

# **Kitchener Town & Gown Committee**

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## **TERMS OF REFERENCE**

### **1.0 MANDATE**

- 1.1 To develop and enhance relationships, communications and policies between post-secondary institutions, students, the City staff, police and the surrounding community.
- 1.2 This mandate would be achieved by providing an informal forum to facilitate open and inclusive discussion for stakeholders to address issues that may include neighbourhood development/community relations, housing, economic activities, health and safety issues, special events and academic outreach.

### **2.0 ROLE**

- 2.1 Facilitate communication amongst constituent groups, providing a multidisciplinary forum for open discussion.
- 2.2 Identify and address specific issues, prioritizing concerns. Redirecting concerns not applicable to mandate to appropriate channels.
- 2.3 Act as a coordinating body for issues involving stakeholders.
- 2.1 Create subcommittees when/if needed, where specific initiatives can be directed and/or addressed. Monitoring and evaluating activities of these sub-committees, studies or projects

### **3.0 SUB-COMMITTEES**

- 3.1 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.
- 3.2 Subcommittee Chairpersons shall be appointed by the Committee as required.
- 3.3 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.

### **4.0 COMMITTEE MEMBERS**

- 4.1 Members of the committee is comprised of individuals and stakeholders within the City of Kitchener and Region of Waterloo, that have a relationship with post-secondary institutions and surrounding community as set out below:

• Licensing, City of Kitchener (1)	• <i>By-law Enforcement, City of Kitchener (2)</i>
• Ward Councillor (2)	• Planning, <i>City of Kitchener (1)</i>
• Waterloo Regional Police (1-2)	• Waste Management (1-2)
• Grand River Transit - TBD	• Landlord Representative (1)
• Fire Services (1)	• ION – TBD
• Conestoga College (2-3)	• Undergrad Associations (2)
	• <i>Members at large (3)</i>

**4.2** Volunteer Committee Members

Members at large and the landlord representative are volunteer positions and will participate in a volunteer capacity only.

**4.2.1** Members at Large

A member at large is a community resident that lives in the City of Kitchener and will not hold a specific committee title. They participate and contribute to discussions, supporting the committee’s mandate and role.

**4.2.2** Landlord Representative

The landlord representative resides in the City of Kitchener, as well as owns Kitchener property with current tenants. Landlord is in good standing with the Ontario Landlord and Tenant Board.

**4.3** Appointed Committee Members

Appointed committee members are individuals for municipalities, agency stakeholders, etc. and shall be made by the respective agency from which representation is listed.

**4.4** Appointments, Vacancies and Length of Terms

**4.4.1** Appointment of municipal, agency stakeholders, and post-secondary representatives shall be made by the respective agency and shall be comprised of senior decision makers. There will be no set term, as length of term will last as long as the person holds the title/position.

**4.4.2** Members at large and landlord representative shall be selected through a volunteer application process, with vacancies filled according to end of serving term.

**4.4.2.1** Committee length of term is two years, of which Jan-Dec is considered a full year. Option to renew possible with the agreement/approval of the committee.

**4.4.2.2** Should a volunteer member leave prior to end of serving term, filling of vacancy may be postponed to new term year, depending on when member leaves.

**4.4.3** 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.

**5.0 CHAIRPERSON**

**5.1** The Chairperson shall preside over all meetings and be responsible for the overall administration of the affairs of the Committee.

- 5.2 The Chairperson will recognize all speakers, and be an active and voting member of the Committee.
- 5.3 “In Camera” items dealing with enforcement, legal, property or financial matters shall be at the call of the Chair and shall be referenced in the minutes without disclosing confidential information.
- 5.4 If the Chairperson is unable to attend a meeting, he/she shall designate a member of the Committee to chair the meeting.
- 5.5 The Chairperson shall provide a minute-taker to prepare and distribute the agendas and minutes to the Committee members prior to each Committee meeting.
- 5.6 The Chairperson shall provide a copy of the minutes to City Council or the general public upon request.
- 5.7 A central record of all reports to City Council and all media releases shall be kept on file with the City of Kitchener representative.

## **6.0 ADMINISTRATION**

### **6.1 Meetings**

- 6.1.1 Committee will meet three times a year in March, July and October. However, dates/times may be modified based on committee availability and/or determined if warranted and agreed to by the group.
- 6.1.2 Extra meeting will be determined as needed and if warranted and agreed to by the committee.
- 6.1.3 Committee members must be willing to attend meetings at various locations and in-person.
- 6.1.4 Meetings are not open to the public, although members of the public may be invited with Chair approval.

### **6.2 Notice of Meetings**

- 6.2.1 The Committee Chairperson, at a regular meeting of the Committee, shall notify all members present of the next Committee meeting with meeting invite to follow.

### **6.3 Attendance at Meetings**

- 6.3.1 All committee members must be willing to attend meetings in person and be willing to attend meetings at various locations.
- 6.3.2 If a member cannot attend a meeting, regrets will be sent prior to the meeting. No substitute members allowed.
- 6.3.3 A member ceases to be a member when they fail to attend three (3) consecutive regular meetings of the Committee, unless excused by resolution of the Committee.

## **6.4** Quorum and Decision Making

**6.4.1** Meetings of the Committee are not open to the public, although members of the public may be invited from time to time to address the Committee on specific matters.

**6.4.2** Presentations to the committee shall not exceed ten minutes for any individual or group.

**6.4.3** 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.

## **6.5** Public Relations

**6.5.1** All media contact shall be made through the Chairperson or his/her designate.

**6.5.2** The Chairperson or his/her designate must approve any media release

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

**6.5.4** Media shall not attend regular general meetings.

## **7.0** **SPECIAL EVENTS**

**7.1** Committee may host events throughout the year, at their discretion and as it relates to the mandate and role of the committee.

**7.2** Special events include but are not limited to:

**7.2.1** Participate in community events, college/university orientations, etc..

**7.2.2** Events at various locations to promote community engagement..

## **8.0** **CODE OF CONDUCT**

**8.1** Committee members shall maintain a professional and respectful demeanor, treating all individuals with dignity and respect.

**8.2.** Foul language, verbal abuse, aggressive and intimidating behaviour will not be tolerated and are grounds for dismissal.

**8.3** We appreciate different perspectives and engage in positive discussion, embracing the value of others' contributions, contributing to a safe, healthy and open/inclusive dialogue.

**8.4** Diversity and inclusion are valued, recognizing and appreciating the unique contributions of each individual, regardless of background or identity.

## **9.0** **OTHER PROCEDURAL MATTERS**

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