

Town and Gown Committee - Terms of Reference

Contents

Preamble	2
Mandate.....	2
Goals and Purpose	2
Reporting Structure.....	2
Membership.....	3
Composition	3
Term.....	3
Roles and Responsibilities.....	4
Chair and Vice Chair	4
Committee Members.....	4
Working Groups.....	5
Resources	5
Meetings	5
Absenteeism.....	6
Amendments to the Terms of Reference.....	6
Glossary of Terms	6

Town and Gown Committee - Terms of Reference

Preamble

The Town and Gown Committee was created to develop relationships and communication between students, local post-secondary institutions, police, and the City of Thorold. The committee strives to achieve a high quality of life for students and residents who live near a post-secondary campus.

Mandate

To develop and enhance relationships, communications and policies among the university, college, students, the City, police and the community. This mandate would be achieved by addressing issues of common concern and may include neighborhood development/community relations, housing, the environment, economic activities, charitable/community relations, recreational and cultural events, health and safety issues and academic outreach.

Goals and Purpose

The goals and purpose of the Town and Gown Committee is to keep Council informed of post-secondary issues affecting the City of Thorold. The Committee will:

- Provide a multidisciplinary forum for open discussion on common issues.
- Facilitate communication among constituent groups.
- Develop policies for Council consideration.
- Identify and address specific issues and concerns.
- Consider opportunities for formal partnerships between the City and local post-secondary institutions that will enhance student and community relations.
- Create Subcommittees, studies or projects where specific initiatives can be directed.
- Monitor and evaluate activities of these sub-committees, studies or projects.
- Make recommendations to Council and implement resource requirements to achieve the mandate.
- Set as a co-ordinating body for issues involving stakeholders (constituent groups).

Reporting Structure

The Town and Gown Committee will report directly to City Council.

Town and Gown Committee - Terms of Reference

Membership

Composition

The Committee Membership is comprised of stakeholders within Niagara Region that have a relationship to the post-secondary institution of Brock University and Niagara College as set out below.

Voting Members:

City of Thorold

Mayor

Councillors (Minimum of 2)

Brock University

Off-Campus Housing Officer (1)

Student Union (1)

Brock Administration / Student Affairs (1)

Niagara College

Director of Student Services

Student Union (1)

Niagara Regional Police (1)

Landlords (1)

Residents at Large (3)

The following City staff positions are non-voting members, who count towards quorum:

Director of Development Services or designate

Fire Chief or designate

City Clerk or designate

The Community Relations Specialist (or designate) will support the committee as the City of Thorold's staff liaison.

Term

Committee appointments shall be held for the term of Council.

The term of appointment for all student representatives shall coincide with the school year and the Committee may request new members be appointed at any time to replace those who resign.

The term of the Committee itself is determined by the Committee's mandate, goals and objectives.

Town and Gown Committee - Terms of Reference

Roles and Responsibilities

Chair and Vice Chair

The Chair will:

- Preside over all meetings and be responsible for the overall administration of the affairs of the Committee.
- Work with the Staff Liaison to build and coordinate the Committee/Board work plan and associated documents.
- Serve as the spokesperson for the Committee to City Council
- Provide annual reports to Council.

- The Vice Chair, shall act as the Presiding Officer in absence of the Chair, or should the Chair be unable to fulfill his or her duties.

Committee Members

All Committee members, including the chair and vice-chair, have the responsibility to help achieve the Committee's mandate and responsibilities. Committee members are also responsible for:

- Electing a Chair and Vice-Chair
- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- Communicating activities of the committee to groups represented or those who may have an interest and offer information back to the committee
- Represent interests of community
- Create working groups as required to report back to them on specific matters
- Working within their budget (if applicable). Committees/Boards do not have the authority to commit City resources or direct the work of staff.

Staff Liaison

The staff Liaison will:

- work with the Chair and Vice-Chair in order to build a work plan for the Committee/Board and develop a regular reporting process to Council with respect to the performance and progress of the Committee/Board
- ensure matters within the mandate of the Committee are circulated to the Committees attention through Reports and Memorandums where applicable.
- incorporate input from the Committee into staff reports where applicable.

Town and Gown Committee - Terms of Reference

Working Groups

Working groups or Subcommittees may be established, as required, to complete specific research or to implement a specific project. Subcommittees shall be approved by the Committee. Subcommittee Presiding Officers shall be appointed by the Committee as required.

Subcommittee Presiding Officers shall be responsible for calling and chairing subcommittee meetings, setting up meeting agendas, submitting minutes of subcommittee meetings to the staff representative of the Committee, and the preparation of subcommittee reports to the Committee.

Resources

The City's Administration department is the designated department providing resource support to the committee, however, the committee also has access to staff from other departments as may be required.

The Clerks department shall be responsible for preparing and distributing meeting agendas and meeting minutes.

Meetings

Regular meetings shall be held every month. Meetings shall occur on the last Wednesday of every month commencing in January. Meetings will start at 10:00 a.m. and conclude at 11:30 a.m. Meeting times may be modified, based on a simple majority of committee members.

Meetings shall be held at the City of Thorold Municipal Office, including a hybrid option for virtual attendance of Committee members, staff and members of the public.

The Committee Presiding Officer, at a regular meeting of the Committee, shall notify all members present of the next Committee meeting.

Meetings of the Committee are open to the public, members of the public are invited to address the Committee on specific matters at the beginning of each meeting. Presentations to the committee shall not exceed ten minutes for any individual or group.

The mover of a motion speaks to the motion and is the last person to speak. All other members speak once for up to five minutes, and are permitted to reply to comments made by other members.

Town and Gown Committee - Terms of Reference

Absenteeism

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is provided to the Committee prior to the meeting date/time.

Amendments to the Terms of Reference

The terms of reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposed amendments to the terms of reference shall require the approval of a majority of the Town and Gown Committee members present and those amendments if approved will be submitted to City Council for approval. Amendments to the terms of reference shall take effect only upon the approval of Council.

Glossary of Terms

n/a