

FREDERICTON AFFORDABLE HOUSING COMMITTEE

1. NAME

1.01 This committee of City Council shall be named the Fredericton Affordable Housing Committee ("FAHC").

1.02 The FAHC may also be referred to as the Affordable Housing Committee.

2. PURPOSE AND AUTHORITY

2.01 The FAHC acts in advisory capacity to the Economic Prosperity and Growth Planning Committee ("EPGPC"), a Standing Committee of City Council.

2.02 The FAHC was initially created by a resolution of City Council dated November 27, 2006 and then had a name change approved by resolution on February 9, 2009.

3. MANDATE

3.01 The mandate of the FAHC is to provide recommendations to City Council on matters that deal with the provision of affordable housing in Fredericton.

3.02 General duties of the FAHC include:

- (1) To support the vision, principles, and strategic goals of the City of Fredericton for the growth of affordable housing as good public policy;
- (2) To focus on the needs of those with housing requirements, particularly in the areas of social housing, affordable rental housing, and affordable home ownership, to improve their quality of life by encouraging and supporting the production of affordable housing;
- (3) To engage and encourage key stakeholders (CMHC, the Province of New Brunswick, private landlords, funders, etc.) in the promotion of housing opportunities for persons within the housing spectrum; particularly in the areas of social housing, affordable rental housing, and affordable home ownership;
- (4) To raise public awareness of issues, needs, and opportunities related to affordable housing through data sharing and advocacy; particularly in the areas of social housing, affordable rental housing and affordable home ownership; and
- (5) To provide advice to staff and City Council on housing initiatives or other funding opportunities.

4. REPORTING

- 4.01 The FAHC will function as a sub-committee of the EVC and will report to City Council annually through the EPGPC.
- 4.02 The FAHC may periodically review and may submit recommended revisions to the FAHC Terms of Reference to the EPGPC for consideration.

5. COMPOSITION

- 5.01 The FAHC shall consist of:
- (1) A minimum of ten (10) and a maximum of fifteen (15) members, including one councillor, appointed by City Council resolution;
 - (2) Members shall normally serve a three (3) year term. Members may serve those terms consecutively or independently;
 - (3) To ensure consistency and to avoid loss of a large number of members at once, no more than half of the FAHC shall have their term expire in the same year;
 - (4) A Chair and Vice-Chair shall be appointed by the FAHC on an annual basis and the responsibilities of these executive roles are outlined in the attached Schedule "A";
 - (5) Best efforts will be used to have the membership of the FAHC be comprised of knowledgeable individuals who are committed to working towards the provision of affordable housing in our community and who may come from:
 - (a) The federal and provincial governments;
 - (b) A local First Nation community;
 - (c) The non-profit sector, either as advocates or support organizations or as non-profit developers;
 - (d) Private sector representatives specifically as developers in the local affordable housing/rental market or as realtors;
 - (e) The academic community including representatives responsible for student housing;
 - (f) Finance/funding representatives; and
 - (g) Reflect the diversity of our of community.
- 5.02 City Council may, in their sole discretion, revoke or rescind the appointment of any member of the FAHC at any time.
- 5.03 FAHC members are volunteers and serve without remuneration.

6. PROCEDURES

6.01 GUIDING PRINCIPLES:

The work of the FAHC shall be carried out in accordance with the By-law No. A-19, A Procedural By-law of the City of Fredericton Municipal Council ("Procedural By-Law"), as amended, the *Local Governance Act*, SNB 2023, c 18, as amended, ("LGA") and other governing legislation and policies.

6.02 RESPONSIBILITIES OF FAHC

Members of the FAHC shall:

- (1) Be committed to improving the quality of life of people in need by contributing to the provision of affordable housing in Fredericton;
- (2) Promote the FAHC's purpose and mandate;
- (3) Facilitate the gathering of information and advice for consideration by the FAHC;
- (4) 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;
- (5) Submit agenda items and supporting documentation for committee meetings to the Chair in hard copy or by email on or before the Wednesday by 4:30 p.m. the week prior to the committee meeting; and
- (6) Appoint an Acting Chair from among those members present if the Chair and Vice Chair are not present at a FAHC meeting.

6.03 CITY STAFF

City staff have a supporting role and an advice role to the FAHC.

7. GOVERNANCE

7.01 MEETINGS

- (1) The FAHC shall determine the date, time and location of their meetings;
- (2) The FAHC shall meet at least once a month in person or virtually unless otherwise specified by the Chair;
- (3) A FAHC member may attend a FAHC meeting via electronic communication provided that the platform allows them to hear, speak and see other FAHC members. A FAHC member participating via electronic communications is deemed to be present for quorum purposes;

- (4) The FAHC may invite members of the public to attend its meetings, and, or, to provide information and perspectives on a topic of discussion;
- (5) At the discretion of the Chair, presentations and discussion may be limited to ensure the business of the FAHC is conducted within a reasonable timeframe;
- (6) Notwithstanding 7.01(4) above, the Chair of the FAHC may, at their discretion, after consulting with City staff, hold a closed FAHC meeting in conformity with the LGA; and
- (7) The FAHC may invite members of the public to attend a meeting to provide information on a specified topic.

7.02 VOTING

Every motion or question shall be determined by an open vote of either a show of hands or via electronic voting of the FAHC members present. Each FAHC member shall have one vote. A motion shall be deemed to be passed/carried when a majority of the FAHC members present vote in favour of the motion or question. The Chair shall only vote when there is a tie vote.

7.03 GENERAL ORDER OF BUSINESS

The following shall be the order of business of each FAHC meeting:

Call to order
Approval of agenda
Conflict of interest declarations
Approval of minutes
Business arising from minutes
Unfinished business
Presentations
Agenda items / Committee reports
New business / Other matters
Adjournment

7.04 VARIATIONS IN THE ORDER OF BUSINESS

The business before the FAHC at each meeting shall be taken up in the general order outlined under Section 7.03 unless otherwise determined by the vote of the FAHC members present at the meeting. Any questions as to precedence or to the general order of business shall be decided without debate.

7.05 QUORUM

A majority of the appointed FAHC members shall constitute quorum for the purpose of conducting a meeting.

7.06 RULES OF ORDER

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

7.07 VACANCIES AND RESIGNATIONS

A vacancy occurs when a FAHC member resigns or when City Council declares a seat vacant. In the event of a FAHC membership vacancy, the following process may occur:

- (1) A formal expression of interest, submitted in writing to the Chair, Vice Chair, or Secretary. Once an expression of interest has been received, it will then be shared with the FAHC members;
- (2) At the next regularly occurring meeting, not less than seven days after the membership has been notified of an expression of interest for a vacant seat, members shall vote on whether to accept the applicant to the FAHC;
- (3) An application is confirmed when a majority of the FAHC members vote in favor of the applicant. Should more than one person express formal interest in joining the FAHC for a single vacant seat, the FAHC shall vote to select their preferred candidate; and
- (4) Candidates for membership shall be notified in writing or via email of the outcome by the executive.

7.08 ATTENDANCE MANAGEMENT

After four (4) consecutive absences by any FAHC member at a regularly scheduled meeting, City staff shall contact the absent FAHC member to determine if they plan to attend the next regularly scheduled FAHC meeting, noting any reasonable or compassionate circumstances which would prohibit their attendance.

If no reasonable or compassionate response is provided, City staff will inform the absent FAHC member that if they are absent from the next regularly scheduled FAHC meeting (the fifth meeting), the FAHC may recommend to City Council that their seat be declared vacant.

7.09 CONFIDENTIALITY, PRIVACY AND CONFLICT OF INTEREST

The FAHC shall abide by and act in accordance with the laws, policies and practices governing all matters related to confidentiality, privacy, and conflict of interest, specifically but not limited to the *Local Governance Act*, SNB 2023, c 18, as amended. Any FAHC City Council member must also abide by By-law No. A-22, A By-law Establishing a Code of Conduct for Members of City Council of the City of Fredericton, as amended.

In addition, every FAHC member shall:

- (1) Respect the confidentiality of all matters discussed at a closed meeting/session of the FAHC and shall keep any information and documentation related thereto confidential;
- (2) Respect and act in accordance with provincial legislation and City policies governing privacy and access to information that may be received as a FAHC member; and
- (3) If the FAHC member has a conflict of interest on any item before the FAHC, they shall declare the conflict, recuse themselves from the meeting and exclude themselves from the vote until the matter is resolved.

7.10 CODE OF CONDUCT

- (1) Public members of the FAHC shall abide by the City Committee Code of Conduct Policy ("Policy"), as amended. This Policy establishes expected standards of conduct of appointed FAHC committee members and provides guidance with respect to conflict of interest, confidentiality, general conduct, use of City property, technology and resources; and
- (2) The FAHC may recommend to City Council the removal of a FAHC member due to absences or disrespect of the Policy, as amended.

ACKNOWLEDGEMENT

I acknowledge that I have read the Terms of Reference for the Fredericton Affordable Housing Committee for the City of Fredericton dated April 3, 2025, and agree to follow and act in accordance with the Terms of Reference.

I further acknowledge that not acting in accordance with the Terms of Reference or the City Committee Code of Conduct Policy may result in my removal from the Fredericton Affordable Housing Committee.

_____, 20__

[April 3, 2025]

Schedule “A”

CHAIR RESPONSIBILITIES:

The FAHC Chair shall:

- Ensure the FAHC is acting in accordance with its Terms of Reference;
- Attend and chair FAHC meetings, maintain order, ensure appropriate time is allocated to each agenda item, ensure meetings stay within allotted timeframes and all items are brought to a suitable resolution;
- Facilitate and encourage participation by all FAHC members;
- Provide leadership in the planning, organization and operation of the activities of the FAHC;
- Provide leadership to manage any potential conflict in the FAHC towards respectful resolution with the support of City staff;
- Create meeting agendas and deal with all other business items in consultation with the City staff;
- Coordinate the flow of information to the FAHC membership, between the FAHC and City Council, as well as between the FAHC and City staff;
- Coordinate the flow of information between the FAHC and community stakeholders, as appropriate;
- Review draft minutes to ensure their accuracy prior to their approval by the FAHC; and
- Alongside the Vice-Chair, represent the FAHC in the community and to the media.

VICE-CHAIR RESPONSIBILITIES:

The FAHC Vice-Chair shall:

- (1) Perform all of the duties of the Chair, in the absence of the Chair.

SECRETARY RESPONSIBILITIES:

The FAHC Secretary shall:

- (1) Capture the minutes of the FAHC, and circulate draft minutes to the FAHC;
- (2) Circulate a meeting agenda and maintain administrative records; and
- (3) Be responsible for communication, correspondence and filing approved FAHC minutes.