

**TERMS OF REFERENCE**

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*ToRID & Cte Name:* **TOR19: COLLEGE RESIDENCE COMMITTEE**

*Issued by:* Senior Manager, Retail Services

*Effective:* 2015-09-29

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**1. PURPOSE**

The College Residence Committee is a joint standing Committee of the Student Experience Committee with representatives from the administration of the College, the residence property management company and student residents. The Committee provides advice to the College regarding residence related issues. The Committee provides an opportunity for consultation on matters of mutual interest to the College, the residence property management company and student residents. Specifically, the mandate of the Committee is as follows:

- 1.1 To provide a forum for the ongoing review of residence policy, practices and general operating procedures with a view to providing a safe and positive living environment for residents. The Committee is responsible for making recommendations to the College regarding operations of the residence, including student life and security issues.
- 1.2 To provide a forum for discussion, in advance, of plans regarding special events or activities occurring within or sponsored by either the residence property management company or residents. To review reports on a regular basis of residence activities prepared by the residence property management company including, but not limited to, information regarding residence sponsored programs, activities and events, significant incidents, and other volume and activity reports as may be appropriate.
- 1.3 In principle, only matters that require broad discussion should be brought to the Committee. Routine matters, capable of resolution by the residence property management company through the administration of normal day-to-day residence operating practices should be dealt with in that manner, following the principles described in:
  - 1.3.1 existing College or Residence policies or procedures,
  - 1.3.2 related rules and regulations as outlined in the Student Residence Agreements and or the Student Resident Handbook,
  - 1.3.3 the Residence or College Code of Conduct and
  - 1.3.4 other such operational guidelines as may be developed over time,
- 1.4 At least 30 days prior to their occurrence, the Residence Committee will consider any event/s involving the sale of alcohol and organized by or sponsored for students living in the Residence. If a quorum cannot be achieved for this purpose, the Senior Manager, Retail Services and the Residence General Manager will consider such events.

**2. DEFINITIONS**

None.

## COLLEGE COMMITTEES

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### 3. MEMBERSHIP AND TERM OF OFFICE

The membership of the Committee is:

- The Senior Manager, Retail Services, who is Committee Chair;
- The Senior Manager, Counselling & Accessibility Services Department or designate;
- The Executive Director, Student Success or designate;
- The President of the Student Union, or delegate, non-voting ex officio;
- Two representatives of the residence property management company; and
- Student residents (each representing a separate residence location), who are selected using an appropriate process, during the first two weeks of the school year each fall, by students living in the residence, for a term of one year.

### 4. MEETINGS AND CONDUCT OF BUSINESS

- 4.1 The Chair appoints a Secretary who records and circulates minutes of meetings to Committee members.
- 4.2 Meetings are normally held at least once each academic term, at the call of the Chair.
- 4.3 Any member may submit items for the agenda by notifying the Secretary of the item (and providing any supporting documentation) in advance of a scheduled meeting. The Secretary distributes the agenda in advance of the meeting. The first item of business at any meeting is the approval of the agenda.
- 4.4 The Secretary distributes meeting minutes to members within ten days of each meeting.
- 4.5 The quorum for holding a meeting and transacting business is fifty percent of the voting members, provided that at least one of the College appointees, one of the residence property management company appointees and two of the elected student residents are present.
- 4.6 Recommendations of the Committee are normally be reached by consensus. When necessary, motions (except to amend these Terms of Reference) are carried by a simple majority of the votes cast including that of the Chair who may exercise a deciding vote. In the event of a tie a motion is lost.
- 4.7 Resource persons may be invited by the Chair to speak to specific items on the agenda and may take part in the discussion of that item but will not have a vote.

### 5. AMENDMENT AND RESOLUTION

These Terms of Reference may be amended by the Student Experience Committee.

### 6. REFERENCES

College Policy:

C207: Residence Operations

TOR04: Student Experience Committee

### 7. ADDENDA

None.

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