

A group of business professionals in a meeting. A woman in a grey blazer is pointing at a tablet held by another person. Other people are visible in the background, some holding coffee cups. The scene is brightly lit, likely from a window.

Community Advisory Committee(CAC) Procedures Update & Next Steps

March 2024

Context

At its meeting on May 25, 2022, the Board approved the recommendations outlined in the Parent and Community Involvement Policy (P023): Review of Community Advisory Committee Report.

The new Procedures emerged from the following two recommendations approved:

- The Community Advisory Committee Handbook be changed to Community Advisory Committee Procedures and include all the recommendations, as presented in the report, subject to Board approval.
- The following CACs be reviewed at the 2022 Board Organizational meeting and thereafter all CACs be reviewed every 3rd (three-year) 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
- The review criteria be developed by staff utilizing the Multi-Year Strategic Plan and the CAC annual and committee self-evaluation.

Procedure Approval

- On January 31, 2024, the Board of Trustees approved the newly developed Community Advisory Committees (CAC) and the Board of Trustees Governance Procedure (PR741) (the “Procedure”). The Procedure outlines the Board of Trustees’ role, function, and relationship in setting out parameters for the CAC structure, operation, and reporting mechanism at the Toronto District School Board (TDSB)
- The Board also approved the CAC Operational Procedure PR742. The procedure outlines the roles, responsibilities, and parameters for the committees and its members
- The Procedure also supports the implementation of the Community Engagement Policy (P078) and is aligned with Regulation 612/00 and 464/97 of the *Education Act*.

Background –Existing Board CACs

Urban Indigenous Community
Advisory Committee

2SLGBTQ+ Community Advisory
Committee

Alternative Schools Community
Advisory Committee

Black Student Achievement
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
- Inner City Community Advisory Committee

Statutory Community Advisory Committees

The following Statutory Community Advisory Committees were established in accordance with the *Education Act's* applicable regulations and the Board Bylaws:

- Parent Involvement Advisory Committee (also a Community Advisory Committee under Ontario Regulation 330/10)
- Special Education Advisory Committee (also a Community Advisory Committee under Ontario Regulation 464/97)

The Procedures cover Statutory Community Advisory Committees where the *Education Act* or their By-Laws may be silent or Where the direction of related legislation/regulation conflicts with this Procedure, the applicable laws prevail.

Procedures

1. CAC Operational Procedure(PR742) –Members, staff, etc.,

- Is an operational procedure that falls within the authority of the Director of Education and outlines operations for staff, CAC members, the public, etc.

2. CAC and the Board of Trustees -Governance Procedure -(PR741)

- Is a governance procedure that includes provisions that pertain to the authority and responsibility of the Board of Trustees and therefore requires the Board's approval. The sections within the procedure govern the establishment and dissolution of CACs, approval and amendment of CACs' terms of reference (TOR), reporting to the Board, as well as provisions related to roles and responsibilities of individual Trustees sitting at CACs as members

Review of CACs

A review of the following CACs will occur at the next Board Organization pending Board of Trustee approval of the Procedures:

- 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

The review process is outlined in sections 6.5 & 6.6 of the CAC and the Board of Trustees - Governance Procedure -(Appendix B)

CAC Review Criteria

The Review criteria have been embedded in the CAC Operational Procedures.

The criteria were developed using the following:

- CAC Co-Chair evaluation criteria survey
- Literature scan of committee review criteria

CAC Procedure Roll Out Next Steps



