

# Terms of Reference Equity Policy Advisory Committee (EPAC)

Last Update: June 11, 2018

1.	<p><b>Mandate</b> EPAC will “provide advice to the Board on matters concerning the implementation of the Equity Policy, and to identify issues of broad community interest regarding equity in education, for the consideration of the Board and staff” (PR.558).</p>
2.	<p><b>Membership</b> The following members will be <b>voting</b> members of EPAC:</p> <ul style="list-style-type: none"> <li>(i.) Up to 6 community representatives from various and separate, equity advocacy organizations and/or alliances and social planning groups that reflect the TDSB’s Equity Policy commitments and promote as part of their core mission anti-oppression and equity for one or more of the following communities: persons with disabilities; racial and ethno-cultural equity, gender identity and gender expression equity, socio-economic equity, sexual orientation equity and any other communities identified by TDSB Equity Policy or the Ontario Human Rights Code. Each community representative position should represent a different equity focus, to ensure a diverse range of equity areas are represented to the best possible extent. Community organizations must provide missions and values, governing documents or website information (-confirming the above requirements) in addition to executive body letter designating their representative to be eligible.</li> <li>(ii.) Up to 8 parent / guardian / caregivers, of <u>a current pupil who is enrolled in the TDSB</u> and from various equity seeking communities;</li> <li>(iii.) One Board-appointed trustee member to serve on the committee as trustee co-chair as directed by the Board;</li> <li>(iv.) The trustee co-chair will co-chair with 1 community representative co-chair, and 1 parent / guardian / caregiver co-chair who are elected by committee.</li> </ul> <p>The following members will <b>NOT</b> be <b>voting</b> members of EPAC: All following who are not identified on official “voting membership list” will have opportunities to participate in discussions, workgroups, sub-committees, but will not have voting privileges.</p> <ul style="list-style-type: none"> <li>(i) One member each from TDSB’s community advisory committees (“CAC Reps”), to be confirmed by CAC Chairs and communicated to EPAC co-chairs, annually, at the beginning of each new school year.</li> <li>(ii.) The Director will designate staff as resource persons to community advisory committees;</li> <li>(iii.) TDSB committee assistant will serve as a resource (minutes, distribution of agendas, room reservation etc.)</li> <li>(iv.) Staff federation/ union/ association representatives (e.g., CUPE, ETT, OSSTF, PSSP, etc.), to be confirmed by federation/ union/ association executive and communicated to EPAC co-chairs, annually, at the beginning of each new school year.</li> </ul>
3.	<p><b>Composition of Executive (Officers)</b> The Executive shall be comprised of:</p> <ul style="list-style-type: none"> <li>(i.) Three (3) co-chairs (1 of the 6 community representative voting members, 1 of the 8 parent / guardian / caregivers, voting members and 1 Trustee)</li> <li>(ii.) The Director of Education or designate</li> </ul>
4.	<p><b>Terms of Office</b> <b>For the purposes of terms of office a year means ‘school year’, from September to August.</b></p> <ul style="list-style-type: none"> <li>(i.) The term of office for community representatives of the community advisory committee will be two (2) years; this term will be renewable.</li> <li>(ii.) Trustees will be determined by the Board’s annual organizational process;</li> </ul>

# Terms of Reference

## Equity Policy Advisory Committee (EPAC)

Last Update: June 11, 2018

- (iii.) Staff will be assigned by the Director ;
- (iv.) Parent / guardian / caregivers will serve a 2 year term where feasible; this term will be renewable

### 4.1

- (i.) Should a position on EPAC become vacant during a representative's term, a new representative will be elected or appointed, as applicable, at the earliest possible opportunity by the executive to serve the rest of that representative's term.
- (ii.) Each position will be re-elected or replaced at the completion of the original term.
- (iii.) Notices of resignation should be submitted to the Co-chairs with 3 weeks notice unless if there is an emergency
- (iv.) EPAC will hold an annual membership review in May and June of the school year to ensure that a full voting membership complement is in place for the new school year.
- (v.) All interested community organizations and representatives and parent / guardian / caregivers and parent liaison groups will be invited to complete an application form / notice of intent.

### 5. Terms of Office for Co-chairs

- (i.) A Co-chair is encouraged to serve only one two-year term and may serve no more than two consecutive terms at the discretion of the membership.
- (ii.) Should either of the Co-chairs resign before the end of their terms, an interim Co-chair shall be elected by the membership at the next meeting and shall serve the remainder of the two-year term.
- (iii.) If an interim Co-chair desires to serve for a full two-year term, they may propose this to the membership. Any such proposal will be voted upon by the membership. If the remainder of the term is less than three months of a school year, it will not be counted towards serving a full term.

### 5.1 Selection/ Election of Co-chairs/Membership

- (i.) The selection/election process for the co-chairs should be conducted bi-annually at the first meeting and no later than the second meeting of the school year. Elections of co-chairs will be staggered when feasible. Only current voting members of EPAC are eligible to be nominated for co-chair positions. Any number of eligible candidates may stand for election, however, only one of the 6 community voting members and one of the 8 parent/ guardian/ caregiver voting members can be elected to the two respective co-chair positions.
- (ii.) The election process will be carried out by simple majority vote.
- (iii.) Voting members will be given notice 2 weeks in advance when candidates must be nominated for election at the next meeting.
- (iv.) Voting members can self-nominate or be nominated via electronic mail to the committee assistant up to the day before the election.
- (v.) Voting members nominated for election must be present on Election Day to stand for election.
- (vi.) Each candidate will be given an opportunity to address the EPAC members and observers. Each address will not be more than five minutes. Candidates will speak in alphabetical order by last name.
- (vii) The floor will open for any questions addressed to candidates. Each response is not to be more than 3 minutes long.
- (viii) Voting will be recorded only on Official Ballots: Official ballots will have two columns. One labelled as "Community" and another as "Parent / Guardian / Caregivers"; 1 vote for Community and 1 Vote for Parent/Guardian/Caregiver
- (ix) Official Ballots will be numbered by hand at the election.

# Terms of Reference

## Equity Policy Advisory Committee (EPAC)

Last Update: June 11, 2018

	<p>(x) All Candidates will be listed on the official Ballot in alphabetical order by last name.</p> <p>(xi) Voters can indicate their selected candidates by placing an “X” beside the candidate’s name on the ballot.</p> <p>(xii) Spoiled ballots (if has chosen more than 1 candidate for either column) will not be counted.</p> <p>(xiii) Voting members can vote in person at the EPAC meeting during the designated election period.</p> <ul style="list-style-type: none"> <li>● If, because of unforeseen circumstances, a voting member cannot be present at the election, the member may request to vote via telephone.</li> <li>● If a voting member wishes to vote via telephone, they must communicate this requirement to the <i>Committee Assistant NO LATER THAN 12 p.m. of election day</i> by email.</li> <li>● The individual must provide a telephone number at which they will be available on election day. If they cannot be contacted by telephone the vote will be forfeited</li> </ul> <p>(xiv) Completed Ballots will be deposited in a designated sealed container.</p> <p>(xv) At the close of the voting period, the scrutineers (2 TDSB staff representatives, 1 parent / caregiver / guardian and 1 community representative) will retire to a secure space to tabulate the election results.</p> <p><b>5.2 Tabulation of Results</b></p> <p>(i.) Co-chairs will be declared as the individuals receiving the highest numbers of votes cast (per column).</p> <p>(ii.) If there is a tie for a position, three (3) run off ballots will be held.</p> <p>(iii.) If a tie still persists after three (3) run-off ballots then the TDSB Trustee assigned to EPAC will conduct a coin toss and the winner will be declared the Co-chair</p>
6.	<p><b>Meetings</b></p> <p>(i.) General meetings will follow the central Board calendar and EPAC will hold a minimum of six (6) meetings each school year.</p> <p>(ii.) One of the Community or Parent/Guardian/Caregiver Co-chairs shall preside over each EPAC meeting. The Co-chair not leading the meeting shall preside whenever the Co-chair leading the meeting wishes to participate in a discussion during a meeting.</p> <p>(iii.) Notice of each meeting shall be provided to all EPAC members at least five (5) business days before the meeting by email and by posting a notice on the TDSB website.</p> <p>(iv.) All general meetings of EPAC shall be open to the public as observers and shall be held at a location that is accessible to the public.</p> <p>(v.) Members of the public wishing to make a deputation to EPAC must submit the request at least 10 days in advance of the next regular meeting. The executive will review the request and may forward it to another appropriate committee or department of the Board and or add it to the EPAC agenda as a 5 min. timed item to receive the deputation.</p> <p>(vi.) Workgroups/Sub-Committees will meet as necessary and determined by a motion of EPAC.</p> <p>(vii.) A special meeting of EPAC may be called for EPAC to consider an emergent or time- sensitive matter.</p> <p>(viii.) Agendas and minutes to be circulated by Committee Assistant no later than 72 hours in advance of any regular scheduled meetings.</p> <p>(ix.) Voting Members will be notified by telephone call if an e-mail address is unavailable;</p> <p>(x.) Schedule of meetings for the EPAC will be established in advance and published to TDSB website. Simplified Robert’s Rules of Order will be followed during EPAC meetings</p>
7.	<p><b>Roles of the Members</b></p> <p>(i.) Co-chairs</p>

# Terms of Reference Equity Policy Advisory Committee (EPAC)

Last Update: June 11, 2018

	<ul style="list-style-type: none"> <li>- Co-chairs shall preside over meetings, work with staff to develop a yearly plan of priorities for the committee, work with staff to develop meeting agendas, plan and chair executive meetings etc.</li> </ul> <p>(ii.) <u>Voting members</u></p> <ul style="list-style-type: none"> <li>- Attend all meetings and bring forth equity based items to the attention of the committee.</li> <li>- Notify committee if they are unable to attend meetings prior to the scheduled meeting date.</li> <li>- Review committee information sent between meetings, correspond with committee as needed, respond to reply requests by committee executive.</li> <li>- Attend annual orientation session.</li> <li>- Receive and review meeting information packages in order to prepare for meetings.</li> <li>- Participate in discussions, provide information on a matter under discussion, and vote.</li> </ul> <p>(iii.) <u>Appointed Trustee</u></p> <ul style="list-style-type: none"> <li>- The role and responsibilities of the Trustee representative includes acting as a liaison between the Board of Trustees and EPAC, communicating pertinent motions, information and feedback regarding implementation of policy and procedures.</li> </ul> <p>(iv.) <u>Other Trustees</u></p> <ul style="list-style-type: none"> <li>- Trustees who are not members of a community advisory committee have the right to attend and participate in community advisory committee discussions, but do not have voting privileges.</li> </ul> <p>(v.) <u>Committee Assistant/TDSB Staff Representative</u></p> <p>The staff resource person assists the co-chairs as necessary with preparations before, during and following Committee meetings:</p> <ul style="list-style-type: none"> <li>- Before the meeting: assist the chairs with developing the agenda</li> <li>- During the meeting: provide information when requested by the members, keeping the Committee informed on matters relevant to the Committee mandate and of ongoing interest to the members</li> <li>- After the meeting: status of a committee report that has been submitted to Board Services, assistance with the delegation procedure, if required</li> </ul> <p>(vi.) <u>Attendance Requirement</u></p> <ul style="list-style-type: none"> <li>- Attendance of committee members will be taken at every general meeting.</li> <li>- Member absences must be communicated to TDSB Community Assistant prior to the scheduled meeting dates.</li> <li>- After two consecutive unexcused absences the member may be contacted by a Co-chair to discuss continued membership in EPAC</li> <li>- After three consecutive unexcused absences the member may be subject to removal</li> </ul>
7.A	<p><b>Membership Orientation</b></p> <p>(i.) Orientation material shall be provided to all new EPAC members by their first meeting.</p> <p>(ii.) Membership Training</p> <p>(iii.) EPAC members shall be trained in EPAC guiding principles and procedures, terms of reference, TDSB equity, employment equity and human rights policies and related procedures and the TDSB Board</p>

# Terms of Reference Equity Policy Advisory Committee (EPAC)

Last Update: June 11, 2018

	<p>Code of Conduct. (iv.) Additional training for EPAC members shall be made available through TDSB designated staff at the discretion of the EPAC executive.</p>
8.	<p><b>Preparing the Agenda</b> It is the responsibility of the co-chairs, in consultation with the staff resource, to determine the items on the agenda and the order. The staff resource person will provide items that have been referred by the Board. The Board will provide clerical assistance (committee assistant) to assist with the production and maintenance of agendas, minutes and committee reports.</p>
9.	<p><b>Electronic Participation</b> Members may participate by electronic means (conference call) subject to the following requirements: (i.) The person chairing the meeting and at least one member must be physically present in the meeting room; (ii.) The staff resource persons and committee assistant must be physically present in the meeting room; (iii.) Members participating electronically must inform the co-chairs both when they enter and are about to leave the conference call. (iv.) The chair will conduct voting by asking every member present by electronic means to indicate their vote.</p>
10.	<p><b>Decision making</b> (i.) Decisions should be made using consensus when possible.. (ii.) When votes are necessary, a simple majority v</p> <p><i>(Guidelines suggest voting on key matters/issues: Eg. Staff report on issue, general discussion, presentation of motions/and amendments, votes on amendments, then on main motions.).</i></p>
11.	<p><b>Quorum</b> Quorum must be achieved for the meeting to be properly constituted. (i.) Quorum shall be 40% + 1 of sitting members (rounded down if necessary). (ii.) The Co-chairs shall convene the meeting as soon as quorum of the members is present but not before the scheduled start time. (iii.) If quorum is not present within 15 minutes of the scheduled start time, the meeting may be cancelled by majority vote of the voting members present. (iv.) If quorum is present, and neither Co-chair is present, the first item of business is to select an acting Co-chair from among the voting members. (v.) A general meeting of EPAC cannot be held unless: 1. (a) At least one Co-chair ( or designate) is present; (b) the Director of Education or the Director 's designate is present; and 2. (c) the Trustee representative is present. The Trustee representative may delegate any of his or her powers or duties to another trustee of the TDSB to attend the meetings in his/her place. example 40% of 10 sitting voting members = 4 plus 1 = 5 (Quorum is 5)</p>

# Terms of Reference

## Equity Policy Advisory Committee (EPAC)

Last Update: June 11, 2018

12.	<p><b>Working Groups/Sub-Committees</b></p> <p>EPAC may establish working and/or ad hoc working groups, sub-committees to deliver its mandate. Working groups/Sub-committees will operate as follows:</p> <ul style="list-style-type: none"><li>(i.) Working Group/ Sub-committee membership must be determined by EPAC general meeting</li><li>(ii.) Working Groups will have co-leads who must be voting members of EPAC and must have one executive member.</li><li>(iii.) Non-Voting EPAC members are able to participate in a working group/ sub-committees.</li><li>(iv.) Working Groups Leads or Co-Leads are responsible to provide timely reporting on their workgroup activities and bring recommendations or motions forward to the EPAC membership and must adhere to these By-laws when making decisions. It is understood that the Working group/Sub-committee, in situations where timelines for replies are stringent, may act without membership approval in compliance with the overall views expressed by the membership.</li><li>(v.) Notices of resignation from a Working Group/Sub-Committee Co-Lead(s) should be submitted to the Co-chairs of EPAC.</li><li>(vi.) Current and up-to-date working group membership lists will be maintained by the committee assistant.</li><li>(vii.) At the conclusion of a project, the working group must submit, for review at the next EPAC general meeting, a hard-copy summary or digital submission of their conclusions. Presentation or the working group's results may be done either through verbal or written submission on the day of the meeting.</li></ul>
13.	<p><b>Convene Meeting</b></p> <p>Prior to any EPAC general meeting commencing the Chair must state the Land Acknowledgement as well as provide the teaching/explanation as to why the Land Acknowledgement is stated.</p> <p>Prior to any discussion, the Chair will also read the Meeting Norms as outline in section 14 below.</p> <ul style="list-style-type: none"><li>(i.) The Chair should convene the general meeting as soon as a quorum is met, but not before the scheduled start time. If a quorum is not met, the members present may hold an informal meeting for discussion purposes only, but the committee assistant may leave and minutes will not be recorded. However, at least one of the Co-chairs must take notes and those are to be brought forward to the next meeting. Lastly the agenda will be carried over to the next scheduled meeting.</li><li>(ii.) Co-chairs will decide prior to each general meeting as to who will preside over the present EPAC meeting. The other Co-chair will be able to participate in the discussion and will have to take down the names for the speakers list. They are able to switch duties within the meeting.</li><li>(iii.) If the Co-chairs are not present, it shall be the first order of business for the general meeting to select an acting Co-chair according to the procedure described for establishing quorum.</li><li>(iv.) All general meetings shall be open to the public observers and shall be held at a location that is accessible to the public.</li><li>(v.) If a special meeting is needed such as an emergent or time-sensitive matter, a meeting can then be convened by the Co-chairs and copied to the Staff representative and Resource Staff. A request for a special meeting shall include the purpose for the meeting and can also be held via teleconference.</li><li>(vi.) The Committee Assistant shall notify all voting and non-voting members by email and if possible by a posting on the EPAC website, of a special meeting of the Committee at least 24 hours in advance of the meeting, and shall include the agenda for the meeting with the notice.</li></ul>

# Terms of Reference Equity Policy Advisory Committee (EPAC)

Last Update: June 11, 2018

14.	<p><b>Meeting Norms</b> At a Committee meeting, all EPAC members shall:</p> <ul style="list-style-type: none"> <li>(a) Adhere to the established process;</li> <li>(b) Listen to each other with an open mind and without interruption, in order to gain better understanding and clarity of the issues at hand;</li> <li>(c) Remain civil and respectful of each other;</li> <li>(d) Refrain from making any negative or disparaging statement against another member; and</li> </ul> <p>State opinions and respond to others within the agreed upon time limit for a topic</p>
15	<p><b>Communication to EPAC Members</b></p> <ul style="list-style-type: none"> <li>(i) The committee assistant shall maintain the EPAC member list and contact information data base and be the official point of communication contact for members.</li> <li>(ii) Members contact information shall be kept private on all electronic communication.</li> <li>(iii) Committee information will be approved by the executive prior to distribution.</li> <li>(iv) No EPAC member should use the membership list as a forum to send or promote messages or information directly, rather information distribution requests should go to a meeting or the executive body for approval before being sent to the membership.</li> </ul>
16.	<p><b>Communicating Advice to the Board and Requesting Information from Staff</b></p> <p>(i.) EPAC will provide advice to the Board in the form of formal recommendations and presented in a committee report.</p> <p>(ii.) Advice to the Board may entail: a request made for a delegation at the appropriate standing committee; or a committee report may be presented to the appropriate standing committee, or both.</p> <p>(iii) Any request for information by EPAC must be passed by motion and sent to the Board for approval.</p>
17.	<p><b>Preparing a Committee Report</b></p> <p>(i) The committee assistant will prepare the committee's recommendations by filling out the standard committee report form.</p> <p>(ii) The staff resource persons will forward the committee report to Board Services who will ensure that the report is presented to the trustees at the appropriate standing committee meeting.</p> <p>(iii.) Minutes of EPAC meetings will be sent to the Senior Manager Board Services &amp; Trustee Governance.</p> <p>(iii.) The Co-chairs must prepare an annual report on the committee's work due January of each calendar year.</p>
18.	<p><b>Remuneration</b></p> <p>(i.) A person shall not receive any remuneration for serving as a member of EPAC.</p> <p>(ii.) Reimbursement to members for expenses incurred as members of EPAC shall be reimbursed pursuant to TDSB policies.</p>
19.	<p><b>Conflict of Interest</b></p> <p>(i.) A Member shall not accept favours, opportunities, economic benefits or payment from any individual, organization, or entity known to be seeking business with the EPAC or benefit financially through Committee involvement. Additionally, a Member must stringently avoid even the appearance of conflict of interest. Conflicts of interest are not necessarily limited to conflicts of financial or economic nature and may arise where allegiances to another organization may prevent the Member from carrying out their duties to the Committee faithfully and honestly. Members holding positions in organizations with a similar mandate to the Committee must ensure they</p>

# Terms of Reference

## Equity Policy Advisory Committee (EPAC)

Last Update: June 11, 2018

	<p>are able to fulfill their responsibilities to EPAC.</p> <p>(ii.) The purpose of these Conflict of Interest provisions is to ensure that deliberations and decisions of the Committee are made in the interests of the Committee as a whole, and to protect the interests of the Committee when it is contemplating entering into a transaction, contract, or arrangement that might benefit the private interest of an interested EPAC Member or Working Group Member. An interested EPAC Member or Working Group Member may not use their position with respect to the Committee, or confidential insider information obtained by them relating to the Committee, in order to achieve a financial benefit or any gain for themselves or for third party.</p> <p>(iii.) An EPAC member or Working Group Member has a duty to inform the membership verbally at each meeting. Violations of these Conflict of Interest provisions may result in removal.</p>
20.	<p><b>Conflict Resolution</b></p> <p><b>2. Conflict Resolution</b></p> <p>2.1. The Committee recognizes that conflict is not always negative. It is the Committee's intention to resolve disputes collaboratively, amicably and respectfully. Successful dispute resolution relies upon: (a) the ability of the Co-chair(s) to objectively facilitate the discussion so that all Members have an opportunity to have their concerns addressed in a constructive manner, and (b) the Members' readiness to participate to seek resolution to the issue.</p> <p>2.2. Each Committee Member shall be given an opportunity to express his or her concern or opinion regarding the issue in dispute and how the dispute has affected the Member.</p> <p>2.3. Speakers to an issue shall maintain a calm and respectful tone at all times. Speakers shall be allowed to speak without interruption and provide allowances for feedback.</p> <p>2.4. The Co-chairs' responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised and to set out the joint interests of all Members. If no common ground can be identified, the Co-chairs' shall seek to clarify preferences among all Members before proceeding further. Under the guidance of the Co-chairs', the Committee shall:</p> <ul style="list-style-type: none"><li>(a) Acknowledge the issue or problem;</li><li>(b) Commit to finding a solution;</li><li>(c) Develop a strategy to resolve the conflict;</li><li>(d) Listen to each person's point views without judgment;</li><li>(e) Assail the problem and not the person – avoid labeling the individual;</li><li>(f) Allow each Committee Member with even cadence to communicate their views;</li><li>(g) Consult others involved as to their needs and concerns;</li><li>(h) Use active listening strategies;</li><li>(i) Share needs and concerns with the entire group;</li><li>(j) Invite others to suggest ways to resolve the conflict;</li><li>(k) Agree on a solution; and</li><li>(l) Follow-up to ensure the agreed-upon solution is implemented.</li></ul> <p>2.5. If all attempts at resolving the dispute have been exhausted without success, the Co-chairs' may request the intervention of an independent third party, a superintendent, other senior administrator or TDSB official, or another neutral individual mutually agreed upon by the parties involved in the dispute, to facilitate and assist in achieving a resolution to the conflict or dispute.</p> <p>2.6. Where the Co-chair(s) has requested or has been requested to remove themselves, a Member or Members</p>



# Terms of Reference Equity Policy Advisory Committee (EPAC)

Last Update: June 11, 2018

	<p>from a Meeting as a result of a dispute or conflict during a Meeting, the Co-chair(s) or the Members shall request that disputing Members of the Committee participate in a special meeting, the purpose of which is to arrive at mutually acceptable solution to the dispute. The meeting may take place in private and not be construed as a regular Meeting of the Committee. Any solution reached at the meeting to resolve the dispute will be documented in writing, signed and respected in full by all parties to the dispute.</p> <p>2.7. Disputes or concerns between members that are being dealt with in private forum cannot be taken elsewhere for resolve without consent of the parties involved. Lack of compliance could result in removal from the Membership.</p>
21.	<p><b>Review of Terms of Reference</b> EPAC will review its Terms of Reference bi-annually and submit to Board for approval</p>