

**Toronto District School Board
Early Years Advisory Committee - EYAC
Terms of Reference
May 2016**

1. TDSB Community Advisory Committees

- i. Community advisory committees are established to provide the Board with ongoing community advice on specified areas of Board policy or program, as well as on educational issues of broad community interest.
- ii. A community advisory committee may advise the board on a matter specifically requested by the Board, or may advise the Board on matters of its own choosing.
- iii. A community advisory committee may choose to exercise an advocacy role, i.e. it may choose to indicate to the Board a preferred position on an educational issue under consideration by the Board, on the understanding that the position has been established through a fair and democratic process of deliberation and decision-making among the CAC membership.
- iv. When a community advisory committee has presented advice to the Board, there is no obligation on the part of the Board or its staff to accept the advice.
- v. To provide feedback on TDSB process that impact Early Years partners

2. EYAC Mandate

- i. An Early Years Advisory Committee (EYAC) will be established and maintained to provide advice to the Board on matters concerning the implementation of the Ontario Early Years Policy Framework, and to identify issues of broad community interest concerning Early Years programs, for the consideration of the Board and staff; (adopted by Board September, 2005);
- ii. To suggest improvements to the TDSB Early Years Policy;
- iii. Continue to advise on Integrated Service Delivery (ISD) with an Early Years framework.
- iv. To consider the work of other initiatives within the Board as they impact on Early Years, (e.g., Full-Day Kindergarten, Special Education, Model Schools for Inner Cities, Parenting and Family Literacy Centres).

3. Membership

- i. EYAC is comprised of representatives of recognized organizations and networks across Toronto that provide service to young children and families; parent members; designated TDSB staff and trustee(s) appointed by the Board.
- ii. Minimum of 2 Trustees: trustees hold one vote. The Board determines the number of Trustees and the Trustee Chair/Co-Chair(s). Other trustees who are not members of the EYAC have a right to attend and participate in meetings, but do not have voting privileges.
- iii. Vacancies are to be filled by appointment by the committee.
- iv. The following **voting** members will be elected for a two-year term representing the following sectors:

- 8 Representatives from the District Child Care Advisory Committee (DCCA). DCCA membership must have two representatives from each district – West, East, South and North
- 1 Representative– Ontario Early Years Centres
- 1 Representative– Mental Health
- 1 Parent Representative –from PIAC (or broader community)
- 1 Representative – Special Needs Community
- 1 City representatives from Toronto Children’s Services, Toronto Children’s Services (Every Child Belongs), Toronto Public Health, Parks Forestry and Recreation
- 1 Representative – Colleges
- 1 Community based family and early years services

Alternate members may be appointed. Only the member or alternate may vote (but not both).

Non-members (and observers) are welcome to attend but are not permitted to vote.

The following **non-voting** members will be elected for a two-year term representing the following sectors: City - Toronto Library Services

4a. Committee Structure and Term of Office

In the interest of continuity, the election process will include the following:

- a.) Chairs/Co-Chairs elected on a rotating basis.
 - b.) 8 DCCA members will be elected on a rotating basis.
 - c.) All other voting members are elected on a two-year rotating basis.
- i. The Board will appoint one Trustee as Chair/Co-Chair and EYAC will elect Chair/Co-Chairs/Vice-Chairs. The Trustee Co-Chair and Community Co-Chair have equal status with regard to agenda setting, meeting management, and role as the EYAC spokesperson. The Chair/Co-Chairs mutually agree upon specific division of responsibilities.
 - ii. The **election process** for Chairs/Co-Chairs or Chair/Vice-Chair will be conducted every two years to coincide with the term of office for community members. Chair/Co-Chair elections to be at the following meeting after the Annual General Meeting. The Chair/Co-Chair Elections Working Group will develop the procedures for Chair/Co-Chair elections. Chair/Co-Chairs may be re-elected for a second consecutive term.
 - iii. Should members be unable to fulfil their terms, a member may step down and EYAC can appoint a replacement.
 - iv. Members who are absent for three consecutive meetings may be asked to resign by the Chair/Co-Chairs or Chair and Vice- Chair.

4b. EYAC Standing Working Groups

EYAC may strike the following adhoc standing committees:

- i. Facilities Working Group
- ii. Best Practices for Sharing of Space, Resources, Curriculum

iii. Chair/Co-Chair Elections Working Group

Standing Committee leads sit on the Executive and report back to EYAC. Members and non-members may participate in a working group. Working groups must have a representative from EYAC.

5. Quorum

- a. Quorum is 50% + 1 of the voting members (Chairs/Co-Chairs and community members).
- b. To determine quorum members are expected to send regrets if they are unable to attend. If the number of regrets received before the meeting means that quorum will not be reached, the meeting will be cancelled.
- c. Should a quorum not be present within 15 minutes of the scheduled meeting start time, the formal meeting is cancelled. Members present may decide to hold an informal meeting for discussion purposes only and informal notes may be taken, **but no minutes will be taken and no decisions made.**

6. Meetings

- a. Meetings will be held quarterly and at times convenient to the majority of members. Members may participate by electronic means (conference call) subject to TDSB requirements and where feasible. (See ***Community Advisory Committee Handbook***.)
- b. Occasional meetings may be held by conference call, if necessary.
- c. Workgroups, if required, may meet more frequently.
- d. The schedule of meetings will be established in advance and posted.
- e. EYAC will hold an Annual Meeting.

7. Agenda and Notes

- f. It is the responsibility of the Chair/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.
- g. The agenda will be posted and circulated two weeks prior to the meeting date to allow members sufficient time to review and suggest agenda items
- h. Draft notes of meetings and background information will be posted and circulated as soon as possible after the meeting.
- i. The schedule of meetings, committee agenda and minutes of meetings will be posted at: <http://www.tdsb.on.ca/community/>

8. Staff Resource

- j. The Director will designate staff as non-voting resource persons to assist the Chair/Co-Chairs with activities related to committee meetings, such as: developing the agenda, providing information, and keeping the committee informed on matters relevant to the committee mandate.

- k. The Board will provide clerical assistance to assist with the production and maintenance of agendas, minutes and committee reports.

9. Decision Making

Decisions will be made by consensus or by a majority vote of members in attendance, when necessary.

10. Communicating Advice to the Board or Staff

Advice may take the form of formal recommendations approved by a decision of the committee and presented in a committee report to the applicable standing committee of the Board (Program School Services Committee). Informal feedback may be shared in a separate committee document or recorded in the minutes of meetings.

11. Requests for Information

EYAC 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.

12. Networking

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

13. Code of Conduct

All members of EYAC must abide by the TDSB's Code of Conduct (Adopted June 25, 2008)

14. Evaluation & Review

EYAC will engage in an annual self-evaluation and review and will provide semi-annual reports.