

## GOVERNANCE AND CIVIC ENGAGEMENT STANDING COMMITTEE

### ***TERMS OF REFERENCE***

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#### **1. NAME**

- 1.01 This committee shall be named the Governance and Civic Engagement Standing Committee as per section 14.07 of By-law A-19: A Procedural By-law of the City of Fredericton Municipal Council.

#### **2. PURPOSE**

- 2.01 The purpose of the committee is to provide stewardship for and recommendations to Council on items related to the Governance and Civic Engagement program result area as outlined in section 3.02 below and monitor the delivery of the services contained within the program.

#### **3. MANDATE**

- 3.01 The mandate of the committee is to ensure Council provides vision, leadership, and decision making for the common good, generated by an informed and engaged community working in collaboration with City Government, and to support the *Municipal Plan Community Goals: All Community Goals*.
- 3.02 General Duties under By-law No. A-19 section 14.11,
- a. Each Standing Committee shall carry out the duties assigned to it herein, and shall carry out such other duties as may from time to time be referred to it by Council.
  - b. Each Standing Committee shall provide stewardship, advice, and recommendations to Council with respect to the program(s) assigned to it and monitor the delivery of the services contained within the program(s).
  - c. Each Standing Committee may receive short and long-term plans, including the fiscal aspects thereof respecting municipal services and may develop policies for consideration by Council
- 3.03 Duties include:
- a. actively pursue and understand the various activities, policies and programs of the Federal, Provincial, Regional, and Indigenous Governments and their agencies that may affect the City of Fredericton, with a view to educating Council on the issues and recommending to Council the appropriate action or representation that should be made to those governments or their agencies;

- b. in conjunction with City staff, recommend to Council appropriate strategies for dealing with the Federal, Provincial, Regional and Indigenous Governments and their agencies;
- c. in conjunction with City staff, promote a coordinated and strategic approach to present City of Fredericton priorities and representations on behalf of the City of Fredericton to the various Federal, Provincial, Regional, and Indigenous Government levels;
- d. act as liason between Council and the departments and agencies of the government of the Province of New Brunswick involved in the provision of Provincial policy impacting the City of Fredericton;
- e. provide liaison between the Council and the various associations that make representations on behalf of municipalities at the Federal, Provincial, and Regional level;
- f. in conjunction with City staff, actively pursue and understand the impacts on the City of Fredericton of the Regional Service Commission mandates, and recommend to Council the appropriate action or representation that should be made to the provincial government or the Regional Service Commission as it relates to the implementation of the Regional Service Commission's mandates;
- g. organize and participate in strategic planning sessions to identify and select Council priorities; and
- h. provide a forum to guide other strategic partnerships that may be assigned by Council.

#### **4. REPORTING**

- 4.01 This committee makes recommendations to Council-in-Committee or Regular City Council as appropriate.

#### **5. COMPOSITION**

- 5.01 The committee shall be comprised of all members of Fredericton City Council.
- 5.02 The Deputy Mayor shall be the Chairperson. A Vice-Chairperson shall be appointed after the Oath of Office of Council and mid-way through the four year term of Council.
- 5.03 Members are appointed by a resolution of Council.

#### **6. PROCEDURES**

- 6.01 GUIDING PRINCIPLES:

- (1) All Committee work will be carried out in accordance with the City of Fredericton Procedural By-law(s), the *Local Governance Act*, and other governing legislation and policies.
- (2) Serve and be seen to serve the welfare and interests of the City as a whole and the community at large in a conscientious and diligent manner and shall approach decision-making with an open mind.

#### 6.02 RESPONSIBILITIES OF THE CHAIR:

- (1) Will ensure the Governance and Civic Engagement Standing Committee is acting in accordance with its approved mandate;
- (2) Shall attend regular meetings, preside at meetings, maintain order, and ensure meetings stay within allotted timeframes, communicate and cooperate with the City Clerks Office to create the agenda and all other business items;
- (3) Will represent the Governance and Civic Engagement Standing Committee in the community;
- (4) Shall act as spokesperson/media contact or appoint a designate for this purpose.

#### 6.02 RESPONSIBILITIES OF THE VICE-CHAIR:

- (1) In the absence of the Chair, the Vice-Chair shall act as Chair;
- (2) If the Vice-Chair is not present, the Governance and Civic Engagement Standing Committee shall appoint an Acting Chair from among those members present.

#### 6.03 RESPONSIBILITIES OF COMMITTEE MEMBERS:

Members of the Committee shall:

- (1) Promote the Governance and Civic Engagement Standing Committee's purpose and mandate; and
- (2) Facilitate the gathering of information and advice for consideration by the Governance and Civic Engagement Standing Committee.

### 7. **GOVERNANCE**

7.01 Meetings shall be governed by by-law A-19 A Procedural By-law of the City of Fredericton Municipal Council (the Procedural By-law).

#### 7.02 VOTING:

- (1) Members of the Committee shall be voting members.
- (2) The Chair shall not be a voting member of the Committee except in the case of a tie. The Vice-Chair shall be a voting member, unless sitting as the Chair.

#### 7.03 RULES OF ORDER:

The “Bourinot’s Rules of Order” shall apply to any process or procedure not covered under the Procedural By-law and these terms of reference.

7.04 CONFIDENTIALITY AND PRIVACY INFORMATION:

The Governance and Civic Engagement Standing Committee shall abide by and act in accordance with the laws, policies and practices governing all matters related to confidentiality, privacy, and access to information and every Committee Member shall:

- (1) Respect the confidentiality of all matters discussed at a closed session of the Governance and Civic Engagement Standing Committee meetings and keep any information and documentation related thereto confidential, and
- (2) Respect and act in accordance with City of Fredericton policies governing the privacy and access to information to which one may acquire in the Municipality, as a committee member.

7.05 CONFLICT OF INTEREST:

The Governance and Civic Engagement Standing Committee shall respect and act in accordance with City of Fredericton [By-law No. A-22, A By-law Establishing a Code of Conduct for Members of City Council of the City of Fredericton](#) and all appropriate policies and procedures governing conflict of interest.