

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

The Board decided that the following revisions to the governance structure of the community advisory committees, as presented in the report, be approved:

Indigenous Sovereignty

- 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 the Toronto District School Board

Policy & Procedure Review

- The Board adopts a public engagement model and Policy, P078-Community Engagement, and PR704-Community Engagement be revised to a Public Engagement policy and procedure per 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
- community advisory committees be removed from the P023-Parent and Community Involvement and PR558-Parent and Community Involvement, and framed within the revised policy, P078, Community Engagement, and procedure, PR704, Community Engagement
- PR731-Virtual Consultations be rescinded and embedded in PR704
- the Director present a revised P078-Public Engagement policy to the Board in 2024-2025
- the Community Advisory Committee Handbook be changed to Community Advisory Committee procedures and be revised to include all the recommendations, as presented in the report, subject to Board approval
- develop 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

Establishment, amendment, or dissolution

Regarding the establishment of community advisory committees:

- 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
- 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
- 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
- the review criteria be developed by staff utilizing the Multi-Year Strategic Plan and the CACs annual and committee self-evaluation report
- the dissolution of community advisory committees occurs at an Organizational meeting or by resolution at any time, as required by the Board

Membership

Regarding membership:

- a maximum of two (2) trustees be elected/appointed to community advisory committees for one term at the Organizational meeting of the Board or be appointed from time to time as vacancies arise
- the trustee co-chair be elected or appointed at the Organizational meeting, where feasible
- 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
- appointed trustees may not move or second motions
- appointed trustees hold only one vote on the committee and are counted toward the quorum
- non-appointed trustee(s) may attend the meeting and speak to a motion under consideration by the committee but cannot move a motion, vote, or be counted toward the quorum
- 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 and elementary students (K-8) must be accompanied to meetings (virtual or in-person) by a parent/caregiver
- community/parent/caregiver who receives payment from the TDSB cannot hold a CAC membership position
- a member whose term of office on a committee has expired may be reappointed to a subsequent term of office by the committee

- committee members be reimbursed for eligible expenses such as mileage or parking, transit fare, and dependent care expenses but not be compensated for participation

Leadership Development, Training & Recognition

- diverse racialized experts and community members to inform a recruitment and talent strategy for community advisory committees and other engagement tools, be engaged
- intentional outreach and recruitment, to retain racialized parents/caregivers and community representatives, be engaged
- new members of community advisory committees participate in mandatory anti-bias and anti-oppression training
- an orientation session be organized for community advisory committee members and staff who support CACs
- a leadership development module be developed and implemented annually for community advisory committee community chairs
- opportunity be created for CAC community co-chairs to meet a minimum of three times per year for planning and collaboration
- an appreciation reception be organized every third term for CAC members

Meetings

- meeting spaces be accessible and welcoming to all, particularly racialized participants by expanding meeting locations into the community, maintaining virtual meeting options, and ensuring cultural and racial representation in physical meeting spaces
- 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.)
- CACs may determine annually whether meetings will be virtual or in person

Board Reporting

- standing committees of the Board receive only monthly recommendations and resolutions of CACs. All other information and activities are reported annually
- CACs provide information or make recommendations to the Board through Committee reports
- CACs report out to any standing committee of the Board and each standing committee establishes a standard agenda item for CACs
- CAC reports be shared with CAC Co-chair before submission
- staff provide supplementary reports with committee reports when and where feasible to provide further clarity on impact and implication for the Board

Conflict of Interest

- community advisory committee members disclose all conflicts of interest, whether direct or indirect per 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

Conflict Resolution

- 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
- if the committee/co-chairs 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 TDSB's 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

Delegations

- 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

Board bylaw procedure alignment:

- the following articles of the Board's 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