



## Inner City Community Advisory Committee -Terms of Reference (TOR)



### Appendix B

## 1. Inner City Advisory Committee

### Background

The Inner City Community Advisory Committee (ICAC) is a Community Advisory Committee recognized by the Board of Trustees in June 2005.

The ICAC was created as an integral part of the *Model Schools for Inner Cities Taskforce Report (2005)*.

### Mandate

#### 2. Mandate

Members of the Inner City Community Advisory Committee (ICAC) are invested committed to in common goals of equity, opportunity, and poverty reduction.

The Inner City Advisory Committee's ICAC's mission is to close the opportunity gap and raise achievement for all students facing barriers impacted by poverty within the TDSB.

ICAC advocates for appropriate community investments using an equity focus, and draws on the rich expertise and support of academic, institutional and community partnerships.

Members of ICAC are invested in common goals of equity, opportunity, and poverty reduction.

#### 3. Membership and Composition

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#### a. Membership

Membership of the ICAC includes: The following will be voting members of ICAC;

- Minimum of Up to three (3) TDSB Trustees;
- TDSB staff representatives;
- Minimum of four Up to eight (48) TDSB parents and community members;
- Representatives from Employee Groups, Federations, and Unions;
- Up to ten (10) organizational members Representatives from post-secondary institutions; public institutions, departments of the City of Toronto, and representatives from foundations and community agencies. Each organizational

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membership will be held by the organization, not an individual. One staff person will be the lead for the organization and will be on our mailing list. That person will be responsible for finding an alternate staff to attend meetings their absence, share the meeting materials with their alternate and communicate the change with the administrative support assigned to the Committee.

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The following members will **not** be **voting** members of ICCAC:

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- Staff federation/ union/ association representatives (e.g., CUPE, ETT, OSSTF, PSSP, etc.), to be confirmed by federation/ union/ association executive and communicated to ICCAC co-chairs, annually, at the beginning of each new school year.
- TDSB staff assigned to the Committee.
- Community members, organizations, or parents who are not identified on the official voting member list will have opportunities to participate in discussions and workgroups but will not have voting privileges.

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- The Superintendent responsible for the Model Schools for Inner Cities program acts as the senior staff advisor to ICAC, supported in that role by the Coordinating Principal, Model Schools for Inner Cities.
- The Committee is supported by a part-time Coordinator.

#### b. Co-Chairs:

- There will be two (2) co-chairs:
  - A Trustee member of ICAC to serve as Trustee co-chair
  - A Community parent, community or organizational member to serve as community co-chair is elected by ICAC for a term of two years.

#### c. Staff support

- A senior staff member will be designated by the Director as a staff resource person for ICAC.

### Terms of Membership

At the time of nomination as a member of ICAC, each member (individual parent, community member or new agency member) will commit to a term of two years. Members may be reconfirmed for subsequent terms upon agreement of the Committee.

- Individuals/organizations must complete a membership request form and have New members may be nominated by an ICAC-existing member of ICAC, and confirmed by the membership, at any monthly meeting, submit the nomination to the co-chairs.



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- ICAC engages in outreach to actively encourage the membership, participation and leadership of TDSB parents and students.

#### 4. Term of Membership

- At the time of Nomination as a member of ICAC, each member (individual community member or new agency member) will commit to a term of two years. Members may be reconfirmed for subsequent terms upon agreement of the Committee.

#### 5. Quorum

##### Attendance

- Attendance of committee members will be taken at every meeting.
- Member absences must be communicated to the administrative support prior to the scheduled meeting dates.
- After two consecutive unexcused absences the member may be contacted by a Co-Chair to discuss continued membership in ICCAC.
- After three consecutive unexcused absences the member may be subject to removal.

##### Quorum

- Quorum is constituted when 50% plus one (rounded down) of confirmed members are present.

- If a quorum is not present within 15 minutes of the scheduled start time, the meeting is ended for lack of quorum. At that point, the members present may choose to hold an informal meeting for discussion purposes only. In this case, no votes are held and notes of the discussion are recorded for the benefit of members who were not present. Guests of ICAC do not participate in the adoption of motions.
- If the Committee fails to meet quorum, the Committee will continue to meet, and discuss.

#### 6. Meetings



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## Meetings

- The ICCAC meets monthly throughout the academic year (September - June).
- ~~• In an effort to encourage participation from all members, the Committee will vary its meeting times and locations.~~
- Meeting dates will be set in ~~June-May~~ for the upcoming academic year **and coordinated through the central meeting calendar**. Meeting dates will be posted to the ICCAC web page on the TDSB web site, and will be submitted for publication in the TDSB System Calendar.
- ~~• In an effort to encourage participation from all members, the Committee will vary its meeting times and locations.~~
- The ~~Coordinator administrative support~~ will provide a minimum of two weeks' notice of an upcoming meeting.
- The ~~Coco~~-chairs will create a draft Agenda for each meeting, to be approved by the membership present at the meeting.
- ~~The senior staff representative, designated as the Superintendent, Model Schools for Inner Cities, or the Central Coordinating Principal, Model Schools for Inner Cities, A staff resource person~~ must attend each meeting to advise and update the committee.
- The ~~Coco~~-chairs will share the duties of chairing the meetings.
- Decisions are made by voting members. Meetings will follow TDSB bylaws. ~~When something isn't covered in the by-laws, the principles of Robert's Rules of Order will be followed. These will be shared with members every September.~~
- The ~~Coordinator administrative support~~ will record the minutes of the meeting.
- ~~Agendas will be posted to the ICCAC webpage 72 to 48 hours prior to each meeting.~~
- Minutes of the meetings will be posted to the ICCAC web-page on the TDSB web-site (~~www.tdsb.on.ca~~) once approved by the Committee.

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## 7. Elections

### Elections

- In the absence of the sitting Trustee ~~Coco-Chair-chair~~(see section 3), an alternate Trustee ~~Coco-Chair-chair~~ will be appointed by the membership present for the duration of that absence.
- The ~~Community-community~~ ~~Coco-Chair-chair~~ must be elected from among the confirmed parent, ~~and~~ community ~~and organizational~~ members of the Committee. The ~~Community-community~~ ~~Coco-Chair~~ will be elected for a term of two years.
- Candidates for ~~Community-community~~ ~~Coco-Chair-chair~~ may self-nominate or be nominated by a confirmed member of ICCAC.
- If an organizational member is elected as co-chair, the co-chair designation will reside with the individual lead for the organization and other staff from the organization cannot assume the role.
- Candidates for community co-chair may self-nominate or be nominated by a confirmed member of ICCAC.

- The election for ~~Community-community~~ ~~Coco-Chair-chair~~ will be held at the April ~~October~~ meeting of alternate years. The election of co-chair will take place within the regular ICCAC meeting.

- The ~~Coordinator-administrative support~~ will provide ~~three-two~~ months' notice of the election.

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- The Governance sub-committee will oversee the election of the Community Co-Chair.

## 8. Evaluation and Review

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## Evaluation and Review

- ICAC has adopted a standing Governance sub-committee to review promising practices on an ongoing basis. This sub-committee reports to the ICAC membership at each Committee meeting.
- ICAC will review its goals and governance every two years to ensure alignment with the mandate of the Committee and the priorities of the TDSB.

## 9. Reporting

### Reporting

- The Inner City Advisory Committee After each meeting a Standing Committee Reports is filed for submission to the Program and School Services Committee (PSSC) or other appropriate Committees of the Board.
- After the The Committee may request the opportunity to provide a report to any meeting of the PSSC or other appropriate Committees of the Board.
- Minutes/notes of each meeting are ratified by the Committee, will be forwarded to the PSSC for their reference, and will be, they are posted to the ICAC web page, on the TDSB web site once they are approved by the Committee.

## 10. Code of Conduct

### Code of Conduct

- All members will adhere to TDSB's Board Code of Conduct (PR585), and all policies and procedures pertaining to that Code of Conduct.
- Failure to do so may result in a mediation process and/or dismissal from the Committee following a Committee motion.

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