

## TOWN AND GOWN COMMITTEE

### TERMS OF REFERENCE

**Comment [1]:**  
Draft terms of reference with suggested changes from March 6th subcommittee meeting.  
Moved by Councillor Salih  
Seconded by Councillor Park

#### 1. VISION

Neighbourhoods surrounding our post-secondary institutions are communities in which citizens:

- take pride in their neighbourhoods;
- enjoy and contribute toward a high quality of living and learning; and
- are aware of and respect the rights and responsibilities of living together in a vibrant and dynamic city

#### 2. MANDATE

**2.1.** The London Town and Gown ("Committee") seeks to develop and enhance relationships and communication among the City of London, Fanshawe College, London Police and Fire Services, Western University, residents, students and landlords.

**2.2.** The Committee provides a forum for individuals and groups in which solutions can be built for challenges related to near-campus neighbourhoods and the community's relationship with students in London.

**2.3.** The Committee will work collaboratively and will help to solicit feedback in order to improve near-campus neighbourhoods and relationships between members of the committee. All members of the Committee will work toward the vision.

#### 3. GUIDING PRINCIPLES

Guiding principles will establish the foundation of the Town and Gown Committee and will ensure the Committee adheres to its vision and mandate in a way that is acceptable to all stakeholders. These principles will guide the work of the Committee and ensure its effectiveness.

**3.1.** The Committee shall work with all stakeholders in a collaborative manner.

**3.2.** The purpose of the Committee will be to share perspective on issues of mutual interest.

**3.3.** This Committee will provide advice and suggestions to achieve its mandate.

**3.4.** The Committee shall engage in proactive information sharing and facilitate cooperation in order to achieve the vision and mandate.

## 4. ROLES

**4.1. COMMITTEE:** The Town and Gown Committee serves as a coordinating body for issues involving stakeholders and plays the following roles:

- 4.1.2. Provides a multidisciplinary forum for open discussion on issues related to near-campus neighbourhoods;
- 4.1.3. Facilitates communication among stakeholders
- 4.1.4. Identifies, prioritizes and addresses specific issues and concerns
- 4.1.5. Monitors and evaluates activities of its sub-committees, studies or projects;
- 4.1.6. Builds an action plan to achieve agreed upon goals at the beginning of each academic year and;
- 4.1.7. Makes recommendations to achieve the mandate.

### 4.2. CHAIR

- 4.2.1. The Chair will act first and foremost as a facilitator;
- 4.2.2. The Chair will adhere to the guiding principles as set out in this Terms of Reference;
- 4.2.3. The Chair will work to make sure the Committee will adhere to the guiding principles;
- 4.2.4. The Chair shall work to achieve consensus among the Committee members.
- 4.2.5. Process of election for the chair and;
- 4.2.6. Term of the chair.

**Comment [JC2]:** Will be updated from the standing orders of council

## 5. LIMITATIONS

- 5.1. The committee will work collaboratively on a mutually agreed upon direction and will not direct members of the committee;
- 5.2. The committee will work on issues that are specifically relevant to its vision and mandate;
  - 5.2.1. Issues that do not align with the vision and mandate will be directed to the appropriate council committee.

## 6. MEMBERSHIP COMPOSITION

- 6.1. The Committee membership is comprised of stakeholders who live, work or otherwise seek to improve the quality of life in near-campus neighbourhoods and is as follows;
  - 6.1.1. **Voting Members:** Fifteen (15) members consisting of:
    - 6.1.1.1. (1) Deputy Mayor appointed by Council (ex-officio);
    - 6.1.1.2. (4) City of London Councilors; Wards 3, 6, 13 and [one](#) additional    Ward Councilor;
    - 6.1.1.3. (1) Fanshawe College, Administrative representative;

- 6.1.1.4.** (1) Fanshawe Student Union representative
- 6.1.1.5.** (1) Fanshawe Student Union Operations Manager;
- 6.1.1.6.** (3) Neighbourhood representative residing in Wards 3, 6 & 13
- 6.1.1.7.** (1) Western University, Administrative representative
- 6.1.1.8.** (1) Western University's Affiliated Colleges (Brescia, Huron and King's University College) Representative
- 6.1.1.9.** (1) Western University, [Society of Graduate Students](#) Representative;
- 6.1.1.10.** (1) Western University [Students' Council](#) Representative;

**6.2.1. Non-Voting Resource Group:** One Representative of each of the following will be invited to attend the Committee or Working Group meetings when necessary:

- 6.2.1.1.** City of London Director of Intergovernmental and Community Liaison;
- 6.2.1.2.** City of London Fire Services;
- 6.2.1.3.** City of London Housing Division;
- 6.2.1.4.** City of London Planning;
- 6.2.1.5.** Housing Mediation Office;
- 6.2.1.6.** London Chief Municipal By-Law Enforcement Officer;
- 6.2.1.7.** London Housing Advisory Committee;
- 6.2.1.8.** London Police Services;
- 6.2.1.9.** London Property Management Association Representative;
- 6.2.1.10.** London St. Thomas Association of Realtors and;
- 6.2.1.11.** Urban League of London.

## 7. TERM OF OFFICE

**7.1.** Concurrent with the term of the Municipal Council making the appointment.

The representative from Western University's affiliated colleges shall rotate on a yearly basis from the student councils of the three affiliated colleges.

## 8. QUALIFICATIONS

**8.1.** Only members of the various organizations cited in the composition of the Committee may represent their respective body.

**8.2.** Any person who is a permanent resident (ie. resides at the same address for a minimum of 12 concurrent months) in Ward 3, Ward 6, or Ward 13 respectively, may be appointed as a neighbourhood representative.

## 9. APPOINTMENT POLICIES

**9.1.** Appointments are made in accordance with established Council policy.

**9.2.** The various organizations cited in the composition of the Committee nominate their representatives, who are appointed by the Municipal Council, through the Strategic Priorities and Policy Committee, except for mid-term vacancies, which are dealt with through the Finance and Administrative Services committee.

**9.3.** The Chair and Vice-Chair are elected by the Committee from among its voting members.

## **10. MEETINGS**

**10.1.** Meetings shall be held four times per year;

**10.2.** Meetings will be held during the academic year from September 1 to April 30;

**10.3.** All meeting materials will be submitted to members of the committee at least one week in advance of the scheduled meeting;

**10.4.** All meeting dates shall be set well in advance of the beginning of each academic year;

**10.5.** Meetings will be scheduled around strategic times to allow for adequate timing to solicit Committee feedback and;

**10.6.** In the interest of sharing information and plans to the community, members may present information about relevant programs to the committee as they see fit.

## **11. DUTIES**

**11.1.** To report to the Community and Protective Services Committee;

**11.2.** To provide a forum for individuals and groups in which solutions and strategies can be built for challenges related to near-campus neighbourhoods in London;

**11.3.** Work in collaboration to conduct education programs, designed for students, community groups, individual residents and landlords that will address issues related to near-campus neighbourhoods and the community's relationship with students;

**11.4.** On behalf of the City of London, Fanshawe College and Western University act as the contact point for the Housing Mediation Officer; the Officer will submit reports to the Committee and the Committee will assist the Officer with advice, take appropriate action and/or pass information, concerns or recommendations to the Community and Protective Services Committee and;

**11.5.** To monitor the London Housing market with specific reference to factors affecting student housing.

**12. VACANCIES**

**12.1.** The same procedure is followed as for the appointment of members to the Committee.

**13. REMUNERATION**

**13.1.** No remuneration is paid to the Committee members.