

## **TOWN and GOWN GUELPH**

### **TERMS OF REFERENCE**

#### **1.0 HISTORY**

**1.1** The Town and Gown Committee developed out of the Neighbourhood Relations Advisory Committee, established in 2004 by the University of Guelph, 10 months after the creation of the Neighbourhood Relations Coordinator position at the University.

**1.2** The objective of the committee was twofold:

**1.2.1** To provide input using neighbourhood-based experience and knowledge regarding the development, implementation, and assessment of Neighbourhood Relations programming that is designed in support of students living off campus.

**1.2.2** To provide a forum for sharing information related to students living off campus and activities in the community.

**1.3** At that time, membership included representatives from City Council, the Central Student Association (CSA), Graduate Students' Association (GSA), City of Guelph (Building & Zoning, Solid Waste Resources), Downtown Board of Management, Guelph Police Services, 3 Community Representatives (Ward 1, 5, 6), Off-Campus University Students (OCUS), and the University of Guelph (Student Housing Services, Neighbourhood Relations, Student Affairs).

**1.4** In 2005, the University of Guelph hosted a Town & Gown Symposium, *On Common Ground: Enhancing Communities Together*, in collaboration with the City of Guelph's Planning Department. Evolving from this and the two Town & Gown symposia held in 2004, The Town and Gown Association of Ontario (TGAO) was established.

**1.5** The Neighbourhood Relations Advisory Committee met for the last time in January, 2009, and the first meeting of the Town & Gown Committee was held in May, 2009, in an effort to formalize the structure of the committee, to support the achievement of its objectives, and to work with the TGAO.

#### **2.0 VISION**

**2.1** Harmonious neighbourhoods where students live in Guelph

### **3.0 MANDATE**

**3.1** Collaborating to enhance neighbourly behavior and community engagement among students, landlords and other community members in Guelph

### **4.0 STRATEGIC PRIORITIES**

#### **4.1**

- Evidence Gathering
- Information Sharing
- Support for Collaborative Initiatives
- Effective Committee Operations

### **5.0 COMMITTEE**

**5.1** Committee appointments shall be determined at the first regular meeting every two years.

**5.2** Members at large – consisting of residents from the Guelph community shall be appointed to the committee through application to begin in January every second year.

### **6.0 SUB-COMMITTEES**

**6.1** 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.

**6.2** Subcommittee Chairpersons shall be appointed by the Committee as required.

**6.3** Subcommittee Chairpersons shall be responsible for calling and chairing subcommittee meetings, setting up meeting agendas, submitting minutes of subcommittee meetings, and the preparation of subcommittee reports to the committee.

### **7.0 MEMBERSHIP**

**7.1** The Committee Membership is comprised of stakeholders within the City of Guelph that have a relationship to the post-secondary institutions of the University of Guelph, and/or Conestoga College as set out below:

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City of Guelph / Co-Chair

*2 City Councillor(s)*

*Planning Representative*

*Fire Department Representative*

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	<i>By-law Compliance Representative</i>
	<i>Building &amp; Zoning Representative</i>
	<i>Solid Waste Resources Representative</i>
	<i>Guelph Transit Representative</i>
	<i>Neighbourhood Liaison Representative</i>
	<i>Other City Representative as invited</i>
Guelph Police Services	<i>Inspector, Neighbourhood Services Division; or Representative</i>
Conestoga College	<i>Representative</i>
	<i>Senior Administration</i>
University of Guelph / Co-Chair	<i>Manager, Off-Campus Living Student Life Representative</i>
Central Student Association, University of Guelph	<i>Local Affairs Commissioner</i>
Graduate Students' Association, University of Guelph	<i>Vice-President External</i>
Landlords / Property Management – maximum 3	
Residents-at-Large – maximum 6	

## **8.0 CO-CHAIRS**

- 8.1** The Co-Chairs shall preside over all meetings and be responsible for the overall administration of the affairs of the Committee.
- 8.2** The Co-Chairs will be elected from the Committee membership and will consist of a representative of the “Town” and “Gown” sectors (i.e. the City and the university/college).
- 8.3** “In Camera” items dealing with enforcement, legal, property or financial matters shall be at the call of the Co-Chairs, and shall be referenced in the minutes without disclosing confidential information.
- 8.4** The Co-Chairs shall be active and voting members of the Committee.

- 8.5 If neither Co-Chair is able to attend a meeting, they shall designate a member of the Committee to chair the meeting.
- 8.6 The Co-Chair hosting the meeting shall provide a minute-taker to prepare and distribute the agendas and minutes to the Committee members prior to each Committee meeting.
- 8.7 The Co-Chairs shall provide a copy of the minutes to the City of Guelph and University of Guelph to post online for public access.
- 8.8 A central record of all reports arising from this committee and all media releases shall be kept on file with the Co-Chairs and in the Department of Community Relations.
- 8.9 The Co-Chair who is chairing the meeting shall recognize all speakers.

## 9.0 ADMINISTRATION

### 9.1 Meetings

9.1.1 Regular meetings shall be held every four months. Special meetings will be at the call of the Co-Chairs.

9.1.2 Meeting times may be modified, based on a simple majority of committee members.

9.1.3 Meetings shall be held alternately at the City of Guelph and at the University of Guelph. As required, the Committee may identify other meeting locations from time to time.

### 9.2 Notice of Meetings

9.2.1 The Committee Co-Chairs, at a regular meeting of the Committee, shall notify all members present of the next Committee meeting.

### 9.3 Attendance at Meetings

9.3.1 A member ceases to be a member when he or she fails to attend three (3) consecutive regular meetings of the Committee, unless excused by resolution of the Committee.

### 9.4 Appointments and Vacancies

9.4.1 Appointments to the Committee shall be made by the respective agency from which representation is listed above and shall not have a set term of appointment. Representatives shall be comprised of senior decision makers of their respective agency. Appointment to the Landlord positions will be made through an application process. Appointments to the Residents-at-Large positions will be made through an application

process, with preference being given to representatives of neighbourhood groups, and distribution by ward.

**9.4.2** A vacancy shall occur when a member or a member group resigns by sending written notice to that effect to the Committee.

**9.4.3** If a person ceases to be a member of the Committee under the Resident at Large Appointment, the Committee shall appoint another eligible person.

**9.4.4** The Committee is encouraged to appoint special ad hoc committees of its members and/or of citizens at large to deal with any special study or assignment coming within its mandate. Such committees shall deal only with the matter or question referred to it for consideration, and shall be disbanded upon completion of the assignment.

## **9.5** Process

**9.5.1** Meetings of the Committee are open to the public.

**9.5.2** Delegations must put forward a request for inclusion on the agenda in writing to a Co-Chair or a committee member who will then contact the Co-Chairs. Presentations to the committee shall not exceed ten minutes for any individual or group.

## **9.6** Member Remuneration

**9.6.1** Volunteer members of the Committee shall serve without remuneration, and no member shall directly or indirectly receive any profit from his/her position.

## **9.7** Public Relations

**9.7.1** All media contact shall be made through the Co-Chairs or their designate(s).

**9.7.2** The Co-Chairs or their designate must approve any media release.

**9.7.3** The Committee reserves the right to publicly deny any statement or report released without the proper approvals.

**9.7.4** Media shall not receive notification of regular general meetings.

## **10.0 OTHER PROCEDURAL MATTERS**

**10.1** Where any procedural matter is not covered by these operating procedures, Robert's Rules of Order shall govern the deliberations of the Committee.

Revised August 2015. Next to be reviewed January 2018.