


*Welcome...*

Congratulations on your 2010-2014  
Committee Member Appointment to the  
Town and Gown Committee










Town and Gown Committee


Making Sense of the Executive  
Committee Model and moving forward  
with the Town & Gown Committee



The Six Pillars for the Current Term  
of Council




-  Jobs and Economic Diversification
-  Regional Cooperation
-  Cultural Capital
-  Corporate Opportunities
-  Downtown Revitalization
-  Affordable/Attractive City



Background

CR49/2011 was adopted by Council on January 31, 2011

- That the consultant's final report by KPMG, *ABC Governance Review*, regarding a restructuring of the City's Agencies, Boards, Commissions, and Committees of Council (ABC's) dated January 6, 2011.
- BE RECEIVED for information and further;
- That Council APPROVE a change in the governance structure of Agencies, Boards, Commissions, and Committees by establishing the following presented option:  
Option B (Consultant's recommended option) – Executive Committee Model as amended to reflect a (6) six Standing Committees Structure combining Internal Services and Public Engagement Standing Committee with the Executive Committee (as outlined in the consultant's report, Appendix "A");
- That Council APPROVE a change in governance strategy, governance process, governance practices, and governance culture for Agencies, Boards, Commissions, and Committees as outlined in the consultant's report, as Appendix "A", and




Background Continued

and further,

- That Council ADOPT the "City of Windsor Council Appointment Policy" as recommended by the consultant, in the consultant's report as Appendix "B" as amended, to allow for Council to make appointments at their discretion as opposed to limiting their choices to only eligible electors in the City of Windsor, and
- That the City Clerk BE DIRECTED to report back to City Council with an implementation plan based on Council direction regarding proposed changes to the governance structure, and that in addition 3 members at large BE ADDED to Planning Standing Committee.

• What does this all mean?



Executive Committee Model  
Structure

8 Standing Committees were adopted as follows and took effect May 2:

Public Safety Standing Committee

Planning Standing Committee


Public Safety Standing Committee

Environment and Transportation Standing Committee

Economic Development Standing Committee

Youth Development, Health, Culture, and Recreation Standing Committee

- With this new structure Council will meet twice a month and each standing committee will meet once a month.
- Advisory committees will report through their respective Standing Committees to Council.
- Boards and Commissions will continue to report as per their founding legislation, but they will provide information updates through their respective standing committees.



## Public Safety Standing Committee

### 5 Council members sit on this committee

The principal advisor would be the City Engineer.

### Who reports directly to this standing committee?

- Town and Gown Committee
- Windsor Licensing Commission



## Public Safety Standing Committee

The following five Council members have been recommended to sit on the Public Safety Standing Committee with the Mayor as ex-officio:

Councillor Gignac

Councillor Payne

Councillor Maghnieh

Councillor Jones

Councillor Dilkens



## Public Safety Standing Committee

### Mandate:

The responsibilities Public Safety Standing Committee shall be to study and report to Council on all matters relating to the following:

Fire Suppression and prevention

By-law enforcement

Emergency Preparedness

Community Policing

Regional Public Safety Matters

Licensing of taxicabs and other services

## Town & Gown Committee

### Mission Statement

As an Advisory Committee to Windsor City Council, the Town and Gown Committee will develop and enhance relationships between the residents of the City of Windsor and the Academic Communities of the University of Windsor and St. Clair College.



## Town & Gown Committee

### Mission Statement Continued:

- Provide an open forum for discussion of issues of concern between the residents and the University and/or College.
- Encourage open communication between the neighbourhood and the University and/or College.
- Identify or provide assistance to solving issues relating to possible areas of conflict between the students and residents in the neighbourhoods.
- Assist in developing solutions to problems of common interest.
- Promote and support activities to ensure a safe and healthy community.



## Role of the Advisory Committees

- To provide public input to Council members on emerging issues
- Consider issues and to provide advice. They are not to deliver services or perform any operation function
- Report to their respective Standing Committee
- Meet quarterly (if more meetings are required Clerk's office will ensure support is provided)



### Role of Advisory Committees

- Advice and recommendations of advisory committees are to be considered with equal weight to those of staff
- Mandate letters will be issued to each advisory committee establishing their agenda for them. To ensure strategic alignment throughout the chain of governance



### Role of Administration

#### Coordinator Service

- The City Clerk (or designates appointed by the City Clerk) functions as the secretary of most Committees, providing secretarial service and a degree of administrative support. Administrative support includes notification of meetings, official correspondence and mailings.
- The individual seconded to the Committee is not under the direction of the Committee, but is available as a resource to provide for an official record of decisions of the Committee and to ensure that these decisions are communicated to City Council where appropriate. The Coordinator is appointed to record the decisions of the Committee and not to provide a verbatim transcript of the meetings.



### Role of the Chair

- The Chair ensures that the committee and its members act in accordance with Council policy, procedures and directions.
- The Chair presides over the meeting to ensure that proceedings are conducted in an appropriate and orderly manner.
- The Chair should not propose a motion him/herself.



### Code of Conduct

#### All members shall:

- Respect the authority of the Chair
- Follow the procedural "rules of order" as guided by the Chair and The City Clerk's designate
- Practise common courtesy in dealing with each other
- Refrain from talking while another member has the floor
- Refrain from irrelevant remarks, repetition, lengthy discussion and objectionable language
- Not monopolize the discussion



### Ground Rules

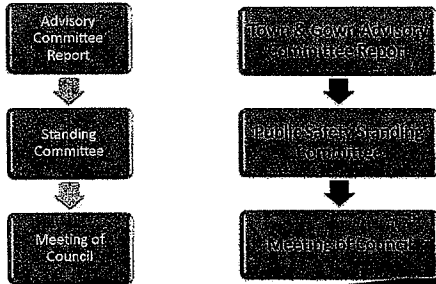
- One speaker at a time, and focus on issue being discussed.
- No correspondence to be distributed at meeting, only items on the circulated agenda will be discussed.
- Meetings will have a maximum time limit of 2 hours.
- Please notify Council Services if you will be unable to attend the meeting.



### Public Safety Standing Committee

Item	Priority	Topic	Category	Item	Priority
1	1	Council Meeting	1	1	1
2	2	Planning Meeting	2	2	2
3	3	Committee Meeting	3	3	3
4	4	Executive Director	4	4	4
5	5	Emergency Services Committee	5	5	5
6	6	Emergency Services Committee	6	6	6
7	7	Emergency Services Committee	7	7	7
8	8	Emergency Services Committee	8	8	8
9	9	Emergency Services Committee	9	9	9
10	10	Emergency Services Committee	10	10	10

### How Reports flow through the Executive Committee Model



### Notification and Media Coverage

- All agendas and minutes will be posted to the website
- Media will be notified of all meetings (Advisory and Standing Committee)



# Thank you

*Office of the City Clerk  
Council Services*

