

**Appendix B - Toronto District School Board  
Community Use of Schools Community Advisory Committee -  
CUSCAC Terms of Reference<sup>1</sup> December 2019**

**1. Mandate**

- a. to facilitate ongoing feedback from community organizations on policy P.011 (Community Use of Board Facilities) and P.023 (Parent and Community Involvement).
- b. to suggest improvements to the policies;
- c. to provide an opportunity to explore the concept of Integrated Service Delivery (ISD) with community agencies and groups;
- d. to assess the impact of Community Use of Schools (CUS) funding from the Ministry of Education on use of space and to make recommendations regarding that funding;
- e. to make recommendations to the TDSB in order to:
  - increase the accessibility and use of school facilities by community groups;
  - increase the concurrent use of school facilities by multiple community groups;
  - increase revenues from the Province of Ontario to support CUS;
  - improve and streamline the permit application process and reduce barriers to access;
  - ensure access and equity considerations re CUS;
- f. to consider and coordinate the work of other initiatives within TDSB as they impact on CUS: e.g. Model schools, Focus on Youth program, service integration, Continuing Education, access to pools, Toronto Lands corporation re: community use, Facilities Partnership Agreements (not a comprehensive list). This may also involve the TDSB speaking to the City of Toronto and Province for areas under their jurisdiction.

**2. Membership**

- a. The committee will have a minimum of 2 Trustees; the Trustees hold one vote. The Board determines the number of Trustees assigned to the committee and those Trustees will select the Trustee Co-Chair. Other Trustees who are not members of the CUSCAC have a right to attend and participate in meetings, but do not have voting privileges.
- b. There will be 14 community representatives with 14 votes bringing perspectives from diverse groups both from specific geographic areas of Toronto and City-wide, including groups that permit space and those that do not. These groups include:
  - sports and recreation
  - arts and hobbies
  - youth
  - programs for children and families
  - seniors

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<sup>1</sup> Original Terms of Reference approved by the Board Nov 17, 2004, revised December 10<sup>th</sup> 2007, March 2012, June 2014, October 2014, April 2015

Board Policy P.023 SCS: Parent and Community Involvement G02(\tdsbexeshr\Exec\_silo\Secretariat\Staff\g02\project\webpol\P023 SCS.doc)sec.1530

- persons with disabilities
  - parent groups
  - community advocacy groups
  - faith-based
  - aboriginal
  - for-profit groups
- c. Annually, the committee should review its composition and recruit community representatives to maintain diversity. This review should include identification of potential groups, geographic areas and permit use of TDSB space.
- d. The maximum number of members eligible to vote is 15, present and in person: 14 community representatives and 1 Trustee.
- e. Representatives of other key organizations are encouraged to attend and participate in meetings, but do not have voting privileges.
- City of Toronto, i.e. Councillor, Senior City Staff (Social Development and Parks, Forestry and Recreation), Toronto Community Housing
  - Toronto Lands Corporation
  - TDSB Parent and Community Involvement Committee representation
  - Funders: i.e., United Way, Laidlaw
  - Representative from the Government/Staff of the Province of Ontario
- f. The following TDSB staff shall act as resources to the committee and should attend and participate in the meetings as appropriate but are not voting members.
- i. Staff Liaison Lead- appointed by the Director of Education or designate
  - ii. Committee Assistant – appointed by the Staff Liaison Lead
  - iii. Facility Services staff - as determined by the Staff Liaison Lead
  - iv. Continuing Education staff as required
  - v. Other TDSB departments/staff as required
  - vi. Toronto School Administrators Association representation (TSSA)

### **3. Terms**

- a. Community representatives will serve for a renewable term of 2 years.
- b. Should community representatives be unable to fulfil their terms, CUSCAC can appoint a new community representative for the remainder of their 2-year term.

### **4. Committee Structure**

- a. Co-Chairs:
  - The Trustees assigned to the committee will select one Trustee as Co-Chair and the committee selects one Co-Chair from the community member representatives (annually unless otherwise decided by the CUSCAC).
  - The Trustee Co-Chair and Community Co-Chair have equal status with regard to agenda setting, meeting management, and role as the CUSCAC spokesperson. The Co-Chairs will mutually agree upon specific division of responsibilities.
  - Alternates must be proposed to and accepted by the voting members

- Alternates are considered replacements for voting members; therefore, alternates share the same roles and responsibilities as voting members when the voting member is not present.
- Alternates can attend meetings as observers when the voting member is present.
- Alternates can be declared candidates in the election of voting members.

c. Attendance

- Members who miss 3 meetings in a row or more than half the meetings in a calendar year will be deemed to have resigned.
- The Committee Assistant will track attendance and issue warnings as needed.
- The Committee Assistant will issue a notice of resignation when needed.

d. Observers

- Observers who are interested in joining the committee can attend meetings and speak at the Chair's discretion, but they cannot vote.
- Observers who have regularly attended meetings can be considered for Alternate and/or Member status when there is a vacancy within the category they represent.

## 5. **Elections of members**

- Fourteen community members will be elected for two-year terms. Terms will run from January to December. Elections will occur at the Annual General Meeting of CUSCAC.
- To ensure that there is a staggered turnover of members and maintenance of diversity, seven (7) community positions will come up for election in Year A and seven (7) will come up for election in Year B.
  - Categories in Year A (those years ending in an even number) will be Children, Community Advocacy, For-Profit, Parent groups, Persons with disabilities, Seniors, plus one (1) additional member to total 7.
  - Categories in Year B (those years ending in an odd number) will be Aboriginal, Arts and Hobbies, Faith-based, Sports and Recreation, Youth plus two (2) additional members to total 7.
- A general invitation will be posted on the TDSB website inviting members of the community to the Annual General Meeting. Current permit holders will be emailed a notice of the meeting by the Permit Department, where possible.
- Candidates will be identified by the category(ies) of permit holder (see 2b) they represent and will be allowed to issue a short statement to indicate why they wish to be a voting member.
- Candidates must declare their candidacy in advance of the Annual General Meeting and must have attended in person a minimum of 1 entire meeting during the past year.
- One election ballot will be issued to each active permit holder (regardless of how many permits they hold). Only permit holders with valid ballots will be allowed to vote during the election.
- Votes will be registered by secret ballot. All permit holders are eligible to vote for a representative from every membership category.
- The Candidate placing second may be designated that category's Alternative; failing a second place candidate, CUSCAC voting members may appoint an Alternate.

## **6. Quorum**

The quorum for CUSAC is half the total of members plus one rounded down. As the maximum number of eligible members identified in item 2 is 15, quorum would be 8 members

When there are 2 or more Trustee members of the committee, they will count as one member for quorum.

## **7. Meetings**

- a. Meetings will be held monthly (approximately 10 per year). Occasional meetings may be by conference call, if necessary.
- b. Workgroups, if required, may meet more frequently.
- c. Minutes of meetings and background information should be circulated by Committee Assistant one week prior to the next meeting.
- d. A schedule of CUSCAC meetings will be established at the beginning of each school year by staff in Board Services, published on the TDSB website and available via e-mail from the Co-Chairs or Committee Assistant.
- e. Meeting times should be organized at a time convenient to the majority of member of CUSCAC.
- f. Permit holders may submit a request to the Co-Chairs no later than two working days in advance to make a delegation at a meeting. Complete details of the delegation procedure can be found at <https://www.tdsb.on.ca/About-Us/Detail/docId/2007>
- g. The Annual General Meeting will be held in November. It will include a report of the activities conducted during the previous year.
- h. Notice of the Annual General Meeting will be issued one (1) month in advance, published on the TDSB website and available via e-mail from the Co-Chairs or Committee Assistant.

## **8. Minutes**

- a. Minutes will be recorded by the Committee Assistant, but in the absence of the Committee Assistant, may be recorded by any member appointed by the Committee.
- b. Minutes of the CUSCAC will be formally recorded and made available.
- c. Agendas and notice of meetings and minutes should be circulated by Committee Assistant no later than one week in advance.

## **9. Administration**

- a. A designated staff member will act as the Committee Assistant and assist Co-chairs with Agenda development, minutes, coordination of meetings and committee lists, outreach, information gathering.
- b. Other resources as inherent to community advisory committees.

- c. Sub-committees/Working groups may be established as required, with Terms of Reference or scope of work established by CUSCAC.
- d. Members must submit any documents to be printed 48 hours prior to the meeting.

## **10. Decision making**

Where possible, decisions should be made by consensus. When votes are necessary, a simple majority will be sufficient.

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

- a. Advice may take the form of formal recommendations approved by a decision of the committee and presented in a committee report, or feedback as expressed in a separate Committee document or recorded in the minutes of meetings. There are two ways to present advice to the Board: a request may be made for a delegation at the Program and School Services Committee (PSSC) or a committee report may be presented to PSSC.
- b. A Community Advisory Committee may direct advice to senior staff, either on request or independently, where such matter is appropriate for staff attention.
- c. All reports are forwarded to Board Services for routing to the next PSSC meeting.
- d. The Staff liaison to the CUSCAC is responsible for assisting the committee in its work and providing guidance and advice on issues related to the mandate of the committee.
- e. If TDSB staff change reports or recommendations without the agreement of the Community Advisory Committee, there will be an opportunity for the Community Advisory Committee to submit an independent report that will be presented at the same time to the appropriate Board Committee

## **12. Requests for Information**

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

## **13. Budget**

Set resources (reviewed annually) are available to support meeting expenses.

## **14. Networking:**

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

## **15. Code of Conduct:**

- a. All Community Advisory Committees must abide by the principles set out on the [Code of Conduct](#) established by the TDSB (Operational Procedure PR585). Key Principles as they relate to CUSCAC

members are listed below:

- i. Members of CUSCAC shall serve and be seen to serve community permit holders and community members, including school communities, in a constructive, respectful, conscientious and diligent manner;
- ii. Members of CUSCAC should be committed to performing their functions with integrity and to avoiding the improper use of the influence of their position, and conflicts of interest, both apparent and real;
- iii. The Integrity Commissioner should be consulted for advice by members of CUSCAC if the application of any section of this Code of Conduct is unclear.

b. Conduct At Committee Meetings:

Members of CUSCAC act in the service of the community. They are expected to respect the procedural rulings of the Chair. They are expected to refrain from verbally attacking or belittling those who complain or do not agree with them. It is vital that members of CUSCAC conduct themselves with decorum at committee meetings and in accordance with the provisions of the TDSB's Bylaw concerning meeting procedures.

c. Conduct Respecting Staff Members:

- i. No member of CUSCAC shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff members of the Board, and all members of CUSCAC shall show respect for the professional capacities of staff members.
- ii. No members of CUSCAC shall compel staff members to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities. No member of CUSCAC shall use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.