

# **CITY OF WELLAND**

## **TOWN & GOWN COMMITTEE**

### **TERMS OF REFERENCE**

#### **MANDATE**

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

The Town & Gown Committee shall also review matters referred to it by Council and/or staff and provide recommendation.

#### **ROLE**

- Provide a multidisciplinary forum for open discussion on issues in common
- Facilitate communication among constituent groups
- Develop policies
- Identify and address specific issues and concerns
- Prioritize issues and concerns
- Create Subcommittees, studies or projects where specific initiatives can be directed
- Monitor and evaluate activities of these sub-committees, studies or projects
- Make recommendations and implement resource requirements to achieve the mandate
- Set as a co-ordinating body for issues involving stakeholders (constituent groups).

The committee shall give consideration to matters respecting:

- Housing and student housing;
- Environment;
- Health and safety;
- Academic outreach;
- Public Education;
- Neighbourhood development;
- Public Transit; and
- Community involvement.

#### **TOWN & GOWN COMMITTEE COMPOSITION**

- Committee members shall be appointed by Council.
- Members will be appointed for a period to coincide with the term of the appointed Welland City Council.
- In the event the number of required member position(s) cannot be filled in each target group, Council may consider applicants from other target groups to fill these positions.

## **SUB-COMMITTEES**

- 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 Chairpersons shall be appointed by the Committee as required.
- 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.

## **MEMBERSHIP**

The Committee Membership is comprised of stakeholders within the City of Welland that have a relationship to the post-secondary institution of Niagara College as set out below:

City of Welland	<ul style="list-style-type: none"><li>• <i>City Councillor, (minimum three positions, two of which will be Councillors from the Niagara College area)</i></li><li>• <i>City Clerk</i></li><li>• <i>Senior By-law Officer and/or Parking and Traffic Operations Technician</i></li><li>• <i>Manager of Policy Planning</i></li><li>• <i>Chief Building Official</i></li><li>• <i>Director of Fire Prevention</i></li></ul>
Regional Municipality of Niagara	<i>Senior Administration</i>
Niagara Regional Police Services	<i>Community Policing Officer or Designate</i>
Niagara College	<ul style="list-style-type: none"><li>• <i>Director, Student Services</i></li><li>• <i>Executive Director, Student Administrative Council</i></li></ul>
Niagara College Student Administrative Council	<ul style="list-style-type: none"><li>• <i>President</i></li><li>• <i>Vice President</i></li></ul>
Waste Management Services, Niagara Region	<i>Contract Supervisor</i>
Residents-at-Large – maximum three, one of which must be a resident in the direct area of Niagara College	<i>Chosen by City Council for a period to coincide with the term of the appointing City Council.</i>
Landlord representative from an approved student housing facility – one (1) position	<i>Chosen by City Council for a period to coincide with the term of the appointing City Council.</i>

The Mayor the Ex-Officio member on the committee. The Mayor's attendance does not count towards quorum.

## **CHAIR AND VICE CHAIR**

The committee is required to appoint a Chair and Vice-Chair.

Appointments of the Chair and Vice-Chair will be held following the appointment of members by Welland City Council.

## **MEETINGS**

Meetings will be held on a quarterly basis, on the second Wednesday on the following months:

January / April / August / November; or at such time as deemed appropriate by the Chair.

**QUORUM**

Quorum shall consist of a simple majority of the members holding office at the time of the meeting.

**STAFF CONTACT**

City Clerk