

Toronto District School Board
Urban Indigenous Community Advisory Committee - UICAC
Terms of Reference
Revision Draft – February 13, 2019

1. Mandate

- To provide opportunities for parental and community input on TDSB policy and program issues;
- To guide the TDSB with fulfilling the *Calls to Action* from the Truth and Reconciliation Commission (2015) as they relate to student achievement and well-being as well as community expectations;
- To make recommendations to the TDSB in order to ensure access, equity and cultural safety considerations regarding Indigenous communities.

2. Membership

The following members will be **Voting** members of the UICAC:

- A minimum of 10 from the Community Category (i.e., Indigenous Elders, Indigenous representatives from Community Organizations and Post- Secondary Institutions)
- A minimum of 10 from the School Category (i.e., Indigenous High School Students and Parents/Guardians)
- Indigenous TDSB employees who attend and participate at meetings on a regular and consistent basis. *All staff are required to report a Declaration of Conflict of Interest should it arise. If this is the case, they are welcome to provide input but not permitted to vote
- One or two Indigenous Co-Chairs (Parent, Guardian or Community Member) as selected by the UICAC
- An appointed Indigenous Elder as selected by the UICAC and Urban Indigenous Education Centre (UIEC)
- Attendance at **three meetings** is mandatory in order to have voting opportunities

The following will be **Non-Voting** members of the UICAC:

- Non-Indigenous TDSB Staff (e.g., Superintendents, Coordinating Principals, Principals, Vice-Principals, Teachers and Administrators)
- Indigenous TDSB staff who choose not to attend UICAC meetings on a regular basis
- Non-Indigenous invited and non-invited guests
- Indigenous guests who attend one time or only attend occasionally
- Board appointed Trustee members to serve on the UICAC including one Trustee Co-Chair

3. Terms of Office

- Community representatives will generally serve on an unlimited basis

- Should community representatives be unable to fulfil their terms, the member can step down or UICAC can appoint new community representatives
- The appointed Elder will serve on an unlimited basis or at the request of 50% of the membership

4. Terms of Office for Co-Chair(s)

- The community Co-Chair (Parent/Guardian or Community Member) shall serve a two year term
- Should a Co-Chair resign before the end of their term, an interim Co-Chair shall be elected by the membership at the next meeting and shall serve the remainder of the two-year term
- A Co-Chair is encouraged to serve only one two-year term and may serve no more than two consecutive terms or at the discretion of the membership

5. Selection/Election of Co-Chair(s)

- The selection/election process for a Co-Chair (one or two) will be conducted every two years at the first meeting of the school year
- A *Letter of Interest* should be provided by those interested in a position of Co-Chair
- The election process will be carried out by simple majority vote

6. Meetings

- Meetings will be held monthly (approximately eight times per year)
- Working Groups, if required, may meet more frequently
- Notice of meetings, minutes and agendas will be circulated by the UIEC Community Liaison no later than 24 hours in advance
- A schedule of meetings for the UICAC will be established in advance and published

7. Attendance:

- The Co-Chair(s) are required to participate and attend UICAC meetings on a regular basis
- Community representatives who miss three meetings in a row or more than half the meetings in a calendar year will be deemed to have resigned and will be removed from the membership list

8. Roles of the Members

- All UICAC members (voting and non-voting), UICAC participants, UICAC guests and TDSB staff are expected to conduct themselves in accordance with the Seven Sacred Teachings (i.e., Respect, Wisdom, Bravery, Truth, Love, Honesty and Humility) and in agreement with the Four R's- Respect, Relevance, Reciprocity and Responsibility (Kirkness and Barnhardt, 2001)
- Participate in discussions, provide information on a matter under discussion and vote
- The nature and extent of the participation in these discussions is at the discretion and judgement of the individual
- Notify the UIEC Community Liaison if they are unable to attend a meeting

- In addition to the above, the appointed UICAC Elder will provide ongoing support (e.g., sharing their knowledge, spiritual advice, guidance, consultation and etc.)

UICAC Co-Chair(s)

- The Co-Chair(s) are required to participate and attend UICAC meetings on a regular basis
- It is the responsibility of the Co-Chair(s) in consultation with the UIEC Community Liaison Staff to determine the items on the agenda and the order
- The Co-Chair(s) provide leadership and ensure the UICAC meetings function effectively
- From time to time may be called up to represent the UICAC and be a spokesperson for events and TDSB board meetings
- The Co-Chair(s) is responsible for dedicating time to meet with UIEC staff & Elders prior to a UICAC meeting in order to plan and be updated on any issues that arise and/or announcements
- The Co-Chair(s) in collaboration with support from the UIEC staff and admin, must ensure that relevant matters are discussed at UICAC meeting and that effective decisions are made and carried out
- Notify the UIEC Community Liaison if they are unable to attend a meeting

Trustee Members and Trustee Co-Chair

- The Trustee Co-Chair may preside participate in discussions and provide information on a matter. The nature and extent of the participation in these discussions is at the discretion and judgement of the individual
- Notify the UIEC Community Liaison if they are unable to attend a meeting

Other Trustees

- Trustees who are not members of a Community Advisory Committee have the right to attend and participate in UICAC discussions but do not have voting privileges

TDSB Staff

- Superintendents, Principals, Vice-Principals, Teachers, Administrators and the UIEC staff may participate in discussions and provide information on a matter. The nature and extent of the participation in these discussions is at the discretion and judgement of the individual
- Notify the UIEC Community Liaison if they are unable to attend a meeting

UIEC Community Liaison Staff

- Assist the Co-Chairs as necessary with activities before, during and following UICAC meetings
- Before the meeting- assist the chair with developing an agenda
- During the meeting- provide information when requested by members, keep the committee informed on matters relevant to the UICAC mandate and of ongoing interest to the members
- It is the responsibility of the Co-Chair(s) in consultation with the UIEC Community Liaison Staff to determine the items on the agenda and the order

- The UIEC Community Liaison will provide items that have been referred by the Board and UIEC staff
- The UIEC Community Liaison will produce and maintain the membership list, attendance, agendas, minutes and committee reports
- The UIEC Community Liaison will order refreshments (a light dinner), permit space for monthly meetings, set up and clean up

9. Decision Making

- Where possible, decisions should be made by consensus
- When votes are necessary, a simple majority will be sufficient by the *voting members* present
- Voting members will make decisions for the community as a whole

10. Working Groups

- The committee may create working groups as needed to deliver the mandate
- Working groups will operate with co-leads
- Working groups must report to the UICAC within timelines
- Notice of resignation from a working group co-lead should be submitted to the UICAC Co-Chair(s) and UIEC Community Liaison

11. Communicating Advice to the Board or Staff

- The UICAC will provide advice to the board in the form of formal recommendations approved by the UICAC and presented in a committee report, or feedback expressed in a separate document or recorded in the minutes of a meeting
- The UIEC Executive Council and UIEC Elders Council have been entrusted by the UICAC to take recommendations, decisions and concerns forward to the Board as delegated by the UICAC
- Feedback does not necessarily have to reflect a consensus viewpoint or a majority decision but may reflect the range of diverse views of the UICAC members
- 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
- The UICAC may direct advice to senior staff either on request or independently where such matter is appropriate for staff attention

12. Preparing a Committee Report

- The UIEC Community Liaison will prepare UICAC recommendations using a committee report template
- The report will be forwarded to the Executive Superintendent who will ensure that the report is presented to the Trustees at the appropriate standing committee meeting

13. Remuneration

- A person shall not receive any remuneration for serving as a member of the UICAC

14. Conflict of Interest

- A member shall not accept favors, opportunities, economic benefits or payment from any individual, organization, or entity knowing to be seeking a business with the UICAC or benefit financially through UICAC involvement
- Conflicts of interest are not necessarily limited to conflicts of financial or economic nature and may arise where allegiances to another organization may prevent a member from carrying out their duties to the UICAC faithfully and honestly

15. Review of Terms of Reference

- The UICAC will review its *Terms of Reference* every two years or at the request of 50% of the membership

16. Budget

- Set resources are available to support UICAC meetings- this includes TDSB child minding (with two weeks advance notice), adequate funding for a catered dinner and an honorarium for the appointed Elder.