"> • Twenty-five Geography students connected to community agencies for fourth year undergraduate course Planning Suburbs • EE focused research project for 38 social work students to explore solutions to community agency identified research problem • UD students connected as mentors with the TYP program and to other projects • Community Arts Practice (CAP) students supported the development of workshops and other joint arts-based projects with partners such as the BeLovEd campaign and West Side Arts Hub . • Facilitated relationship between School of Kinesiology and Health Science and Driftwood Community Centre to have kinesiology students provide guided play program to children with a view to assessing physical activity level and, when needed, designing effective interventions • CEC negotiated with the School of Nursing to provide support for an in-school pediatric clinic at Gosford Public School Additional EE opportunities in development include expanding the student and faculty supports for the Black Creek Small Business Clinic.
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The CEC facilitates increased access to postsecondary by ensuring we are a knowledgeable source of information about existing resources and well connected to make strong referrals and by collaborating across the sector to generate new resources and strategies in order to remove barriers to university and college study. In addition, the CEC hosts, supports and/or promotes various public education events that provide opportunities for life long learning, a bridge to university study and/or professional development

Access Activity	Activity Description	Activity Outcomes
Information and Referral Hub	CEC front counter advising and priority referrals to on-campus advisor	Community access to information related CEC or referrals various York services (e.g. admissions, employment) or community services (e.g. services at local agencies)
Drop-in Computer Usage	Access to computer terminals to access York information	Community access to information/networking/resources provided to over 500 community member visits.

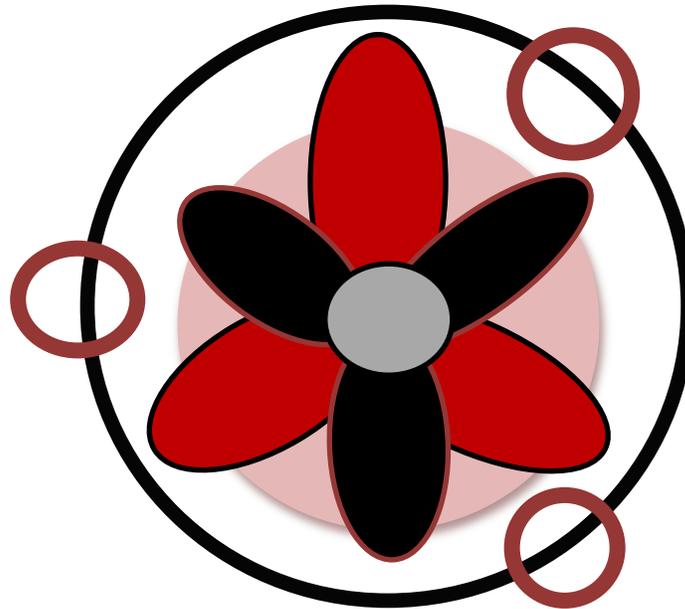
Monthly Admissions & Financial Aid Workshops	Includes regular admissions sessions plus Bridging and TYP outreach etc.	York recruitment activity enriched by providing information to community members. Many are staff in local agencies that are sharing information with their clients.
Transition Year Program - support	The CEC facilitates TYP recruitment by promoting TYP through our networks, hosting at least two TYP specific recruitment sessions at the CEC annually as well as advising TYP program re strategies/resources to engage applicants who experience barriers to PSE	Benefits to CEC include network development; reputation gains for providing/promoting another valuable service. Local residents garner improved access to PSE opportunities
Tropicana Summer Jobs for Youth (TSJFY) Program	TSJFY is a youth employment program funded by Ministry of Child and Youth Services to provide first time employment experience for youth who may experience systemic barriers to employment. Tropicana receives the Ministry funding to administer this program at 13 different sites across the city. The CEC hosts the Jane/Finch team from June- Aug.	Benefits to CEC include the potential for: network building with local youth who, become acquainted with both York and Seneca Yorkgate. Further benefits could include the opportunities for York staff and students to support this program in various ways.
Member of <i>United Way Community of Practice on Youth Educational Attainment</i> (CoP)	UW CoP is a multi-stakeholder GTA wide information sharing and skills building network that focuses on improving the educational attainment outcomes of Toronto youth. CEC ED participates in periodic meetings, workshops and projects.	The CEC facilitated an ACT project presentation on findings to the CoP and a Public Policy and Administration (PPA) presentation by York students and faculty to the CoP on youth financial literacy.
Member of <i>Toronto Crown Ward Education Championship Team</i> (TCWECT)	TCWECT is a tri-Ministry initiative aimed at improving educational outcomes for children whose custodial guardian is the province. The CEC ED is York's designated representative on the Toronto team (other York staff support the Durham region team) and attends periodic meetings and supports the annual Strategy Day	Graduate social work students, as part of their placement at the CEC, provided a critical coordinating role in the mounting of a fair which focused on access to post-secondary education for crown wards. Approximately 75 Children's Aid Society staff now have better PSE access information.
Seneca partnership	CEC and Seneca Yorkgate engage in numerous joint activities including having developed good communication and some new structures/ supports to advise students (e.g. joint presentations, TYP referrals/testing, collaboration on outreach/promotion)	Community partners received improved PSE advising service and York/Seneca collaboration extended.
YUTA Recruitment	YUTA presents to Seneca students and has staffed a table in the mall providing information to shoppers on gaining employment at York.	YUTA employment not only has the potential to increase the standard of living for local residents but may be a first step to more permanent employment at York. This increases the likelihood that either the resident or his/her child(ren) will be able to afford PSE.

Other Outreach Events	CEC and Seneca Yorkgate collaborate to provide information on college and university PSE access with a focus on non-traditional access and first generation students.	CEC attended two Seneca sponsored recruitment events and advised ~35 students on accessing York; CEC facilitated Admissions and Recruitment attendance at one additional post-secondary information fair. YUTA presentation to Business Office Skills students provides information on York employment for predominantly local residents thereby facilitating PSE access.
As an important piece of its access activity, the CEC hosts, supports and/or promotes various public education events that provide opportunities for lifelong learning, a bridge to university study and/or professional development for both community and university partners. Recent public education events for 2011-2012 include:		
Program Evaluation	Collaboration between CEC and Institute for Health Research - Program Evaluation Unit to deliver Program Evaluation for Community Programs Workshop series	Program evaluation skills development for CEC members and agency partners
Black History Month	Annual collaboration with the Harriet Tubman Institute on the history and migration of African peoples has brought drumming, dancing and music performance to the mall and promoted local residents' participation in events on campus	Celebration of culture and heritage, exposure to university curriculum, research and interests, opportunity for shared dialogue and profile raising
AGM Tours	In collaboration with community agency staff, York faculty, students, staff, as well as interested community members taken on a bus tour of the Jane Finch neighbourhood highlighting local architectural and community history	York faculty, students, and staff gain an appreciation for the vibrancy and vigour of the area and learn to recognize its many strengths. Residents who attend potentially gain a deeper understanding of the history and character of their own neighbourhood.
Film Series	The CEC Access and Public Education Group (with financial support from the Centre for Human Rights, The Atkinson Centre for Mature and Part-Time Students, and The Jean Augustine Chair in Education) organized and hosted a film two film screenings and facilitated discussions focused on homophobia. This rights based film and dialogue series will continue in the new year.	Greater civic engagement by York community members and local residents with human rights issues such as homophobia demonstrate the CEC's commitment to PSE access for historically disenfranchised communities.
Encourage greater depth and breadth in collaborative research partnerships between local service providers, community residents and York University in order to further align research activity with pressing social issues		
CEC staff and members of our Research and Knowledge Exchange (RKE) Working Group support collaborative research activity in a number of ways. The RKE working Group meets every other month to showcase current research activity, identify opportunities for building local capacity and interest in CBR. Additionally, the CEC provides space support for CBR activities (e.g. meeting space for focus groups, office space to work on data analysis etc. and support the planning, grant-raising and execution of several large collaborative research projects including:		

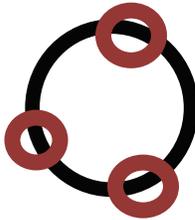
Assets Coming Together for Youth (ACT)	SSHRC CURA focused on identifying and expanding youth assets (PI. U. Anucha). The CEC's ED is a co-chair on ACT's Knowledge Mobilization Committee. The CEC actively promotes and hosts ACT initiatives.	Increased research funding for York, increased employment opportunities for local youth, resource sharing with CEC
Leadership by Girls	Assisted with recruitment activities by through promotional activities on newsletter, website, and social media. Faculty of Education (PI. N. Dlamini)	Increased research funding for York, paid focus group opportunity for residents,
Seniors Mobile Technology	CEC presented to Toronto meeting of the group. LA&PS (PI. @York B. Crow)	Increased research funding for York, paid focus group opportunity for residents,
In addition, the RKE Working Group establishes a set of priorities/projects to work towards annually including:		
CBR resource kit and inventory of local research activity	RKE Working Group developed an inventory of local collaborative research projects as well as tools and resources for CBR to include on CEC website	Enables further CBR by providing researchers information on existing body of knowledge while concurrently assisting them by elaborating on community connections and potential for collaborations.
Promote civic engagement - instilling a shared sense of social responsibility for our communities.		
Membership	The CEC provides an opportunity for its growing network of ~500 contacts to collaborate on numerous community-university partnerships	Through our activity and on-going dialogue we build each other's interest and commitment to a shared sense of social responsibility.
Bennett Student placement	CEC supervised three York students – condition of scholarship renewal is 40 hours of local volunteer work	York student development/showcasing high achieving local students
Provide fertile ground for building on our existing partnerships and facilitating new community-university collaborations with all our stakeholders		
Through active engagement and involvement with post-secondary colleagues, local resident groups, agency partners as well as partners in government and private sectors, the CEC staff and membership ensure our on-going knowledge of key issues, bring forward our expertise and as well as remain positioned to identify opportunities for mutually beneficial collaborations. The following list, in addition to those access-focused committees and networks identified above, summarizes the committees/networks that the CEC ED participates in.		
Black Creek Community Collaborative (BCC)	Multi partner collaborative to build capacity and quality of life indicators for residents in black creek	Networking, information sharing, profile and reputation raising
Vice-Provost Academic Community Engaged Scholarship (VPACES) committee	CEC increasing involvement in York specific planning table related to community engaged scholarship.	Increases opportunities to showcase CEC and to work with York colleagues further integrate their individual or department activity with CEC
Community Leading and Learning (CLL)	Collaboration between Seneca and Delta Family Resource Center (with plenty of further opportunities for York /CEC) that awards a non-degree certificate for women on social assistance looking to re-enter the workforce	This collaboration has provided an opportunity for YUTA/YUSA recruitment sessions and led to CLL students participating in CEC working groups and activity

President's Sustainability Council (PSC)	York-wide planning and implementation group focused on environmental sustainability and social justice. CEC ED continues in role as Co-Chair of Social Justice and Human Rights Sub-Committee	Increases opportunities to showcase CEC and to work with York colleagues further integrate their individual or department activity with CEC
In addition to the above summary of CEC activities, CEC staff and membership are working toward the following additional priorities.		
Developing and implementing a strong evaluation framework to demonstrate outcomes of CEC activity. The CEC has collected 10 Most Significant Change stories that explore how the CEC has impacted the work and life of its members.		
Enhanced look and feel of existing website such that working groups and partnerships can be easily navigated and updated. Further improvements include significant new content, easy access to social networking and weekly e-newsletter, as well as events featured more prominently. Brochure which clearly outlined CEC services finalized and distributed at recruitment and other events. Continuing to develop other CEC communications tools/strategies (Y-file articles, conference presentations events, site visits by other PSE colleagues).		
Developing and implementing a fundraising/sustainability plan for the CEC through increased philanthropy and increased integration into York Faculty /external partner activity and support.		

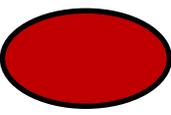
Section 3: PROPOSED REVISED WORKING GROUP STRUCTURE



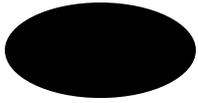
LEGEND



CEC membership – This is a large, broad open network of CEC stakeholders. Through close collaboration with these individuals, organizations and networks we understand the assets, needs and interests of the community and university. We can support each other's efforts and, where valuable build joint activity. (e.g. Black Creek Collaborative, Black Creek Financial Action Network, Faculty of Health EE Working Group etc.). There are currently over 400 individuals/organizations in this category who participate and support the CEC. Many of them are not formal members (that is, they have not registered as members on our membership form). Some do not currently live or work directly in Black Creek. This proposed model extends the CEC 'membership' category to include this broader network of allies and introduces the category 'voting member' for those who meet our current member definition that is "live or work in Black Creek" and registered as CEC members (i.e. completed a CEC membership form).



CEC Working Groups – Standing Working Groups of the CEC mandated to develop and implement CEC activity in direct relation to its mandate. Proposed CEC standing Working Groups include i. Community Centric Experiential Education ii. Research and Evaluation, iii. Access and Public Education. This proposed model makes several changes to our current working group structure. It reduces the overall number of standing working groups from 5 to 3 thus easing the administrative support required for the working groups and decreasing the time commitment for those members who are members of more than one working group. Specific changes are: **A)** proposed merger between current *Research and Knowledge Exchange Working Group* and *Evaluation Working Group*, **B)** Program Working Group subcommittees *Access and Public Education* and *Community Centric Experiential Education* become standing rather than sub working groups while the functions of the main Program Working Group be absorbed by the Advisory Council (see below). **C)** Propose that the current functions of the Nominations and Outreach Working Group be absorbed by the Advisory Council, all Working Group members, full membership, a task specific ad hoc committee (see below) and CEC staff and **D)** propose that the current functions of the Fundraising Committee be absorbed by CEC/York staff with support and direction from Advisory Council and membership. All Working Groups will remain co-chaired by a community and York co-chair, approved by the working groups members. Working Group members are drawn from the CEC membership. Working Groups should strive for a balance of community and York members and should normally include representation of all key stakeholder types (e.g. residents, students, community agency staff, York faculty, York staff.)



CEC Ad hoc Committees: This proposed model formalizes, as part of our governance structure, the practice of establishing cross functional groups established to perform a particular task (e.g. AGM planning), or to develop and execute a particular project (e.g. a research project or organize an event). Ad hoc committees may be formed as required and established by Working Group co-chairs, CEC staff or by majority vote of the Advisory Council (see below)



CEC Advisory Council: A core team of CEC members responsible for advisory input regarding the development and sustainability of the CEC and its activities and for outreach and promotion concerning our programming and partnerships. The Advisory Council will meet 3 times annually (typically in October, January and April) to receive reports from Working Group chairs and to discuss and advise regarding CEC activities and outcomes. Membership on the Advisory Council will be open to all CEC Members. The Advisory Council will be co-chaired by a community and York co-chair (elected by the Advisory Council membership) who will strive to ensure that Advisory Council membership comprises a broad representation of CEC stakeholders with close ties to CEC programming strong connections to home unit/home organizations infrastructure and mandate.



CEC staff (and CEC reporting line) – CEC staff are responsible for the operational aspects of the CEC and adherence to University policy and procedures and for ensuring broad input from diverse CEC stakeholders. CEC staff support and enhance the Working Groups and stakeholder efforts.

Proposed Motion:

Move that the CEC implement the proposed Governance Model (with possible amendments arising from discussion at the Nov 2012 AGM) as a one year pilot and that an ad hoc Governance Working Group comprised of, at a minimum, CEC working group co-chairs be struck to monitor the success of this model and to present a formal recommendation and new CEC by-laws at the 2013 CEC AGM.

CURRENT WORKING GROUP STRUCTURE

YORK UNIVERSITY – TD COMMUNITY ENGAGEMENT CENTRE AT YORKGATE MALL

By-Law Number 1 *

A by-law relating generally to the conduct of the affairs of the York University- TD Community Engagement Centre (hereafter the “Centre”)

* Last revised October 2010 –as per October 28th AGM amendments

PREAMBLE – PRINCIPLES AND VALUES

The York University – TD Community Engagement Centre will promote accessibility and social justice through meaningful and transformative community/university partnerships. The Centre is a pan-university teaching, research and resource centre situated in the Black Creek community, established to: **a)** Enrich the educational experience of our students, **b)** Encourage greater depth and breadth in our collaborative research partnerships, **c)** Promote civic engagement of all York community members, **d)** Reduce or eliminate perceived and actual barriers to full participation in post-secondary education, **e)** Provide fertile ground for new community/university collaborations. The Centre is committed to the following defined Values which shall be endorsed by all stakeholders and will guide the operation of the Centre and its activities: Shared Vision, Commitment, Respect, Sustainability, Trust, Accountability, Equity/Fairness, Mutual Benefit, Flexibility, Inclusivity, Community.

ARTICLE 1 – INTERPRETATION

- 1.1 Definitions.** In this by-law and all other by-laws of the Centre, unless the context otherwise specifies or requires,
- a. “By-law” means any By-law of the Centre from time to time in force and effect;
 - b. all terms contained in the By-laws that are defined in the Act shall have the meanings given to such terms in the Act;
 - c. words importing the singular number only shall include the plural and vice versa and words importing a specific gender shall include the other gender; and
 - d. the headings used in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in determining the meaning of the terms or provisions in the By-laws and are not to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions.
 - e. “Youth” means any person age 25 or under at the time they are nominated.
 - f. Membership on the Executive Committee shall be comprised of individuals from the following categories: (1) For the purposes of membership on the Executive Committee, the category “members internal to York” meaning any person who is currently York Student, York Faculty or Staff. “Members external to York” meaning anyone who is not currently a York University student, faculty or staff and who otherwise meets the membership eligibility criteria (as outlined in Article 2 below),

- g. "Resident in Black Creek" means any person currently living in Black Creek (i.e the area generally bound by Steeles Avenue to the north, Highway 401 to the south, Highway 400 to the west and Keele Street to the east.) or a former resident with current, strong ties and investments in the community

1.2 By-laws and conduct of the Centre must be consistent with the policies and procedures of York University and consistent with community values.

ARTICLE 2 – EXECUTIVE COMMITTEE

2.1 Composition. The Executive Committee shall be comprised of ten - twelve (10 -12) members drawn from the Stakeholder Membership (defined in Article 4 below). Members are communicated to the University for Information.

- a. Of the membership of the Executive Committee, up to 6 members will be drawn from stakeholders who are members external to York and up to 6 will be drawn from stakeholders who are members internal to York. At least fifty percent of the Executive Committee must be residents from Black Creek.
- b. One member of the York University category on the Executive Committee shall be a senior University Administrator and designate from the York University Office stewarding the Centre.
- c. Executive Committee membership must include at least two youth representatives who can be either members internal or external to York.
- d. The Executive Director sits as an ex-officio, non-voting member of the Executive Committee.

2.2 Term. Executive Committee members shall normally serve a term of two (2) years and have an option to serve two (2) additional terms, totaling six (6) years. Executive members who have served three (3) terms may become eligible to be re-nominated after a break from service on the Executive of two (2) or more years. Normally, the terms of service for members will be staggered to ensure there is some continuity amongst Executive Committee members, that is, no more than half of the Executive Committee should be serving their first term at the same time.

2.3 Co-chairs. The Executive Committee shall select two (2) members of the Executive Committee to act as co-chairs for a 2 (two) year term and for not more than 2 consecutive terms. One co-chair shall be from the York category (see Article 2.1(c)), and one co-chair shall be from the resident or community categories (see Articles 2.1(a) and (b)). Chairs shall be determined and confirmed after each annual meeting with a principle to stagger the end/start date of the co-chairs to ensure overlap.

2.4 Quorum. The quorum for a meeting of the Executive Committee is fifty (50) percent plus one (1). At least two (2) members from each of the internal and external membership categories must be present.

2.5 Responsibilities. Executive Committee members shall give overall direction and guidance on the operation of the Centre, including making recommendations to York regarding the Centre budget and setting fundraising priorities. The Executive Committee shall operate on a consensus model where possible and by a vote of a simple majority where voting is necessary.

2.6 Communication with Working Groups. At least one (1) member of the Executive Committee shall participate in each of the working groups and shall be responsible for maintaining communications between the Working Group and the Executive Committee.

- 2.7 Resignation of Membership.** Executive Committee members are expected to be available for regular meetings. If an Executive Member is unavailable for more than three (3) consecutive meetings without proper notification and agreement they will be removed from office. Resignations and removal from office must be in writing.
- 2.8 Meetings.** The Executive Committee shall hold regular meetings at least one each quarter and an annual general meeting (AGM) each year. At least three weeks' notice will be issued prior to these meetings being held. A special meeting can be held in exceptional circumstances with the consent of a majority and quorum of the Executive Committee.

ARTICLE 3 – EXECUTIVE DIRECTOR

- 3.1 Responsibilities.** The Executive Director shall report to the York University Office stewarding the Centre. The Executive Director is responsible for the overall financial and administrative operation of the Centre, ensuring efficiency and compliance with University policies and procedures. The Executive Director shall protect the legal and fiduciary responsibility of the University to this project and ensure that the University is an active resource for the Centre.
See Appendix A for detailed job description.

ARTICLE 4 – STAKEHOLDER MEMBERSHIP GROUP

General Composition. The Stakeholder Membership Group is comprised of members who fit into one or more of the following categories:

- a. residents in Black Creek (i.e. the area generally bound by Steeles Avenue to the north, Highway 401 to the south, Highway 400 to the west and Keele Street to the east.).
- b. employed by or volunteer with Black Creek community agencies, schools, faith groups, or businesses
- c. students, faculty or staff of York University (current or alumni)
- d. donors to the Centre through York University

All Stakeholder Members will uphold the statement of PRINCIPLES AND VALUES which inform the Centre (as stated in the Preamble).

- 4.1 Annual Meeting.** The Stakeholder membership shall meet, at a minimum, once per year. The annual meeting may also function as a conference or other learning and networking opportunity. Due notification of the Annual meeting (and/or of its cancellation) must be given.
- 4.2 Communication.** There shall be a mechanism for regular communication amongst all stakeholders that may include reports or updates via listserv. Communication to all stakeholders must occur quarterly at a minimum.
- 4.3 Role of Members.** Members will act as a resource for the Executive Committee, Working Groups and Executive Director by:
- a. Working to identify needs, opportunities and assets
 - b. Making recommendations to Executive Committee, Working Groups and Executive Director
 - c. Supporting the evaluation of the Centre's programming
 - d. Populating the Executive Committee and Working Groups
 - e. Contributing to the communication and outreach activities of the Centre
 - f. Providing nominations to the Nominations/Outreach committee for membership on the Executive

- g. Consulting on a strategic plan
- h. Other activities that support the work of the Centre.

4.4 Loss of Membership The Executive Committee reserves the right to disqualify a member for conduct contrary to the principles and values of the Centre.

ARTICLE 5 – WORKING GROUPS

5.1 Membership. Working Group membership will be drawn from the Stakeholder membership group with a total number of members on each working group being normally no more than 13. Achieving reasonable balance between University and Community representatives is a principle of membership. At least one member of the Executive Committee and/or the Executive Director will be a member of each working group and will report to the Executive Committee in order to best coordinate information and resources.

5.2 Establishment of Working Groups. Several Working Groups will be established to support the Centre. Some of the Working Groups will exist permanently; others will be formed on an ad hoc basis to perform specific time limited tasks.

5.3 Permanent/Standing Working Groups include:

1) Program Working Group:

The Programming Working Group shall work with the Executive Director to approve and develop programmatic activities that are in line with the Centre's vision, mission and values.

2) Evaluation Working Group:

The Evaluation Working Group shall work with the Executive Director to establish clear mechanisms by which the success of the Centre's programmatic activity can be assessed

3) Nominations and Outreach Working Group

The Nominations and Outreach Working Group shall solicit nominations for Executive Committee membership from the Stakeholder Membership Group and will ensure that the membership of the Executive Committee is in keeping with the By-Laws.

The Nominations and Outreach Working Group shall actively engage in outreach activity with internal and external stakeholders, act as ambassadors for the Centre and ensure broad representation on committees.

4) Research and Knowledge Exchange Working Group

Working with the Executive Director, the Research and Knowledge Exchange Working Group shall encourage greater depth and breadth in the collaborative research partnerships between York University faculty and students, and local service providers, building collaborative research partnerships to address social issues and promote healthier communities and positive social change.

5) Finance and Fundraising Working Group

The Finance and Fundraising Committee shall work with the York Foundation and York University to ensure the required financial resources to sustain the Centre are available.

5.4 Ad Hoc Working Groups.

- a. From time to time, ad hoc working groups can be formed by the Executive Committee.

ARTICLE 6 – AMENDMENTS

- 6.1 Amendments to By-law.** This By-law may be amended only by a majority vote comprising two-thirds of the Executive Committee. Any amendment to the By-law passed by the Executive Committee is in effect only until the next annual general meeting of the members, unless the members confirm and ratify the amendment at that meeting by majority vote. Any amendment will be brought to the attention of the senior University Administratio

