

Special Board Advisory Committee on Race Relations Updated Terms of Reference (Jan 2024)

The purpose of the Special Board Advisory Committee on Race Relations is to oversee progress on the TCDSB Equity Action Plan.

With this in mind, agenda items and discussion will focus on progress and barriers to achieving the goals of the Equity Action Plan.

Three specific goals are outlined:

1. Discuss how to ensure the points of the Equity Action Plan are realized
2. Find ways to help overcome barriers that are being faced in realizing the Equity Action Plan
3. Listen to and understand the concerns currently being brought up by students, parents and staff

METHOD OF REPORTING

- Submit an Annual Report on the work of the committee

RESOURCES TO BE PROVIDED

- Superintendent of Equity, Diversity, Indigenous Education, and Community Relations or delegate
- Recording secretarial support

ELECTION OF LEADERSHIP

The Committee will elect a chairperson and vice-chairperson at the meeting immediately after the Trustee Caucus/Inaugural meeting . The chairperson will be a Trustee and the vice-chairperson may be any member of the Committee. The term of the chairperson and vice-chairperson is two years.

COMPOSITION

The Committee should represent the racial/ethnic diversity and lived experience of the communities served by the TCDSB, and those who have an understanding of race relations and anti-racism. The Committee shall be comprised of a total of 14 voting members as follows:

- No more than two (2) Trustees
- Chair and Vice Chair of the Board of Trustees (Ex-Officio)
- 1 representative of Catholic Student Leaders in Training (CSLIT)
- No more than two (2) TCDSB parents/guardians;
- No more than two (2) TCDSB staff;
- One (1) person who identifies as Indigenous
- No more than four (4) community members [one (1) of whom shall 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 subject to the above-noted criteria, and which will be reviewed by Board staff (or Board staff and CSLIT Student Leadership Advisor 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. In the event of a vacancy, the Board shall appoint a replacement to complete the term.

MEETINGS

Meetings of the Committee shall be held a minimum of four (4) times (November to November).

The first regular meeting shall be convened no later than two (2) weeks after the appointment of members.

Two of the meetings will be held virtually and two will be held in person in the Catholic Teachers centre with virtual attendance possible.

Meetings shall be no longer than two hours. 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 two 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 Chair and Vice Chair. 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.

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

1. Call to Order
2. Opening Prayer
3. Land Acknowledgement
4. Agenda items