



**THE CORPORATION OF THE MUNICIPALITY OF NORTH MIDDLESEX
BY – LAW NO. 039 OF 2024
BEING A BY- LAW TO ESTABLISH THE TERMS AND REFERENCE FOR THE
LOCAL SCHOOL ADVISORY COMMITTEE**

WHEREAS Section 11 of the Municipal Act, 2001 , c.25, as amended, in part provides that a lower- tier municipality may pass By- Laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS members of Council and members of public are appointed by By- Law from time to time to serve on this committee;

AND WHEREAS the Council of the Corporation of the Municipality of North Middlesex deems it advisable to establish by By-Law, the Local School Advisory Committee and the Committee's Terms of Reference for the Corporation of the Municipality of North Middlesex;

AND WHEREAS By-Law 092 of 2021 be hereby repealed.

NOW THEREFORE the Council of the Corporation of the Municipality of North Middlesex enacts as follows:

1. Committee Title

That a Committee to be known as the Local School Advisory Committee (LSAC) is hereby established.

2. Definitions

That the definitions as outlined in the Corporation of the Municipality of North Middlesex Procedural By-Law shall apply.

3. Policies/Procedures

- 3.1 That the rules and regulations of the Corporation of the Municipality of North Middlesex Procedural By-Law shall govern all proceedings of the Local School Advisory Committee.
- 3.2 That policies, practices and procedures governing the provisions of its goods and services are consistent with the Corporation's Accessibility Standards for Customers Service Policy and Procedures as adopted in accordance with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA), Customer Service Standard- Ontario Regulation 429/07,

4. Composition

That the Local School Advisory Committee shall consist of not more than nine (9) voting members including three members of Council (of which one shall be Chair and one shall be appointed Vice-Chair) and six (6) members-at-large as appointed by Council as outlined below:

i. Voting Members

Up to four (4) members who are residents and parents with children enrolled in North Middlesex District High School (NMDHS);

Up to two (2) members who are residents and parents with children enrolled in any one of the NM feeder schools;

ii. Non- voting Voluntary Community Members:

Two (2) students of NMDHS; and,

Four (4) citizen representatives which may include parents of children attending schools outside of the Municipality's boundary.

iii. The Mayor is an ex-officio member of all Committees. The Mayor has the same rights, including voting, as other Committee members but is not obliged to attend meetings. As an ex-officio member, the Mayor shall not be counted in determining quorum of the Committee, however, is included in determining if LSAC has quorum, if in attendance and no more than two members of Council are present at the same time.

iv. Quorum of the committee is five (5) voting members including Chair or Vice Chair and four (4) other voting members

v. Non- Voting Staff Members

a) Staff Liaison

A Recording Secretary shall be non- voting member.

5. Terms of Office

Members-at-large shall be shall be appointed through public appointments process by Council for one Council term or they have to step down, until their successor is appointed. Council has discretion in filling any vacancy by appointment for the remainder of the term. In the event that a Committee member resigns prior to the completion of the term, a replacement appointed by Council, will assume the duties to the completion of the term. Community member attendance is voluntary and individual members are not specifically appointed in order to allow for a more flexible approach to encourage participation.

6. Mandate

That The Local School Advisory Committee Terms of Reference are set out in Schedule "A" attached hereto and forming part of this By-Law.

That in carrying out the provisions of this By-Law, the Committee shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-Law neither the Committee nor any member thereof shall incur any liability by reason of anything done or left

undone by the Committee; provided however, that nothing in this section contained shall authorize or empower the Committee to incur any debit, liability or obligation for which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Municipality of North Middlesex.

7. Force and Effect

That this By-Law shall come into force and take effect on the date of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN COUNCIL THIS 1st DAY OF MAY 2024.



Mayor



Clerk

SCHEDULE "A" TO
BY- LAW 039 OF 2024
LOCAL SCHOOL ADVISORY COMMITTEE (LSAC)
TERMS OF REFERENCE

PURPOSE

The Local School Advisory Committee (LSAC) is a Committee of Council that acts as an advisory body on matters related to the following:

- Identify opportunities for the Municipality of North Middlesex to enhance all publicly funded schools in North Middlesex.
- Develop a "Rural" solution to address the local needs of the Municipality, and the School Board.
- Identify current and future opportunities to support youth in North Middlesex thereby enhancing student programme options.

MANDATE

The Local School Advisory Committee will make recommendations to Council on matters that affect publicly funded schools which may impact the Municipality's sustainability and to foster solutions and opportunities. LSAC provides advice through staff on issues pertaining to the encouragement, co-ordination and development of activities relating to the enhancement of all publicly funded schools in North Middlesex. LSAC will liaise with schools and other stakeholders to facilitate the development of made-in-North Middlesex solutions to benefit the youth and the overall quality of life and prosperity in North Middlesex and the communities within it to meet the needs of the future.

1. To enhance awareness within the Municipality of North Middlesex regarding the exceptional local schools.
2. To explore the impacts related to student outcomes.
3. To act in an advisory capacity when formulating public input into local school board policy/budget, serving as a means to build consensus on matters related to the local school.
4. To explore issues related to the retention of North Middlesex students.
5. To provide the North Middlesex community a forum for discussion, in greater depth, matters related to economic growth impacts on all local schools.
6. To seek collaborative solutions related to student retention at North Middlesex schools and to provide advice on the best means to ensure ongoing collaboration.
7. To act as a bridge between Municipal leaders, parents, the local school, and the local School Board(s).
8. To advise Council related to various policies and budget items especially where these may impact youth outcomes through the local school.

9. To identify and develop opportunities to strengthen existing or introduce new programs and services that will benefit and attract students to North Middlesex.

DEFINITIONS

“Advisory”- having or exercising power to make recommendations but not to take action or to enforce such powers.

“Conflict of Interest”- is a situation where private interests or personal considerations may affect the judgement of an employee or elected official of the Municipality of North Middlesex to act in the best interest of the Municipality. It includes using the employee's or elected official's position, confidential information, corporate time, material, or facilities for expected or actual private gain or advancement. A conflict may also exist where interests benefit any member of the employee or elected official's family, friends or business associates.

“Council”- refers to the current elected Council for the Municipality of North Middlesex.

“Local School Advisory Committee (LSAC)”- is a committee of Council for the Municipality of North Middlesex.

“Municipality”- is the Municipality of North Middlesex.

DUTIES AND RESPONSIBILITIES

To assist and support Council and staff to meet the following objectives:

- Individual committee members and the collective group will be fair, impartial, and respectful of the public, staff, and each other.
- Committee members will respect the limitations of their individual and collective authority. The role of the committee is to advise as this relates to the purpose and mandate.
- Members will strive to appreciate differences in approach and point of view.
- Each member will participate in the Committee's discussions and work assignments without dominating the discussion or activity of the committee.
- Each committee member will complete tasks as delegated or volunteered to complete, in a timely manner, and when unable to complete tasks notify the Chair.
- The Committee Chair will ensure that all members have a fair, balanced, and respectful opportunity to share their knowledge and perspectives.
- The Committee will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions, such as “minority” opinions, should be recorded and acknowledged in the committee's report, recommendation(s), and presentations.
- The Committee shall elect a Chairperson and Vice Chairperson from among the three council members appointed to the committee, as its first meeting, or as soon as practicable.

- The Committee may liaise with community groups and individuals to maintain an awareness of their goals and mandate in order to gain support for the work of the committee.

AUTHORITY

As LSAC is an advisory Committee to Council, the Committee does not have any delegated authority in accordance with the *Municipal Act, 2001*, as amended.

LSAC or any other member of the Committee does not have the authority to communicate with other levels of government on behalf of the Municipality of North Middlesex, to take a position on behalf of the Municipality or to authorize any expenditures against the Municipality.

LSAC or any member of LSAC does not have the authority to direct staff or any recommendations requiring implementation, reports or staff actions as such activities must first be considered and approved by Council before any action by staff must be taken.

Members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by Council.

COMMITTEE ANNUAL REVIEW

The goals, mandate and responsibilities of LSAC are to be reviewed annually for the purpose of improving the functioning and effectiveness of the committee.

ROLES AND RESPONSIBILITIES

The Committee shall have the following four roles:

1. Chairperson:

- Provide leadership to the Committee;
- Chair Committee meetings in accordance with the Municipality's Procedural By-Law;
- Ensure agendas are prepared for meetings and distributed;
- Report to Council at year end and at other times as required;
- Act as spokesperson for the Committee;
- Express consensus as reached by Committee;
- Ensure that the Municipalities By-Laws and Policies are adhered to with respect to all matters.

2. Vice-Chairperson:

- Act in the position of the Chairperson in the absence of the Chairperson;
- **Otherwise, regular Committee member role.**

3. Committee Members:

- Attend regular Committee meetings:

- Advise the Chairperson and Recording Secretary if unable to attend a meeting;
- Actively participate in Committee meetings;
- Actively participate in carrying out the responsibilities of the LSAC.

4. Recording Secretary:

- Orientate Committee members with regards to the Terms of Reference and roles of the LSAC members and staff;
- Ensure there is a quorum present in order to proceed with a meeting;
- Record, process and distribute minutes and agendas, and to maintain the files of the Committee, including but not limited to Minutes, Agendas, policies, correspondence and other file information, in accordance with the Records Retention By-Law.
- Ensure that the draft meeting minutes are prepared and approved by the Chair and /or Vice Chair prior to the next Committee agenda, if possible;
- Ensure that adopted minutes are forwarded to the Municipal Clerk or designate in a timely manner.

DECISION MAKING AND VOTING

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A recommendation is deemed to be carried if the majority of members present vote in the affirmative. All recommendations must be approved by Council before any action is taken by staff. Committee meetings are open to the public and subject to the provisions of Section 239 of the *Municipal Act, 2001* as amended.

REPORTING TO COUNCIL

The Chair or designate shall report to Council on behalf of the Committee at the Council meeting where LSAC minutes, with or without recommendations, are brought forward for approval.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

Directions from Council must only be acted on by LSAC or staff upon Council's approval.

TERM

The voting appointed Committee members shall be appointed for a four year term concurrent with the term of Council. The Community members are voluntary.

RENUMERATION

None

MEETINGS

Meetings are held quarterly in the Shared Services Centre, Council Chambers, on the second (2nd) Thursday of the month at 6:00 pm except during July and August or at the call of the Chair. The date

and location shall be provided through the Municipality of North Middlesex website [North Middlesex Website](#) through the Council/Committee Calendar.

Staff members are non-members of the Committee and as such do not vote on any matter. Staff act as a resource or liaison to the Committee through direction from Council. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

AGENDAS

Agendas are developed by the Chair and Secretary and may input from other applicable municipal staff.

CONFLICT OF INTEREST

Committee members will adhere to all applicable legislation, by-laws, policies and procedures regarding conflict of interest.

TERMS OF REFERENCE

These Terms of Reference are established by By-Law and can only be altered by Council. The Committee will review the Terms of Reference a minimum of once every year shall make recommendations for change through a motion.

CODE OF CONDUCT

As a Committee of Council, LSAC members are subject to the Code of Conduct for Members of Council, Advisory Committees and Local Boards.

OPERATIONAL BUDGET

LSAC may be granted a yearly operational budget as part of the Committees budget to fund minor activities, event attendance and any other incidentals. All major LSAC expenses shall require a motion, be recorded by the secretary and included in the minutes for review by Council.