



TO:	CHAIR AND MEMBERS COMMUNITY SERVICES COMMITTEE MEETING ON OCTOBER 22, 2012
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT:	CITY OF LONDON AND THAMES VALLEY DISTRICT SCHOOL BOARD LIAISON COMMITTEE

RECOMMENDATION

That, on the recommendation of the City Clerk, the attached proposed Terms of Reference (Appendix "A") to establish City of London and Thames Valley District School Board Liaison Committee, **BE APPROVED**.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

Item #1 – Committee of the Whole, November 23, 2011

BACKGROUND

At the December 6, 2011 meeting of Municipal Council, the following resolution was passed with respect to the establishment of a City of London and Thames Valley District School Board Liaison Committee:

"That the following actions be taken with respect to the establishing a forum for collaboration and discussion relative to matters of common interest to The Corporation of the City of London and the Thames Valley District School Board (TVDSB):

- a) a City/TVDSB Liaison Committee **BE ESTABLISHED**, comprised of representatives of the Municipal Council and the Board of Trustees;
- b) the City Clerk, in liaison with the Civic Administration and the TVDSB Administration **BE DIRECTED** to develop a terms of reference for the Liaison Committee noted in a) above, for report back to and approval of the Municipal Council and the TVDSB Trustees; it being noted that the terms of reference should provide for the appropriate administrative support; and
- c) the Civic Administration and the TVDSB Administration **BE REQUESTED** to meet on a regular basis to discuss matters of mutual interest and to provide regular updates to the Community Services Committee with respect to those discussions;

it being noted that the Committee of the Whole heard a verbal presentation from Tracy Grant, Chair; Kevin Bushell, Executive Officer, Facility Services and Capital Planning; Marion Moynihan, Superintendent, and Paul Tufts, Superintendent, with respect to this matter."

The Civic Administration and TVDSB Administration have prepared the attached draft Terms of Reference (Appendix "A") to establish the City of London and Thames Valley District School Board Liaison Committee, for Council's consideration. This draft Terms of Reference will also be reviewed by the TVDSB.

PREPARED BY:
CATHY SAUNDERS CITY CLERK



APPENDIX "A"

Terms of Reference City of London and Thames Valley District School Board Liaison Committee

Summary

The purpose of the Committee is to provide a venue for strategic discussions between the City of London (the "City") and the Thames Valley District School Board (the "TVDSB") on matters of common interest and emerging issues. The Committee will also provide an opportunity to share information, such as capital projects, the Child and Youth Network and infrastructure projects.

Membership and Quorum

The Committee shall be comprised of the four appointed Members of City Council (Mayor and three Members of Council) and four appointed Trustees of TVDSB (Chair of the Board and three Trustees). Quorum will be six members, consisting of a minimum of three members from the City and three from TVDSB. Members of TVDSB and City administrations will also be in attendance at the meetings.

Election of Chair

The Chair shall be selected by the Committee, with the Chair position rotating annually between the City and TVDSB.

Term

The term of the members shall be the term of Council and TVDSB.

Meeting Schedule

Meetings will be held semi-annually at the call of the Chair, with location of meetings being rotated between the City and TVDSB. Notice of meetings will be provided in writing four business days prior to the meeting.

Mandate

1. To better enable the City and the TVDSB to serve the London Community
2. To assist in addressing issues affecting governing bodies
3. To promote increased co-operation, synergies and efficiencies between the City and TVDSB
4. To explore areas of common interest
5. To better understand services, projects and initiatives
6. To increase and maintain regular communication

Reporting Mechanism

The members of the Liaison Committee will be responsible to report back to their respective appropriate Standing Committees.

Decision Making Process

Decisions regarding the Liaison Committee recommendations will be arrived at through consensus and if a vote is required, a majority from each participating body's approval is required.

Agenda

The agenda will be developed and agreed upon by the City and TVDSB.

Resources

The Committee will be supported by the City Clerk of the City of London.