



APPENDIX “A”

Terms of Reference City of London and London District Catholic School Board Liaison Committee

Summary

The purpose of the City of London and London District Catholic School Board Liaison Committee (the “Committee”) is to provide a venue for strategic discussions between the City of London (the “City”) and the London District Catholic School Board (the “LDCSB”) 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. The Committee will not in any way interfere or supersede in the legislative responsibilities of either party.

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 LDCSB (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 LDCSB. Members of LDCSB 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 LDCSB.

Term

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

Meeting Schedule

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

Mandate

1. To better enable the City and the LDCSB 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 LDCSB
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 Committee will be responsible to report back to their respective appropriate Standing Committees.

Decision Making Process

Decisions regarding the Committee recommendations will be arrived at through consensus and if a vote is required, a majority from each participating body’s approval is required. If either party is not supportive of a matter placed before the Committee, a recommendation regarding the matter would not be put forward from the Committee to the respective Council or Board. Where there is a tie vote on any recommendation, it shall be deemed to have been decided in the negative and the recommendation would not be put forward to the respective Council or Board.

Agenda

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

Resources

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