2022-2026
TERMS OF REFERENCE
TOWN AND GOWN COMMITTEE

1. Reporting Structure

In accordance with the City's Procedural By-law, as amended, Town and Gown Committee is an advisory committee authorized by City Council. The Committee shall report to City Council through the Community Safety Committee.

2. Mandate

To develop and enhance relationships, communications, and policies between Georgian College students, the City, and the community.

3. Objectives

The following objectives of the Town and Gown Committee for the 2022 to 2026 term are to:

a) Facilitate communication among constituent groups;
b) Identify issues and concerns related to campus/community interaction;
c) Review policies and initiatives of other municipalities for possible application in the City of Barrie;
d) Increase accountability of both students and landlords to the neighbouring community;
e) Investigate various alternatives/policies to address quality of life concerns for residents surrounding Georgian College; and
f) Develop recommendations to enhance Town and Gown relationships.

4. Composition

The Town and Gown Committee shall be composed of the following:

- Councillor, C. Riepma, Chair
- Councillor, C. Nixon
- 2 representatives of Georgian College (1 of which may be a student)
- 4 citizen representatives

If a Committee member is unable to complete the term as set out in Section 5 of the Committee's Terms of Reference, a new Committee member will be appointed by City Council.

The Committee may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Committee Support Clerk will coordinate, through consultation with the Chair, the request made by the Committee.

5. Term

Council and citizen members shall be appointed for a term that coincides with the Term of Council, expiring on November 14 of the year in which a municipal election is held unless otherwise provided by a resolution of City Council.

A member may resign from the Committee at any time by advising of their intention in writing to the Chair of the Committee and Legislative Coordinator.

A Committee member may be re-appointed by City Council for an additional term(s).

A member who is absent for three (3) consecutive meetings without permission from the Committee will be removed from the Committee.

6. Frequency of Meetings

Committee meetings shall generally be scheduled once per month or may be scheduled at the call of the Chair.

All meetings shall be open to the public in accordance with the City's Procedural By-law 2013-072, as amended and the *Municipal Act*. A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the *Municipal Act*. The following are currently included as subject matters in Section 239 that may be discussed during a closed meeting:

a) The security of the property of the City;

b) Personal matters about an identifiable individual, including City employees;

c) A proposed or pending acquisition or disposal of land by the City;

d) Labour relations or employee negotiations;

e) Litigations or potential litigation, including matters before administrative tribunals affecting the City;

f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

g) A matter in respect of which the Committee or Council may hold a closed meeting under another Act.

h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

7. Selection of the Chair and Vice-Chair

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting.

8. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

9. Roles and Responsibilities of Members

Committee members shall:

a) Attend and actively participate in all meetings;

b) Work with other members to attempt to reach consensus on decisions before the Committee; and

c) Adhere to these Terms of Reference, the City's Procedural By-law 2013-072, as amended, Purchasing By-law, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

10. Rules Governing the Proceedings of Committees

The business of advisory committees shall be conducted in accordance with the City's Procedural By-law, as amended.

11. Quorum

In accordance with the City's Procedural By-law, as amended, a quorum shall be a majority of the Committee members.

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Committee Support Clerk shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

12. Voting

In accordance with the City's Procedural By-law, as amended, when an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

A question before the Committee will be put to a vote and each Committee member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

13. Resources

Advisory Staff

City staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role.

From time to time, the Committee may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Committee Support Clerk will coordinate, through consultation with the Chair, the request made by the Committee.

Administrative Support Staff

A Committee Support Clerk is provided by the Legislative Services Branch for administrative support. The Committee Support Clerk works with the Committee Chair and/or the staff lead, to co-ordinate the agenda topics, proceedings of the Committee, including the taking of minutes, the distribution of minutes and agendas and the general administrative coordination of meetings.

14. Sub-committees

An Advisory Committee may establish sub-committees to allow for consideration of any other topics associated to the mandate of the Committee. The sub-committee may consist of citizen volunteers who have indicated a specific interest in a specific project/topic. Each sub-committee appoints its own Chairperson to coordinate the necessary activities. Up to two members of each sub-committee will serve on the Advisory Committee to ensure coordination and oversight. The sub-committees serve on an ad-hoc basis and work on a task-oriented basis. Meeting of each sub-committee are at the call of the chair of the respective sub-committee.

15. Application of the Code of Conduct

The Committee shall, at all times follow the policies and procedures set out in the City of Barrie's Council/Committee Code of Conduct.

16. Other

Committee members must keep in mind that while the committee on which they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with City Council. Council's responsibility is to the broad public good and, as such, Council may take into account other matters beyond those considered by the Committee when making its final decision on the matter.