



# **Terms of Reference**

**Thames Centre  
Local School Advisory Committee**

June 2021

# Thames Centre Local School Advisory Committee Terms of Reference

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**1. Overview:**

At the March 29, 2021 Council Meeting for the Municipality of Thames Centre, Council passed a resolution to establish a Local School Advisory Committee. This committee shall work towards identifying opportunities to enhance public funded schools within the Municipality and to address local community needs in conjunction with School Boards.

**2. Purpose:**

The purpose of this Committee is to:

- Develop a School Retention and Expansion Plan;
- Identify opportunities to enhance publicly funded schools to address the local needs of the Municipality and related School Boards;
- Explore current and future opportunities to support youth in Thames Centre to enhance student program options;
- Share findings, input and recommendations with Council in order to identify future considerations and related budget implications.

**3. Committee:**

Composition and Structure

- The Thames Centre Local School Advisory Committee will be composed of a minimum of three (3) community representatives and two (2) members of Council who will be voting members.
- A member of Council who sits on the Advisory Committee will be appointed as chair for the meetings of the Committee. An employee of the Municipality of Thames Centre shall be appointed as the Committee secretary for the purposes of taking minutes. An employee from the Planning and Development Services Department will have a support role with this Committee.
- Council will be kept informed of the progress of the Advisory Committee.
- A council representative of the Committee will be involved in the formal development of the Local School Advisory Committee, such as the terms of reference.
- Community representatives will be formal members of the Advisory Committee, who will preferably have extensive experience and/or knowledge in one or more areas of significance to this group.

### Authority

- The Committee shall be bound by all requirements of the Municipal Act and the Municipality's Procedural By-law as a Committee of Council in the carrying out of its objectives.
- The Committee shall do its best to involve public input and to keep the public informed on its activities on a regular basis including notifying the public of its meeting dates, times and locations and the posting of its minutes on the Municipality of Thames Centre web site.

### Frequency of Meetings

- The Thames Centre Local School Advisory Committee will meet on a quarterly basis with a minimum of two (2) meetings per year and other meetings as required. The meeting schedule will be established on an annual basis and at the last meeting of the calendar year.
- Additional meetings may be required based on the special projects or sub-committee work. In this instance, a meeting can be called at the request of the Chair.
- Meetings shall be held on weekdays and shall begin and conclude between the hours of 8:30 am and 4:30 pm.
- All meetings of the Thames Centre Local School Advisory Committee will be open to the public. As a formal committee to Council, the Thames Centre Local School Advisory Committee is subject to the Rules of Procedure for Committees, the Municipality of Thames Centre Procedural By-Law, Volunteer Code of Conduct and the Municipality's Harassment Policy and any other applicable policies and/or procedures.

### Sub-Committees

- Sub-committees may be formed at the direction of the Committee to address specific issues as required.
- A member of the Advisory Committee will be assigned as chair overseeing the tasks of any such sub-committee and to report on the sub-committee progress at regular Committee meetings.
- Members of the public may be solicited to sit on these sub-committees and various related taskforces to assist with the activities of that committee, and to promote community involvement.

Council Role

- Council may, at its discretion, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to membership composition to ensure Committee effectiveness.

**4. Annual Budget:**

- The Committee will prepare an annual budget each fall for approval.