

**Toronto District School Board**  
**Aboriginal Community Advisory Committee - ACAC**  
**Terms of Reference<sup>1</sup> Revision Draft – November 17, 2015**

\* *KEY Board Guidelines for Advisory Committees inserted in italics* \*

**1. Proposed Mandate Updated (November 2015)**

- a. to facilitate ongoing feedback from community organizations on the continued implementation of the voluntary self-identification policy;
- b. to provide ongoing input of Integrated Service Delivery (ISD) with community agencies and groups;
- c. to assess the impact of AEC funding from the Ministry of Education and to make recommendations regarding any increases to that funding
- d. to make recommendations to the TDSB in order to ensure access and equity considerations regarding Aboriginal communities

**2. Membership & Committee Structure**

Membership will consist of:

-up to 12-15 from the Community Category (i.e., Elder, community organizations and post- secondary institutions)

-up to 12-15 from the School Category (i.e., students and parents/guardians)

-superintendents, coordinating principals, school principals, school teachers, school administrators, Aboriginal Education Centre staff, trustees

Core Voting Constituents:

Aboriginal senior elementary and high school students, Aboriginal parents/guardians, external agencies who represent Aboriginal communities

Note: TDSB Staff and Trustees are non-voting members during times when the committee decides for a voting process.

Selection Process for Members: All meetings are open to anyone who is interested in attending. Members are not necessarily one-time visitors at an ACAC meeting.

Co-Chairs:

- *Board appoints one Trustee as Co-Chair and Committee selects one community member or parent as co-Chair (annually unless otherwise decided by the ACAC).*
- The trustee co-chair and community co-chair have equal status with regard to agenda setting, meeting management, and role as the ACAC spokesperson. The co-chairs mutually agree upon specific division of responsibilities. A vice chair role may be appointed to assist the chair and to succeed the chair in the future.

Ceremonial Elder: A ceremonial Elder may be appointed if one is available to commit to ACAC's membership.

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<sup>1</sup> Original Terms of Reference accepted by the Aboriginal Community Advisory Committee (ACAC) February 2011.

### **3. Terms**

Community representatives will generally serve on an unlimited basis.

Should community representatives be unable to fulfil their terms, the member can step down or ACAC can appoint new community representatives.

The community Co-chair(s) will act in the role for up to two years with the opportunity of renewal should no interest be declared by other members. To continue the role of the Chair, the succession process will be to have a second co-chair whose one-year term will overlap or stagger with the term of the current Chair.

Attendance:

The Co-Chairs are required to participate and attend ACAC meetings on a regular basis.

Community representatives who miss 3 meetings in a row or more than half the meetings in a calendar year will be deemed to have resigned.

### **4. Quorum**

- Decisions will be made by consensus; that is, the decisions will be made by the majority of members currently present and trust is given that the members will make decisions for the community as a whole. If a decision cannot be made, then it can be deferred.

### **5. Meetings**

- a. Meetings will be held approximately 8 times per year. Occasional meetings may be conducted by conference call, if necessary.
- b. Workgroups, if required, may meet more frequently.
- c. Agenda coordination is facilitated by the AEC Community Liaison Coordinator who arranges timelines in relation to presentation requests
- d. Agendas and, notice of meetings, and minutes to be circulated by the Committee Assistant no later than 24 hours in advance.
- e. Schedule of meetings for the ACAC will be established in advance and published by the Committee Assistant.

### **6. Agenda and Minutes**

- a. The agenda is usually posted two weeks prior to the meeting and not later than 48 hours before the meeting date to allow the public and ACAC members sufficient time to review and suggest agenda items, and if there are any changes to the agenda well before the meeting date, then those changes may be reflected in the agenda and posted on the webpage before the meeting date. If, in the normal procession of the meeting, changes to the agenda are made, then those changes are reflected in the minutes under the item of "Approval of Agenda". After the meeting has concluded, it is not highly important for the agenda to be updated with new items because the public usually downloads the minutes only; hence, any changes in the agenda are reflected in the minutes appropriately after the meeting has concluded.
- b. Minutes of the ACAC will be formally recorded and made available upon the approval of the ACAC and the Committee Assistant. (see the Community Advisory Committee Handbook for the format of minutes)
- c. Approved Minutes of meetings and background information to be circulated by Committee support/AEC staff no later than 1 week prior to next meeting taking place.

## **7. Administration**

The Committee Assistant provides support to Community Advisory Committees (CAC) to assist them in the operation of their meetings and related activities; and works with the Committee co-chair(s) and senior staff liaisons to the advisory committee to facilitate the scheduling, planning, conduct, reporting and follow up of the meetings and activities of the committee.

## **8. Communicating Advice to the Board or Staff**

There are two ways to present advice to the Board: a request may be made for a delegation at the appropriate Standing Committee; or a committee report may be presented to the appropriate standing committee. \* See CAC Handbook for more details on submitting a Report and Appendix B for a template of the format.

All Reports go first to Board Services to determine the appropriate committee. (416 397 3288)

Some Standing Committees may decide to establish a permanent place on the Committee agenda where reps of the ACAC may introduce reports, or if a request comes from the ACAC to present a report they will determine the placement of the Report on the Agenda.

The ACAC may direct advice to senior staff on a request where such matter is appropriate for staff attention.

The Committee Assistant is responsible for informing the Committee about the appropriate routes for communicating advice, including the appropriate standing committee to which the matter should be directed.

Submit recommendations or reports to the Operations and Facilities Management Committee or any other relevant Board Committee depending on the issue.

## **9. Requests for Information**

ACAC may request information directly from Staff. Staff may determine which requests for information may be accommodated and the timelines for doing so, and which requests require the approval by the Board or Director of Education.

## **10. Budget**

Set resources are available to support a Committee Assistant and meeting expenses.

## **11. Networking:**

The ACAC is free to establish its own communication network among itself and to participate in joint or collective activities relevant to its role.

Information on Board Committee agendas: [www.tdsb.on.ca](http://www.tdsb.on.ca) (Boardroom).