

## Community Equity Advisory Committee Terms of Reference

### 1.0 Purpose

The Community Equity Advisory Committee (CEAC) will support the Limestone District School Board (LDSB) in identifying and eliminating barriers to an equitable and inclusive environment for students, staff, and the broader community, and determining strategies for systemic implementation of LDSB's Equity and Action Plan.

### 2.0 Responsibilities

- To advise and provide feedback to LDSB on issues related to equity, inclusion, and diversity from multiple stakeholders and the broader community.
- To advise LDSB in the development of a more inclusive, representative, accessible curriculum and programming reflective of diverse groups.
- To assist in determining strategies to engage students, parents, and members of the community to more adequately reflect the diversity within schools.
- To assist in identifying barriers to an equitable learning and working environment and create awareness about the types of discrimination happening in schools and across LDSB.
- To advise on the creation, implementation, or revision of policies, procedures, practices, and processes that facilitate inclusive and supportive learning and working environments and that foster a diverse workforce.
- To make recommendations on the Board's progress in achieving the goals of the Equity Action Plan.
- To promote best practices and successes within school communities and across LDSB that prove effective in closing equity and opportunity gaps for students and staff.

### 3.0 Membership and Structure

Members of the CEAC will be able to offer diverse perspectives and/or lived experiences including (but not limited to) anti-Black racism, anti-Indigenous racism, anti-Semitism, Ableism/Disabilities, Homophobia, Transphobia, Islamophobia, and/or Poverty/Classism. Members are required to have a connection with the Board. Such connection can be as a current or former parent, staff, or community member who works for an organization that serves Limestone students.

Limestone District School Board is situated on the traditional territories of the Anishinaabe and Haudenosaunee.

Robin Hutcheon, Chair | Krishna Burra, Director of Education and Secretary | Craig Young, Treasurer

The core membership of the committee may be increased as required. Additional members at large will be consulted on an ad hoc basis to offer guidance where specific expertise is required. Formal recognition of committee participation may be offered by the Superintendent upon request (e.g., letters of reference)

The core membership will include:

- One representative from each Staff Affinity Network
- Student representatives
- Mental Health Lead
- Equity Curriculum Consultants
- Human Rights and Equity Advisor
- Superintendent of Education (Equity Portfolio), Associate Superintendent of Safe and Caring Schools and Program, and Superintendent of Human Resources, or designate(others)
- At least two community members not employed by LDSB

The Committee shall have two Co-Chairs. For the first year, the Co-Chairs shall be LDSB's Human Rights and Equity Advisor and the Superintendent of Education (Equity Portfolio). In the subsequent years, the second Co-Chair shall be a community member. The second Co-Chair shall be elected by the CEAC on an annual basis.

#### **4.0 Recruitment/Selection**

Staff Affinity Networks will nominate a representative to be on the CEAC. The community members and student representatives will be recruited by seeking expressions of interest. Student representatives must be entering grades 11 or 12 at the time of application.

Expressions of interest will be reviewed by the Human Rights and Equity Advisor, Equity Curriculum Consultants, Superintendent of Education (Equity Portfolio), Associate Superintendent of Safe and Caring Schools and Program, and the Superintendent of Human Resources. The goal is to create a committee that is equitable, intersectional, and a fair representation of our community from the applications received.

#### **5.0 Term**

The term for committee members will be 2 years. The term of student representatives in grade 12 shall be 1 year. Should a vacancy occur in the middle of a term, the committee co-chairs will notify the remaining members and initiate a process to fill the position. New members are selected based on the criteria outlined in the membership selection section. To maintain the committee's effectiveness and continuity, once a new member is selected, they will receive an orientation to familiarize them with the committee's purpose, goals, and current stage of the work. Newer members' terms will end at the same time as other committee members, regardless of start date.

## **6.0 Meetings**

- The Committee shall have regular quarterly meetings and shall meet at other times when necessary. Meetings shall last for 2 hours and will take place at the Education Centre. There will also be a virtual option for members to connect. Each committee member shall commit to attending at least 3 of the 4 meetings in-person. Student representatives will be provided with volunteer hours.

## **7.0 On-boarding and Professional Learning**

- New members of the committee are expected to attend an on-boarding meeting with the Human Rights and Equity Advisor and Superintendent of Education (Equity Portfolio) to go over the Terms of Reference and member expectations. Members will also be expected to sign an oath of confidentiality.
- There shall be dedicated time for professional learning in at least 2 of the committee meetings every school year. The content of such professional learning shall be determined by committee members.

## **8.0 Member Expectations**

Committee members are expected to demonstrate a commitment to:

- Creating equitable, diverse, and inclusive learning and working environments within LDSB and the broader communities that we serve.
- Working collaboratively to achieve the committee's purpose and objectives.
- Attending committee meetings and following through in a timely manner on any action items.
- Supporting an inclusive space to facilitate open dialogue, sharing of experiences, and problem-solving.
- Commitment to an understanding that while each member will bring their own unique perspective which may include the voice of their respective communities, the goal of the committee is to create an inclusive environment where all members of the LDSB community feel welcome, valued and comfortable.
- Respecting and promoting human rights in accordance with the Ontario Human Rights Code.
- Adhering to the CEAC Code of Conduct.