

Appendix C:

CITY-SCHOOL BOARDS INTERAGENCY STAFF TEAM

DRAFT #2

TERMS OF REFERENCE

Date: July 21, 2015

1.0 Background

"A strong public education system is the foundation of a prosperous, caring and civil society.

-Education Act of Ontario, 2009, c. 25, s. 1.

https://www.ontario.ca/laws/statute/90e02?_ga=1.38168035.178646731.1425480412#B

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"The City of Toronto and its local School Boards are partners in serving a shared constituency. The City of Toronto recognizes that schools are an integral part of communities and neighbourhoods and any changes to their physical assets has a considerable effect on local neighbourhoods and city-wide service strategies.

The City-School Boards Advisory Committee is a Council Advisory Body. It may not direct City staff or make binding decisions on the Toronto government. Any advice or recommendations that require formal action or implementation by City of Toronto staff must be considered and approved by City Council"

Social Development, Finance and Administration Division of the City of Toronto will provide policy-related staff support to Committee, in collaboration with staff from the Toronto District School Board, the Toronto Catholic District School Board, the Conseil Scolaire de District Catholique Centre-Sud and the Conseil Scolaire Viamonde.

- Terms of Reference, City-School Boards Advisory Committee, 2015,
<http://www.toronto.ca/legdocs/mmis/2015/ts/bgrd/backgroundfile-80094.pdf>)

2.0 Purpose of the City-School Boards Interagency Staff Team

- (i) To provide policy-related support to the City-School Boards Advisory Committee in order for the Committee to achieve its mandate; and
- (ii) To be a forum for inter-agency information sharing.

3.0 Activities of the Interagency Staff Team

To work in coordination with the Executive Director, Social Development Finance and Administration (City of Toronto), to

- (i) To prepare expert policy advice for the Committee;
- (ii) To be accountable for the implementation of staff actions identified in the committee workplan, and to delegate of staff as appropriate to relevant work and workgroups
- (iii) To facilitate access to information as needed for staff reports to the Committee

(iv) To promote a culture of interagency cooperation and to create the foundations for additional inter-agency collaboration where this may be appropriate.

4.0 Membership

Toronto District School Board:

Donna Quan, Director of Education
Carla Kisko, Associate Director, Finance and Operations
Angelos Bacopoulos, Chief Facilities Officer
Colin Grant, Special Counsel

Toronto Catholic District School Board:

Angela Gauthier, Director of Education
Angelo Sangiorgio, Associate Director of Planning and Facilities

Conseil Scolaire District Catholique Centre-Sud:

Réjean Sirois, Director of Education

Conseil Scolaire Viamonde:

Miguel Ladouceur
Directeur du Secteur des Immobilisations, de l'Entretien
et de la Planification

City of Toronto:

Chris Brillinger, Executive Director, Social Development, Finance and Admin

5.0 Reporting Relationships

The Interagency Staff Team reports to the City-School Boards Advisory Committee. The Advisory Committee reports to City Council through the Executive Committee. The City-School Boards Advisory Committee does not make binding commitments on Toronto Government nor on the four school boards operating in Toronto.

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6.0 Term

The City-School Boards Advisory Committee is a Council Advisory Body for the term ending November 30, 2018. The Interagency Staff Team will serve the Committee until the end of this term.

7.0 Logistics

7.1 Secretariat

The Secretariat function for the Interagency Staff Team will be provided by the City of Toronto Social Development, Finance, and Administration division.

7.2 Role of Chair

The Executive Director, Social Development, Finance and Administration will serve as Chair with, the following responsibilities

- Ensure that the terms of reference are adhered to;
- Prepare Team agenda
- Ensure the meetings are well facilitated and focused on agenda items;
- Participate in discussions;
- Manage issues at meetings, ensure that issues are followed up, monitored, and resolved.
- Report on Staff Team Recommendations to the Advisory Committee.

7.3 Frequency of Meetings

The Interagency Staff Team will meet monthly between July-November, and on an as needed basis after that time.

- Launch Meeting 1&2: May 2015
- Meeting 4: July 2015
- Meeting 4: September 2015
- Meeting 5: October 2015
- Meeting 6: November 2015
- Meeting 7: December 2015

7.4 Decision-making Process

A consensus model will be used for decision-making.

7.5 Delegation of Work

Business emerging from the work of the Team may be delegated to staff from all participating agencies. Delegated staff may attend and participate in meetings as relevant.

7.6 Regarding Agenda Items

The call for agenda items will occur one week prior to the meeting.

7.7 Minutes and Meeting Papers

Minutes will be prepared and distributed by the Secretariat.