



P023, Parent and Community Involvement Policy: Review of Community Advisory Committees: Revised

To: Governance and Policy Committee

Date: 21 April, 2022

Report No.: 04-22-4310

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the proposed revisions to the Community Advisory Committees Review Recommendations, as outlined in this report be approved.

Context

At its meeting on February 2, 2022, the Board reviewed the recommendations of the CAC review and referred the following recommendation back to staff for further review:

- g(iv) students are non-members of committees but may attend, participate in meetings, and receive community hours for participation.

It was also recommended at the meeting that staff explore the 2SLGBTQ+ CAC recommendation-Honoraria Feasibility for Equity- and Sovereignty-Seeking Students on the feasibility of providing students, particularly vulnerable students with an honorarium for participation or volunteer hours.

Since the presentation of the report to the Board, there have been additional recommendations for consideration in the areas of virtual meetings and the membership status of Trustees.

Upon review staff recommends the following revisions/additions to the review recommendations:

Student Membership

It is recommended that:

- CACs may choose within their Terms of Reference to include students (K-12) as voting members.
- Should a committee choose student membership, the committee will develop a support plan, outlining safety and transportation, coordination of community hours (where required), and any other support necessary, to ensure effective and meaningful engagement of students
- Honorariums will not be provided for student participation
- Students under the age of 18 years, must have a signed parental consent form
- Elementary students (K-8) must be accompanied to meetings (virtual or in-person) by a parent/caregiver

Recording and Posting of Virtual Meetings

It is recommended that:

- CACs may determine annually whether virtual meetings will be recorded and posted at the first meeting of each year

Number of Trustees on CACs

It is recommended that:

- a maximum of two (2) trustees be appointed as voting members to CACs and one appointed as the Co-chair
- Trustees may not move or 2nd motions
- Trustees will hold only one vote on the committee
- Trustee will be counted as quorum
- Non-member trustees may attend meetings and will not be counted as quorum

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee and Board directions, staff will commence implementation of approved directions within the 2022/2023 school year.

Resource Implications

Staff will engage in ongoing communication with the Finance Department to provide updates with potential financial implications.

Communications Considerations

Government, Public, and Community Relations will be consulted on the development and implementation of a communications plan

Board Policy and Procedure Reference(s)

- Parent and Community Involvement Policy (P023)
- Community Engagement Policy (P078)
- Parent and Community Involvement Procedure (PR558)

Appendices

- Appendix A: P023, Parent and Community Involvement Policy: Review of Community Advisory Committees Recommendations

From

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P023, Parent and Community Involvement Policy: Review of Community Advisory Committees Recommendations

It is recommended that:

- (a) That, regarding Indigenous Sovereignty, the Board of Trustees works within the policy framework under which Indigenous Peoples' rights are lawfully protected and step boldly into a nation to nation dialogue on policy development with the Elders Council, Urban Indigenous Community Advisory Committee, and Indigenous communities in developing a model of governance, engagement, partnership and collaboration that honors the principle of "Nothing about us without us" which expresses the principle of participation of ethical practice involving Indigenous peoples in TDSB;
- (b) That, regarding the adoption of a public engagement model:
 - i. policy, P078, Community Engagement, and procedure, PR704, Community Engagement be revised to a Public Engagement policy and procedure in accordance with the Board's policy review process. The revised policy and procedure will include community advisory committees and other consultation media (citizens' panels, stakeholders' groups, etc.), virtual and social media engagement platforms that enable surveys, forums, guestbooks, ideation boards, digital mapping, etc., that is grounded in the IAP2 Spectrum of Public Participation framework and engagement continuum;
 - ii. community advisory committees are removed from the policy, P023, Parent and Community Involvement and procedure, PR558, Parent and Community Involvement, and framed within the revised policy, P078, Community Engagement, and procedure, PR704, Community Engagement;
 - iii. the procedure, PR731, Virtual Consultations be rescinded and embedded in procedure PR704;
 - iv. the Director present a Public Engagement policy to the Board in 2024-2025;
- (c) That, regarding equity, anti-bias, and anti-oppression:
 - i. an Equity and Diversity on Engagement Bodies policy that is used to recruit, select and retain elected and appointed members to bodies established by the Board, be developed;
 - ii. diverse racialized experts and community members to inform a recruitment and talent strategy for community advisory committees and other engagement tools, be engaged;
 - iii. intentional outreach and recruitment, to retain racialized parents/caregivers and community representatives, be engaged;

- iv. Where feasible, resources be allocated to community advisory committees and other engagement tools to eliminate some of the barriers that limit engagement (e.g. travel, childcare, digital divide, etc.);
 - v. new members of community advisory committees participate in mandatory anti-bias and anti-oppression training;
 - vi. meeting spaces be accessible and welcoming to all, particularly racialized participants by expanding meeting locations into the community, maintaining virtual meeting options, ensuring cultural and racial representation in physical meeting spaces;
- (d) That, regarding community advisory committee members and staff capacity building:
- i. an orientation session be organized for community advisory committee members and staff who support CACs;
 - ii. a leadership development module be developed and implemented annually for community advisory committee community chairs;
 - iii. opportunity be created for CAC community co-chairs to meet a minimum of three times per year for planning and collaboration;
 - iv. an appreciation reception be organized every third term for CAC members;
- (e) That the Community Advisory Committee Handbook be changed to Community Advisory Committee procedures and be revised to include all of the recommendations, as presented in the report, subject to Board approval;
- (f) That, regarding the establishment of community advisory committees:
- i. the Board, within its purview, establishes community advisory committees and approves terms of reference (e.g. mandate, membership) to solicit or be provided with advice on specified areas of Board policy or program, as well as on educational issues of community interest;
 - ii. there be a minimum of two and a maximum of ten community advisory committees per term and no new CACs be established during the term;
 - iii. the following community advisory committees be reviewed at the 2022 Board Organizational meeting and thereafter all CACs be reviewed every 3rd (three years) term:
 - Alternative Schools Community Advisory Committee
 - Community Use of Schools Community Advisory Committee
 - Early Years Community Advisory Committee

- Environmental Sustainability Community Advisory Committee
 - Equity Policy Community Advisory Committee
 - French as a Second Language Community Advisory Committee
- iv. the review criteria be developed by staff utilizing the Multi-Year Strategic Plan and the CACs annual and committee self-evaluation report;
 - v. That, the dissolution of community advisory committees occur at an Organizational meeting or by resolution at any time, as required by the Board;
- (g) That, regarding membership:
- i. trustees be elected/appointed to community advisory committees for one term at the Organizational meeting or be appointed from time to time as vacancies arise;
 - ii. the trustee co-chair be elected or appointed at the Organizational meeting, where feasible;
 - iii. staff and employees are non-voting members of committees (whether a parent/caregiver or community member) who may attend and observe meetings. CAC support staff may participate and provide relevant information and support as deemed necessary;
 - iv. students are non-members of committees but may attend, participate in meetings, and receive community hours for participation;
 - v. committee members be reimbursed for eligible expenses such as mileage or parking, transit fare, and dependent care expenses but not be compensated for participation;
 - vi. community/parent/caregiver who receives payment from the TDSB cannot hold a CAC membership position;
 - vii. a member whose term of office on a committee has expired may be reappointed to a subsequent term of office by the committee, but may serve only two consecutive terms and may return after a two-year hiatus;
 - viii. trustee (s) who are not elected or appointed member(s) of a CAC may attend the meeting and speak to a motion under consideration by the committee but cannot move a motion, vote, or be counted towards quorum;
- (h) That, regarding reporting to committees:

- i. standing committees receive monthly recommendations only and all other information and activities are reported annually;
 - ii. CACs provide information or make recommendations to the Board through Committee reports;
 - iii. CACs report out to any standing committee of the Board and each standing committee establishes a standard agenda item for CACs;
 - iv. CAC reports be shared with CAC Co-chair before submission;
 - v. staff provide supplementary reports with committee reports when and where feasible to provide further clarity on impact and implication for the Board;
 - vi. recommendations and resolutions of CACs be tracked and reported out to CACs through the senior resource person;
- (i) That community advisory committee members disclose all conflicts of interest, whether direct or indirect in accordance with the *Municipal Conflict of Interest Act* at every committee meeting. A conflict of interest encompasses situations in which the personal or private interests of a member (or the member's family or close business associates) conflict with the interests of the committee and/or Board or when there is a reasonable basis for the perception of such conflict;
- (j) That, regarding conflict resolution:
- i. all CACs terms of reference include a conflict resolution process that addresses conflicts with members, co-chairs and members, staff and members, staff and co-chairs, and the purview of the co-chairs/committee and Board to remove members;
 - ii. if the committee/co-chairs are/are unsuccessful in their attempt to resolve a conflict using the conflict resolution process outlined in the terms of reference, TDSB (senior staff on the committee) may:
 - Halt meeting operations (meetings, working groups, etc.) to engage in a resolution process that cannot exceed 2-3 months;
 - Suspend member(s) of the committee who:
 - Violates the Board Code of Conduct, the Ontario and TDSBs Human Rights Policy, and other relevant policies and procedures of the Board
 - Chooses not to participate in a resolution meeting or mediation
 - Participated in a resolution meeting or mediation process but failed to change behaviours
 - Acts detrimentally to the interests of the Board and/or the Committee

- (k) That community advisory committees interested in hearing delegations must set out the process for delegations in their terms of reference. The process must include submission of a delegation, delegate requirements, time allotted for delegation, and committee discussion of delegation. A delegate means any member of the public, a representative of a local community, organization, or any interest group. A delegation means the action of speaking or submitting a written statement by a delegate to a Committee
- (l) That, regarding Board bylaw procedure alignment:
- i. the following articles of the Boards Bylaws (pending its review), be incorporated into the new CAC procedures:
 - 5.3 Open (Public) Sessions
 - 5.7.5 – 5.7.8 Committee attendance and vacancies
 - 5.9 Presiding Officer
 - 5.11 Land Acknowledgement
 - 5.12 Agenda
 - 5.13 Debate
 - 5.14 Voting