Toronto Catholic District School Board
Special Board Advisory Committee on Race Relations
Terms of Reference (Revised)

"You are all one in union with Christ Jesus." Galatians 3:28.

PREAMBLE

The Toronto Catholic District School Board (TCDSB) is a diverse community and prides itself on "an inclusive learning community uniting home, parish and school and rooted in the love of Christ." However, the board also acknowledges the nature of systemic racism and the barriers that result in an inequity of opportunity and outcomes for racialized and marginalized students.

Recognizing that action must be taken in order to dismantle all forms of racism, the TCDSB established the Race Relations Committee (hereinafter referred to as "Committee") by a Resolution of the Board of Trustees at its Regular Meeting on August 20, 2020, and eventually as a Special Advisory Committee to the Board. The Committee's mandate and objectives are to facilitate the implementation of the Ministry of Education's Ontario Education Equity Action Plan and the TCDSB's policies, strategies, and action plans, including but not limited to:

- the Multi-Year Strategic Plan (MYSP)
- the Equity Action Plan
- Catholic Equity and Inclusive Education Policy H.M. 24
- Employment Equity H.M.11

The Committee's mandate and objectives are rooted in Catholic Gospel values, and aim to reinforce the Ontario Catholic School Graduate Expectations. The Committee is committed to complying with provisions of the *Ontario Human Rights Code*, *The Canadian Charter of Rights and Freedoms* (*Charter*), and the TCDSB's Code of Conduct. The Committee will also have regard to the Truth and Reconciliation Commission's Calls to Action.

The Committee recognizes the role leadership must play in promoting equity, inclusion, anti-racism practices, and positive race relations, and seeks to ensure accountability of this essential role.

MANDATE & OBJECTIVES

The Committee shall:

- Uphold and integrate Catholic principles, teachings, and values in the promotion of race relations.
- Advise the Board of Trustees about ways to achieve and promote equity, diversity, inclusive education, and ways to dismantle systemic racism and discriminatory practices.
- Develop and recommend to the Board of Trustees policies and programs which will create an atmosphere conducive to harmonious community relations within the TCDSB.

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- Communicate the needs and concerns of racialized communities to the Board.
- Be intentional, action-oriented, and outcome-focused to address all the policies, issues and concerns of racialized communities and matters arising from acts of discrimination
- Identify and address systemic causes of racial discrimination, disproportionalities facing racialized communities, harassment, bullying and hate against members of the TCDSB community.
- Frame advice that considers the intersection of racialized, Indigenous, and marginalized identities
- Lead by example in the promotion of anti-racism and race relations.
- Educate the Board of Trustees, Committee members, and, as a result, other TCDSB stakeholders, to understand and address the impact of racism and systemic barriers.
- Support the implementation of the Ontario Ministry of Education's initiatives to combat all forms of systemic racism in education.

METHOD OF REPORTING

The Committee shall:

- report to Board with recommendations as they pertain to procedural, governance, reporting issues, and all other matters which fall under the purview of the Special Advisory Committee on Race Relations on a monthly basis or as appropriate; and
- submit an Annual Report; and
- put forward policy recommendations by this committee which will be referred by Board to the Governance and Policy Committee for review.
- present reports of this Committee to the Board of Trustees through one of the Trustee members of this Committee.

RESOURCES TO BE PROVIDED

- Superintendent of Equity, Diversity, Indigenous Education, and Community Relations or delegate
- Recording secretarial support
- Human Rights and Equity Advisor
- Other staff and technical resources as needed
- Aggregated data and other materials and resources as appropriate to assist the committee in assessing issues and reporting

ELECTION OF LEADERSHIP

The Committee shall be led by a chairperson and vice-chairperson. The Committee shall elect a chairperson and vice-chairperson at the meeting immediately after the Trustee Caucus/Inaugural meeting. The term of the chairperson and vice-chairperson is two years.

The chairperson elected shall have the expertise and experience to bring forward concerns relevant to the larger stakeholder community of the TCDSB and have a dedication to promoting and fulfilling the principles, mandate and objectives of the Committee.

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COMPOSITION

The Committee should represent the racial/ethnic diversity and lived experience of the communities served by the TCDSB who has an understanding of race relations and anti-racism. The Committee shall be comprised of a total of 13 voting members as follows:

- No more than two (2) Trustees
- Chair and Vice Chair of the Board of Trustees (*Ex-Officio*)
- No more than two (2) TCDSB students, one (1) of whom may be a recent graduate;
- No more than two (2) TCDSB parents/guardians;
- No more than two (2) TCDSB staff;
- One (1) Indigenous community member; and,
- No more than four (4) community members [one (1) of whom shall or may be a member of the Roman Catholic clergy/a Religious Order; the position shall remain empty when no suitable candidate is available and will not count towards quorum.]

QUORUM

Shall be a majority of the members, not including the *Ex-Officio* members.

TERMS

All members are to serve for a period of two (2) academic years. New applicants must submit an application form which will be reviewed by Board staff (or Board staff and CSLIT in the case of student representatives) and a recommendation made to the Board of Trustees for consideration and a final decision. Terms shall begin with the meeting immediately following the Trustees' Inaugural Meeting. No member may serve more than two consecutive terms.

MEETINGS

Meetings of the Committee shall be held a minimum of six (6) times (November to November), or as deemed necessary. The first regular meeting shall be convened no later than two (2) weeks after the appointment of members. Meetings shall be no longer than two (2) hours with possibility of extensions (see "Rules of Order", section 'x'). All agenda items exceeding this time limit shall automatically be deferred and dealt with as urgent business at the beginning of the next regular meeting of the Committee. Decisions will be made by a simple majority of the members present at each meeting. In the event a committee member is absent from three (3) consecutive meetings without good cause, their position shall be declared vacant.

AGENDA

The agenda for all meetings of the Committee is to be prepared by TCDSB staff in consultation with the Committee's Chairperson. The agenda shall be sent to each Committee member at least five (5) days before each regular committee meeting, and if possible, at least one (1) day before an emergency meeting.

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The order of business, unless otherwise ordered, shall be:

1. Call to Order
2. Opening Prayer
3. Land Acknowledgement
4. Roll Call and Apologies
5. Approval of the Agenda
6. Approval and Signing of the Minutes of the Previous Meeting
7. Consideration of Agreed Thematic Issues (which may include a presentation as determined) and/or of any Urgent Matters Referred to the Committee
8. Updating of the Thematic List of Pending Discussions
9. Adjournment

RULES OF ORDER

i. All decisions of The Committee shall be by motions which must be moved, seconded, and stated from the Chair prior to any debate.

ii. A simple majority in favour, unless otherwise stated herein, shall be required. In the event of an equality of votes on any issue, the matter is lost and the motion is not passed.

iii. All votes will be by show of hands or voice vote, unless a member requests a secret ballot.

iv. No member will speak to a question once it has been decided.

v. The Chair shall be privileged to debate all questions on calling another member to the Chair.

vi. If two or more members wish to speak at the same time, the Chair shall decide who may speak first.

vii. A motion should be in writing and emailed to the Recording Secretary and to any member who requests it.

viii. When a member is called to order, he or she will not speak until the Chair has made a ruling.

ix. An appeal to the meeting from the ruling of the Chair shall at all times be in order provided that it is seconded by another member. In the event of an appeal, the Chair shall say: "The ruling of the Chair has been appealed. Is it the will of the meeting that the ruling of the Chair shall be the decision of the meeting?" but shall not otherwise speak to the appeal. A 2/3 vote of the members shall be required to overturn the ruling of the Chair.

x. The business of the meeting shall not exceed two hours, except by the vote of a majority of the members present. No motion to extend business shall be permitted, but at the expiration of time for business, the Chair shall interrupt the business and put the question: "Is it the will of the meeting to extend business for 15 minutes?". The meeting will vote immediately without debate. No more than two such extensions shall be permitted. In the event that no extension is agreed, the matter under debate shall stand deferred to the next meeting.

xi. The Committee may determine additional rules of order to be used at all meetings of The Committee at the first meeting, provided that they are circulated in writing to all of the members of the Committee.

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xii. The current edition of *Robert's Rules of Order (Newly Revised*) shall be the authority to decide all questions not provided for in these Rules or adopted per Section xi) (above).

VOTING

All members are to have voting privileges.

SUB-COMMITTEES

The Committee may establish sub-committees as required, including those aimed at designing anti-racism programs and improving race relations at all levels of the TCDSB. Membership shall be appointed by the Committee. Non-committee members may act as a resource to the sub-committee.

GLOSSARY

All terms (except for "Lived Experience") taken from the Canadian Race Relations Foundation. https://www.crrf-fcrr.ca/en/resources/glossary-a-terms-en-gb-1

- Anti-Racism: An active and consistent process of change to eliminate individual, institutional and systemic racism.
- Human Rights: In Canada, human rights are protected by federal, provincial and territorial laws. The Canadian Human Rights Act and provincial/territorial human rights codes protect individuals from discrimination and harassment in employment, accommodation and the provision of services. The Canadian Charter of Rights and Freedoms protects every Canadian's right to be treated equally under the law. The Charter guarantees fundamental freedoms such as (a) freedom of conscience and religion; freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication; freedom of peaceful assembly; and freedom of association.
- Individual Racism: Individual racism is structured by an ideology (set of ideas, values and beliefs) that frames one's negative attitudes towards others; and is reflected in the willful, conscious/unconscious, direct/indirect, or intentional/unintentional words or actions of individuals. This is one of the three levels that make up Systemic Racism.
- Institutional Racism: Institutional racism exists in organizations or institutions where the established rules, policies, and regulations are both informed by, and inform, the norms, values, and principles of institutions. These in turn, systematically produce differential treatment of, or discriminatory practices towards various groups based on race. It is enacted by individuals within organizations, who because of their socialization, training and allegiance to the organization abide by and enforce these rules, policies and regulations. It essentially maintains a system of social control that favours the dominant groups in society (status quo). This is one of the three levels that make up Systemic Racism.
- Intersectionality: The experience of the interconnected nature of ethnicity, race, creed, gender, socio-economic position etc., (cultural, institutional and social), and the way they are imbedded within existing systems and define how one is valued.

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- Lived Experience: The things that someone has experienced themselves, especially when these give the person a knowledge or understanding that people who have only heard about such experiences do not have (definition taken from the Cambridge Dictionary)
- Marginalization: With reference to race and culture, the experience of persons outside the dominant group who face barriers to full and equal participating members of society. Refers also to the process of being "left out" of or silenced in a social group.
- Ontario Human Rights Code: The Code, the first in Canada, was enacted in 1962. The Code prohibits actions that discriminate against people based on a protected ground in a protected social area.
- Racialization: The process through which groups come to be socially constructed as races, based on characteristics such as race, ethnicity, language, economics, religion, culture, politics, etc.
- Structural racism: Structural or Societal Racism pertains to the ideologies upon which society is structured. These ideologies are inscribed through rules, policies and laws; and represents the ways in which the deep rooted inequities of society produce differentiation, categorization, and stratification of society's members based on race. Participation in economic, political, social, cultural, judicial and educational institutions also structure this stratification (Carl James, 2010). This is one of the three levels that make up Systemic Racism.
- Systemic racism: This is an interlocking and reciprocal relationship between the individual, institutional and structural levels which function as a system of racism. These various levels of racism operate together in a lockstep model and function together as whole system. These levels are:
    - Individual (within interactions between people)
    - Institutional (within institutions and systems of power)
    - Structural or societal (among institutional and across society)

  Please see Individual Racism, Institutional Racism, and Structural/Societal Racism

Addition to the Glossary

Indigenous Peoples - is a collective name for the original peoples of North America and their descendants. Often, "Aboriginal peoples" is also used. The Canadian Constitution recognizes 3 groups of Aboriginal peoples: Indians (more commonly referred to as First Nations), Inuit and Métis. From Government of Canada
https://www.rcaanc-cirnac.gc.ca/eng/1100100013785/1529102490303

This one is recommended by Aileen because of its mention of band:

Indigenous identity refers to whether the person identified with the Indigenous peoples of Canada. This includes those who identify as First Nations (North American Indian), Métis and/or Inuk (Inuit), and/or those who report being Registered or Treaty Indians (that is, registered under the Indian Act of Canada), and/or those who have membership in a First Nation or Indian band. Aboriginal peoples of Canada (referred to here as

Indigenous peoples) are defined in the Constitution Act, 1982, Section 35 (2) as including the Indian, Inuit and Métis peoples of Canada.

From Statistics Canada:
https://www23.statcan.gc.ca/imdb/p3Var.pl?Function=DEC&Id=42927

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