

Proposed Terms of Reference
Richmond City Council/School Board Liaison Committee

Purpose

The purpose of the Council/School Board Liaison Committee is to provide a framework for cooperation between the City of Richmond and the Richmond School District No 38. These efforts will enhance both parties' abilities to fulfill their mandates and provide optimum benefits for the entire Richmond Community.

Mandate

The mandate of this committee shall be to ensure effective communication between parties, to make recommendations, and to provide input, feedback and comments to Council and to the School Board on resolution of issues and opportunities jointly affecting both parties. The committee respects the mandate and authority of each party as an independent authority.

Scope

The scope of the committee will include, but not be limited to, matters related to Area and Official Community planning, communication and consultation, accessibility, safety, environment, economic and promotional opportunities, land acquisition or disposition, development and operation of facilities, joint programs, co location and services where joint or potential joint interests exist. Each party will identify areas of potential joint interests.

Principles

The principles guiding the relationship and the work of the Committee are:

Cooperation	Both parties to will be cooperative and strive for a cooperative relationship between each other.
Community Building	Both parties strive to build community.
Leadership	The Committee will provide leadership and ensure accountability to all of its actions.
Shared use	Where identified, that school sites and recreation sites, facilities and resources will be shared.
Cooperative planning	That school sites, parks and recreation sites and facilities be co-operatively planned for maximum benefit for the community of Richmond.
Financial Sustainability	Financial sustainability will be ensured in any joint opportunities.
Consultation	Both parties undertake ongoing consultation with each other on matters of mutual interest.
Efficiency & Effectiveness	That the resources of the both parties and stakeholder groups be efficiently used and extended for the maximum benefit of the community.
Partnership	Both parties value and respect an effective partnership with each other and other stakeholders in the City.

Objectives, Expectations and Outcomes

The primary objectives of the School Council Liaison Committee are political interface and liaison, communication and consultation and accountability and ratification of direction.

The objective of the City Council School Board Liaison Committee is to ensure authentic communication and dialogue between City Council and the School Board on matters of mutual interest. Processes will be in place to enable this dialogue. The Committee will be accountable for its recommendations and will ensure that all direction is ratified by City Council and the School District accordingly. Administrative staff will play a support role.

Committee Membership

- 2 councillors (need representation from PRCS, planning)
- 2 trustees

Procedures

The Committee will meet not less than 4 times per year at the call of the chair. There will be no meetings in July and August each calendar year. The chair will rotate between each party annually, School Board in odd years and the City in even years. The chairing body will administer all committee activities. Each respective party will ratify minutes. Minutes will ensure recommendations for action are noted. Staff members will attend as required.

A year end report to be presented outlining issues, actions and their progress.