

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.