



**City of Kingston
Report to Council
Report Number 24-037**

To: Mayor and Members of Council
From: Lanie Hurdle, Chief Administrative Officer
Resource Staff: Holly Wilson, Manager of Intergovernmental Relations
Date of Meeting: December 19, 2023
Subject: Town and Gown Working Group Terms of Reference

Council Strategic Plan Alignment:

Theme: Council requests

Goal: See above

Executive Summary:

On July 11, 2023 Councillors Glenn and Amos brought forward a motion to create a working group composed of city councillors, city administration, by-law, non-student representatives of Queen's University, St. Lawrence College and the Royal Military College of Canada and representatives from student governments of each institution as well as a landlord or property manager. This report outlines the terms of reference and amending city bylaws to create that new working group.

Recommendation:

That Council approve a by-law to amend By-Law Number 2023-204, Committee By-Law, attached as Exhibit A to Report Number 24-037 to form the Town Gown Working Group.

That Councillor _____ and Councillor _____ be appointed to the Town and Gown Working Group for a term ending November 30, 2024.

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Authorizing Signatures:

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Development & Growth Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:**Background**

At the July 11 meeting of Council, Councillors Glenn and Amos brought forward a motion to form a new 'Town Gown' Working Group to help improve communications and community relations between the city, community partners and our post-secondary institutions – Queen's University, St. Lawrence College (SLC) and the Royal Military Collage of Canada (RMC).

That motion stipulated that council to direct staff to bring forward a recommendation to Council, by Q4 2023, with a suggested structure for a working group; and That the recommendation on such a working group should include a clear mandate, reporting structure, and a composition including representation from:

1. Two City Councillors;
2. City administration;
3. By-Law enforcement;
4. The university and colleges (non-student);
5. The Alma Mater Society who represent undergraduate students at Queen's University;
6. The Graduate Society of Queen's University;
7. The student governing body of St. Lawrence College known as SA (Student Association);
8. The student governing body from the Royal Military College of Canada; and
9. One landlord or property manager.

Analysis

Several communities with colleges and universities have a version of a 'town and gown' committee or working group that act as a bridge between the city and the college and university constituencies. To help inform the city's town and gown working group terms of reference and mandate staff looked at existing committee structures in Barrie, Waterloo, Guelph and Welland (Niagara) These communities are comparable in size to Kingston and have strong college and university populations. Below is a brief overview of their respective committee structures and mandate. In most cases these committees met quarterly and are composed of a mix of city councillors, student and community representatives.

The City of Waterloo

The City of Waterloo has what they call an inter-agency town and gown committee who are appointed by local agencies and have their own terms of reference endorsed by city council. The goal of their committee is to enhance relationships, communications and policies among the universities, college, students, city, police and the community.

The City of Barrie

The City of Barrie also has a town and gown committee that is an advisory committee authorized by City Council and reports to council through the Community Safety Committee.

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Their mandate is to develop and enhance relationships, communications and policies between Georgian College students, the city and the community.

The City of Welland

The City of Welland also has a town and gown committee that is an advisory committee to council. Their mandate is developing and enhancing relationships, communications, and policies among the college, its students, the City, police, and the community.

The City of Guelph

Guelph has a slightly different approach where the University of Guelph has formed its own Town and Gown Committee to provide a forum for stakeholders to address issues of common concern that may include neighbourhood development/community relations, housing, the environment, economic activities, charitable/volunteer programs, recreational and cultural events, and health and safety issues. Their mandate is collaborating to enhance neighbourly behaviour and community engagement among students, landlords and other community members in Guelph.

The proposed terms of reference for the City of Kingston's Town and Gown Working Group are attached as appendix A to this report.

Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

City staff supporting the working group will consult with the city's Manager of Equity, Diversity and Inclusion on the formation of this working group and relevancy to the city's Indigenization, inclusion, diversity, equity & accessibility considerations.

Existing Policy/By-Law

Committee By-Law

Financial Considerations

Not applicable

Contacts:

Holly Wilson, Manager of Intergovernmental Relations, 613-546-4291 extension 1402

Other City of Kingston Staff Consulted:

Derek Ochej, Deputy Clerk, Clerk's Department

Andrew Reeson, Senior Legal Counsel, Legal Services Department

Exhibits Attached:

Exhibit A – By-Law to Amend City of Kingston By-Law Number 2023-204, Committee By-Law

City of Kingston By-Law Number 2024–...

By-Law to Amend City of Kingston By-Law Number 2023-204, Committee By-Law

Whereas:

The Corporation of the City of Kingston (the “**City**”) is a single-tier municipality incorporated pursuant to an order made under section 25.2 of the *Municipal Act*, R.S.O. 1990, c. M.45.

The powers of a municipality must be exercised by its council (*Municipal Act*, 2001, s. 5 (1)).

A municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise (*Municipal Act*, 2001, s. 5 (3)).

A single-tier municipality may pass by-laws respecting the governance structure of the municipality and its committees and other local boards (*Municipal Act*, 2001, s. 10 (2)).

On November 21, 2023, council for the *City* enacted *City of Kingston By-Law Number 2023-204 “Committee By-Law”*.

Council for the *City* considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2023-204*.

Therefore, *council* enacts:

1. Amendment

1.1 *City of Kingston By-Law Number 2023–204* is amended as follows:

- (a) Schedule 26 – Town and Gown Relations Working Group is inserted as below:

Schedule 26 – Town and Gown Working Group

By-Law to Amend By-Law 2023–204

Reporting To: *Council.*

Composition:

- two members of *council*;
- *City* administration;
- *city* by-law enforcement staff;
- an administrative representative (non-student) from each of Queen’s University, St. Lawrence College and the Royal Military College;
- a representative from the Queen’s University Alma Mater Society who represents undergraduate students;
- a representative from the Society of Graduate and Professional Students of Queen’s University who represents graduate students;
- a representative from the student government at St. Lawrence College known as Student Association who represents college students;
- a representative from the student government from the Royal Military College of Canada who represents college students; and
- one landlord or property manager.

Term of Appointment: two-year appointments in accordance with the *Public Appointment Policy*, with student representatives having one-year appointments due to the nature of their studies.

Assistance Requested: to represent the interests of the town-gown community as they relate to the member organizations.

The *working group* must examine issues of interest or impact to the *City*, member post-secondary organizations and the community including:

- housing;
- economic development;
- experiential learning opportunities;
- community involvement and off campus student activities;
- health and safety; and
- public education on shared initiatives and priorities.

The *working group* must give advice as required on issues of interest or impact to the *City*, member post-secondary organizations and the community including:

- improving communications across the working group member organizations

By-Law to Amend By-Law 2023–204

- identifying opportunities and concerns related to campus/community interactions, solutions and outcomes;
- increasing accountability of students and landlords with respect to off campus behaviors and their impact on the community;
- addressing community quality of life concerns;
- developing recommendations to enhance town gown relations; and development of policies and programs.

The *City's* Manager of Intergovernmental Relations will provide administrative support such as meeting coordination including circulating agendas and taking notes. The *working group* may request outside technical and advisory support as needed to fulfill its mandate, such requests for supplemental support will be facilitated by *City* staff.

Regular Meeting Frequency: no less than four times per year.

2. Coming into Force

2.1 This by-law will come into force and take effect on the day it is passed.

By-Law to Amend By-Law 2023–204

1st Reading date

2nd Reading date

3rd Reading date

Passed date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor