

TERMS OF REFERENCE
TOWN AND GOWN COMMITTEE

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

MANDATE

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.

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.

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.

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.

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

The Committee will facilitate the sharing of perspectives on issues of mutual interest.

This Committee will provide advice and suggestions to achieve the vision and mandate.

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

ROLES

COMMITTEE:

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

- To report to the Community and Protective Services Committee;
- Provide a multidisciplinary forum for open discussion on issues related to near-campus neighbourhoods;
- Facilitate communication among stakeholders;
- Identify, prioritize and address specific issues and concerns;
- Monitor and evaluates activities of its sub-committees, studies or projects;
- Provide a forum for individuals and groups in which solutions and strategies can be built for challenges related to near-campus neighbourhoods in London;

- 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;
- 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;
- Monitor the London Housing market with specific reference to factors affecting student housing and consult with affected stakeholders in order to provide recommendations where appropriate, to the City of London relating to urban planning matters in near-campus neighbourhoods and to review city-initiated studies, initiatives, process reviews or other matters that would benefit from the Town & Gown Committee review;
- Build an action plan to achieve agreed upon goals at the beginning of each academic year; and,
- Make recommendations to achieve the vision and mandate.

CHAIR

- The presiding officer of all advisory committees shall be referred to as "Chair."
- The Chair will act first and foremost as a facilitator;
- The Chair will adhere to the guiding principles as set out in this Terms of Reference;
- The Chair will work to make sure the Committee will adhere to the guiding principles; and,
- The Chair shall work to achieve consensus among the Committee members.

LIMITATIONS

The committee will work collaboratively on a mutually agreed upon direction and will not direct members of the committee;

The committee will work on issues that are specifically relevant to its vision and mandate; and,

Issues that do not align with the vision and mandate will be directed to the appropriate Council Committee.

MEMBERSHIP COMPOSITION

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;

Voting Members:

Fifteen (15) members consisting of:

- 1 Deputy Mayor appointed by Council (ex-officio)
- 4 City of London Councilors; Wards 3, 6, 13 and one additional Ward Councilor
- 1 Fanshawe College, Administrative representative
- 1 Fanshawe Student Union representative
- 1 Fanshawe Student Union administrative representative, as appointed by the President of the Fanshawe Student Union
- 3 Neighbourhood representatives residing in Wards 3, 6 & 13
- 1 Western University, Administrative representative
- 1 Western University's Affiliated Colleges (Brescia, Huron and King's University College) Representative
- 1 Western University, Society of Graduate Students Representative
- 1 Western University Students' Council Representative

Non-Voting Resource Group:

One Representative of each of the following will be invited to attend the Committee or Working Group meetings when necessary:

- City of London Director of Intergovernmental and Community Liaison
- City of London Fire Services
- City of London Housing Division
- City of London Planning
- Housing Mediation Office
- London Chief Municipal By-Law Enforcement Officer
- London Housing Advisory Committee
- London Police Services
- London Property Management Association Representative
- London St. Thomas Association of Realtors
- Urban League of London

TERM OF OFFICE

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.

QUALIFICATIONS

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

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.

APPOINTMENT POLICIES

COMMITTEE

Appointments are made in accordance with established Council policy.

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, expect for mid-term vacancies, which are dealt with through the Corporate Services Committee.

CHAIR AND VICE-CHAIR

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

An advisory committee member shall not serve as a Chair or as a Vice Chair for more than two consecutive years unless approved, on an exception basis, by the Municipal Council.

SUBCOMMITTEES AND WORKING GROUPS

Advisory committees may form sub-committees or working groups as may be necessary.

Meetings of working groups that have been formed by the advisory committee may meet at any time and at any location but shall meet on different dates than the advisory committee.

Staff support, including a recording secretary from the City Clerk's Office, shall not be provided to such sub-committees or working groups unless otherwise approved by the appropriate Department Head.

MEETINGS

Meetings shall be held four times per year.

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

All meeting materials (with an option for electronic submission) will be submitted to members of the committee at least one week in advance of the scheduled meeting.

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

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

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.

VACANCIES

Appointments shall be in keeping with Council Policy.

REMUNERATION

No remuneration is paid to the Committee members.