

# **Sandy Hill Town and Gown Committee**

## **TERMS OF REFERENCE**

### **1. VISION**

Sandy Hill is a community in which citizens

- take pride in their neighborhood;
- 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 near-campus urban neighborhood.

### **2. MANDATE**

2.1. The Sandy Hill Town and Gown Committee (“Committee”) seeks to develop and enhance relationships and communication among the University of Ottawa, the City of Ottawa, protective services, residents, students and landlords. The Committee serves as a forum for the exchange of information on issues and initiatives involving the University of Ottawa, the City of Ottawa and the community of Sandy Hill and to develop and implement appropriate and coordinated responses. All members of the Committee work toward the vision.

### **3. ROLES**

- 3.1. The Sandy Hill Town and Gown Committee serves as a coordinating body for issues involving stakeholders and plays the following roles:
- 3.1.1. Provides a multidisciplinary forum for open discussion on issues of common concern;
  - 3.1.2. Facilitates communication among stakeholders;
  - 3.1.3. Identifies, prioritizes and addresses specific issues and concerns;
  - 3.1.4. Creates Working Groups, studies or projects where specific initiatives can be directed;
  - 3.1.5. Monitors and evaluates activities of these sub-committees, studies or projects; and
  - 3.1.6. Makes recommendations to achieve the mandate.

### **4. MEMBERSHIP COMPOSITION**

4.1. The Committee membership is comprised of stakeholders who live, work or otherwise have responsibility for the quality of life in Sandy Hill and is as follows:

4.2. **Members:** Nine (9) members consisting of:

- 4.2.1. The Councillor for Ward 12, in which Sandy Hill is situated;
- 4.2.2. One Senior Manager from City of Ottawa Emergency and Protective Services;
- 4.2.3. One Administrative representative of the University of Ottawa;
- 4.2.4. One Representative of the Student Federation of the University of Ottawa (SFUO);
- 4.2.5. One Representative of the Graduate Student Association of the University of Ottawa (GSAED);
- 4.2.6. One Representative from Ottawa Police Services;
- 4.2.7. One Representative from Action Sandy Hill;
- 4.2.8. One Member-at-Large resident representative from Sandy Hill; and
- 4.2.9. One Member-at-Large landlord representative from Sandy Hill.

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

- 4.3.1. City of Ottawa Fire Services
- 4.3.2. City of Ottawa Planning and Growth Management Department
- 4.3.3. University of Ottawa – Sports Services
- 4.3.4. University of Ottawa – Campus Housing
- 4.3.5. University of Ottawa – Quality of Student Experience
- 4.3.6. Association of Sandy Hill businesses or similar body
- 4.3.7. Association of Sandy Hill landlords or similar body

## **5. COMMITTEE**

- 5.1. Committee appointments shall be determined at the first regular meeting every two years;
- 5.2. The Chair and Vice-Chair are elected by the Committee from among its Members on a process to be agreed upon by the Committee;
- 5.3. The Chair and Vice-Chair positions shall be rotating positions among the Committee Members on a schedule to be agreed upon by the Committee; and
- 5.4. There shall be a minimum of three (3) Committee meetings per calendar year.

## **6. CHAIRPERSON**

- 6.1. The Chair shall preside over all Committee meetings and be responsible for the overall administration of the affairs of the Committee;
- 6.2. The Chair will recognize all speakers;
- 6.3. "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;
- 6.4. The Chair shall be an active and voting member of the Committee;
- 6.5. If the Chair is unable to attend a meeting, the Vice-Chair will chair the meeting;
- 6.6. The Chair shall provide a minute-taker to prepare and distribute the agendas and minutes to the Committee members prior to each Committee meeting;
- 6.7. The Chair shall provide a copy of the minutes to the general public upon request; and
- 6.8. A central record of all public reports and all media releases shall be kept on file.

## **7. WORKING GROUPS**

- 7.1. Working Groups may be established, as required, to complete specific research or to implement a specific project. Working Groups shall be approved by the Committee;
- 7.2. Working Group Chairpersons shall be appointed by the Committee as required;
- 7.3. Working Group Chairpersons shall be responsible for calling and chairing Working Group meetings, setting up meeting agendas, submitting minutes of meetings, and the preparation of subcommittee reports to the Committee

## **8. APPOINTMENTS AND VACANCIES**

- 8.1. Appointments to the Committee shall be made by the respective agency from which representation is listed above and shall not have a set term of appointment, except for the Members-at Large;
- 8.2. Members-at-Large – consisting of residents and landlords from Sandy Hill – shall be appointed by the Committee for a period of two years;
  - 8.2.1. The Committee shall accept qualified Member-at-Large nominations for the neighbourhood representative positions and make the appointments.
- 8.3. Representatives shall be comprised of senior decision makers of their respective agency;
- 8.4. A vacancy shall occur when a member or a member group resigns by sending written notice to that effect to the Committee;
- 8.5. If a person ceases to be a member of the Committee under the Member-at-Large appointment before the expiration of his or her term, the Committee shall appoint another eligible person for the unexpired portion of the term; and
- 8.6. The Committee is encouraged to appoint to special Working Groups its members and/or citizens at large to deal with any special study or assignment coming within its mandate. Such Working Groups shall deal only with the matter or question referred to it for consideration, and shall be disbanded upon completion of the assignment.

## **9. QUALIFICATIONS**

- 9.1. Only members of the various organizations cited in the composition of the Committee may represent their respective body; and
- 9.2. Any person who is a permanent resident of Sandy Hill (i.e. has been residing in Sandy Hill for a minimum of six (6) consecutive months) or is an owner of rental residential properties in Sandy Hill may be appointed as a Member-at-Large neighbourhood representative. They need not necessarily be a member of an organized neighbourhood association.