

## Appendix C

**City–School Boards Advisory Committee  
Terms of Reference****A. Purpose**

1. 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.
2. The mandate of the City-School Boards Advisory Committee is:
  - To provide advice to City Council on the best ways to effectively share information and plan collaboratively to provide opportunities for the City of Toronto and School Boards serving Toronto to maximize resources and minimize negative effects on local communities; and
  - Foster coordination of the City and the School Boards' roles in developing a "Made in Toronto" solution to address the local needs of the City, the School Boards and the Province of Ontario as they relate to publicly funded schools and related infrastructure.
3. 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.

**B. Membership and Term**

1. The Committee will be composed of elected representatives from the City and the School Boards.
2. The Committee will be composed of up to twelve (12) members:
  - Six (6) Members of City Council (one as Chair), with each of Toronto's four Community Councils represented by at least one Councillor;
  - Two (2) Trustees appointed by the Toronto District School Board;
  - Two (2) Trustees appointed by the Toronto Catholic District School Board;
  - One (1) Trustee from the Conseil Scolaire Viamonde; and
  - One (1) Trustee from the Conseil Scolaire de District Catholique Centre-Sud.
3. The Members of City Council, including the Chair, will be appointed by City

Approved by City Council at its meeting held February 10 and 11, 2015

Council on the recommendation of the Striking Committee. School Trustees will be appointed by the School Boards.

4. At its first meeting or as soon as possible after, the Committee will elect two (2) Vice-Chairs, one of which shall be a Trustee from the Toronto District School Board, and one of which shall be a Trustee from the Toronto Catholic District School Board.
5. Members are appointed for a two-year term or until their mandate is complete, whichever comes first.
6. Membership is voluntary and a public service. Members will not be remunerated or receive an honoraria. Expenses may be reimbursed pursuant to the Toronto Remuneration Policy.

### **C. Governance**

1. The Committee will provide its advice to City Council through the Executive Committee and annually report to the Executive Committee on its progress including key achievements, challenges and activities.
2. The Committee will operate in accordance with the Toronto Municipal Code Chapter 27, Council Procedures.
3. All meetings of the City-School Boards Advisory Committee will be open to the public and comply with the Open Meeting Requirements of the City of Toronto Act, 2006.
4. The Committee will meet a minimum of two times per year at the discretion of the Chair.
5. The City Clerk's Office will provide meeting management support to the Committee.
6. The Social Development, Finance and Administration Division of the City of Toronto will provide policy-related staff support to the 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.