

Mayor's Working Committee on Community/Post-Secondary Relations

Terms of Reference (2 Jan 2019)

1. NAME

The Mayor's Working Committee on Community / Post-Secondary Relations ("Working Committee")

2. PURPOSE

The Working Committee acts in an advisory capacity to the Community Services Committee.

3. VALUE STATEMENT

The City of Fredericton recognizes the important contribution that the University of New Brunswick, St. Thomas University, the New Brunswick College of Craft and Design, the Maritime College of Forest Technology, and the New Brunswick Community College make to the local community. City Council further recognizes the added responsibility it has in providing an engaging, clean, and safe city for students, alumni, faculty, and staff members.

4. MANDATE

To enhance communication between the City of Fredericton, its two Universities, the College of Craft & Design, the Maritime College of Forest Technology, and the Community College, for the purpose of generating greater opportunities for the community as a whole.

The Working Committee will focus on issues of common interest or concern to the community and the publicly-funded post-secondary institutions in the City—the University of New Brunswick Fredericton Campus, St. Thomas University, New Brunswick College of Craft and Design, the Maritime College of Forest Technology, and the New Brunswick Community College Fredericton Campus. The Working Committee will serve as an advisory group, with a view to finding solutions to these issues and bringing recommendations to City Council and/or these five institutions. The Working Committee will follow appropriate reporting protocol and will provide an annual report for presentation to City Council and the institutions.

Without limiting the generality of the foregoing, areas of interest may include:

- 4.01 Off-campus Student Housing – with reference to initiatives such as the City’s *‘Responsible Property Stewardship Strategy,’* inasmuch as it involves off-campus student housing issues;
- 4.02 Transportation – e.g., student transit, on-street and off-campus parking, bike lane and trail accessibility to campuses;
- 4.03 Cultural Opportunities – e.g., theatres and festivals, sporting events, ambassador programs;
- 4.04 Safety – e.g., fire safety and City by-law educational initiatives/programs, City sidewalks and crosswalks;
- 4.05 Environmental Sustainability – e.g., waste management and recycling issues;
- 4.06 Student Retention – e.g., alumni events, collaboration with the business community.
- 4.07 Areas of concern which may be confidential in nature are beyond the scope of the Working Committee.
- 4.08 The Working Committee shall refrain from discussions involving individual land use planning applications.

5. REPORTING

- 5.01 The Working Committee will act as a sub-committee of the Community Services Committee and will report to City Council through the Community Services Committee.
- 5.02 In May of each year, the Working Committee shall provide to Council, through the Community Services Committee, an annual Report and update on what they have achieved that year.

6. COMPOSITION

The following representatives will form the Working Committee and will serve for the following terms:

6.01 STANDING MEMBERS

- (1) The Mayor is an ex-officio member;
- (2) Two members of Fredericton City Council:
 - (a) Appointed by Council every two years
 - (b) One position will usually be reserved for the Councilor of Ward 11 and the other position for a Councilor from Wards 8, 9, or 10);
- (3) The City's Chief Administrative Officer or designate;
- (4) The President of UNB is an ex-officio member;
- (5) Two representatives of the University of New Brunswick:
 - (a) VP Academic (Fredericton), or designate;
 - (b) A representative from UNB Student Affairs & Services, or designate;
- (6) The President of STU is an ex-officio member;
- (7) Two representatives of St. Thomas University:
 - (a) VP Academic & Research, or designate;
 - (b) A representative from STU Student Life & Retention, or designate;
- (8) The Regional Director of the NB Community College is an ex-officio member;
- (9) One representative of the NB Community College as appointed by the College's Regional Director;
- (10) The Director of the NB College of Craft and Design is an ex-officio member;
- (11) One representative of the NB College of Craft and Design as appointed by the College's Director;
- (12) One representative of the Maritime College of Forest Technology as appointed by the College's Director.

6.02 TERM MEMBERS

- (1) A representative of the UNB Student Union for a **one-year term**;
- (2) A representative of the STU Student Union for a **one-year term**;
- (3) A representative of the NB Community College Student Union for a **one-year term**;
- (4) A representative of the NB College of Craft and Design Student Representative Council (SRC) for a **one-year term**;
- (5) Four residents from the Wards in proximity to campus, preferably one per ward (8, 9, 10 or 11) to be selected by the Committee for a **two-year term**;
- (6) A representative of the Business Community to be selected by the Committee for a **two-year term**.

- 6.03 The Working Committee will have two co-chairs, one from the City, and one from one of the five post-secondary institutions.

7. PROCEDURES

The Working Committee will be advisory in nature and will function according to the following guidelines:

- 7.01 Regular meetings with set agendas should not exceed two hours in length.
- 7.02 The Working Committee will decide the time and frequency of meetings.
- 7.03 The position of chairperson will alternate between the co-chairs for each meeting, and the co-chairs will work together to set each agenda.
- 7.04 A simple majority of members shall comprise a quorum; the co-chair is a full voting member; in the event of a tie vote, the chairperson (other co-chair) will be given a second or casting vote.
- 7.05 The minutes of the meeting shall be forwarded to the Mayor, the City Council, the university presidents for distribution as required, the Working Committee members, and they shall be made available to the public at City Hall.
- 7.06 The City of Fredericton will supply the necessary clerical support and resources.
- 7.07 Sub-groups may be needed to study and implement action items.