

 M O N C T O N	POLICY		Owner Department: City Clerk
	Administration of Agencies, Boards, Commissions and Committees		
Effective Date: March 18, 2024	Last Reviewed Date: March 18, 2024	City Council Approval Dates: March 18, 2024	
Approving Authority: Moncton City Council	Replaces No.: Policies 0103 and 0104		
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1. PURPOSE STATEMENT

1. Agencies, Boards, Commissions and Committees (ABCCs) provide collaboration between Council members, City Administration, Residents and Stakeholders on important matters facing the community. Residents and individuals with related experience are welcome to apply to become members of any ABCC. Council members as well as Residents participate on ABCCs that operate outside of City Hall. ABCCs focus on specific aspects of civic life including, but not limited to, arts and culture, policing, environment, heritage conservation and multiculturalism.
2. A commitment to community participation and service is a key to the City’s success. Part of that commitment can be fulfilled by recruiting and selecting Residents and individuals to provide direction to the various volunteer ABCCs for which the City has been asked to appoint members.
3. This policy intends to:
 - a) provide a guide to ensure consistency, integrity, and fairness in administering the recruitment process for those Residents and individuals applying to serve on ABCCs,
 - b) outline the hierarchy of ABCCs,
 - c) explicitly define how each type of ABCC is supported,
 - d) clarify the roles and responsibilities of members of ABCC.
4. When considering the appointment of Residents and individuals to serve on these various ABCCs, it is crucial to:
 - a) reflect the diversity of the community,
 - b) represent stakeholder groups,
 - c) bring specific skills and expertise that contribute to good governance,
 - d) represent specific groups of service users, and/or
 - e) bring volunteers or profile to a service.
5. The City is committed to an inclusive appointment process guided by Diversity, Equity and Inclusion (DEI) principles¹ to encourage participation of Residents in its democratic functioning.
6. Council recognizes that the needs of the City’s ABCCs are best met by candidates who collectively cover the range of skills and experience needed to match the requirements of each ABCC, to enable each ABCC to effectively submit recommendations or make decisions as per their respective Terms of Reference.

¹ Reference: Appendix A

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7. Council also recognizes that the City is best served by ABCCs that reflect the geography and diversity of the community to be served as needed.
8. This document articulates the general policy applicable to the appointment process, as well as the guidelines for the general administration of ABCCs. Council may, at its discretion and in specific instances, provide further direction or diverge from the policy as outlined below, if it is in the best interests of the ABCCs and Residents.

2. DEFINITIONS

ABCCs means Agencies, Boards, Commissions and Committees. (This acronym may also be used throughout this document to interchangeably mean Working Groups, Task Forces or other such bodies. At times, a distinction is made between ‘internal’ ABCCs, i.e. those created by Council, and ‘external’ ABCCs, i.e. those to which Council may appoint Council member or designate but are not under the City’s control.)

Administration means the City’s Leadership Team, Directors or other representative or designate as appropriate.

Administration Member means a City employee who has been appointed by Council to an ABCC. An Administration Member is not a voting Member of an ABCC.

Agency, Board or Commission means external governing body supporting a community organization not established by Council but to which Council members or Public members may be appointed by Council, at the request of these bodies. Council may, at its discretion, request further information to justify an appointment.

City means the City of Moncton.

Committee means a body of persons delegated by Council or Administration to consider, investigate, take action on, or report on matters in an advisory capacity, made up of Council members, Residents and/or Administration, to give consideration to legislative matters or community affairs.

Council means Moncton City Council.

Diversity, Equity and Inclusion (DEI) means best practices and/or principles, which are consistent in their application, accessible and discrimination free, with a goal to remove barriers to the recruitment, selection and retention of underrepresented groups including women, youth (ages 18-30, unless otherwise indicated), Indigenous people, people with disabilities, visible minorities, Francophones and LGBTQ2+².

Ex-officio member means members of a body who hold their role as a result of their status or another position that they hold. (NOTE: ex-officio members are voting members, unless specified within the ABCC’s Term of Reference).

² Reference : [Canada’s 50/30 Challenge](#)

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LGA means the Local Governance Act, S.N.B. 2017, c. 18 , being the provincial legislation that governs the functioning of local governments and defines their authority.

Mandate means the responsibility given to ABCC members to pursue the goals and execute the action items related to the group's terms of reference.

Member means a member appointed by Council to an ABCC, being either a Council member, a Public Member or an Administration Member.

Presiding Officer means the individual assigned to the role of Chair or President of an ABCC. These terms are to be considered synonyms.

Public Member means an individual who has been appointed to a ABCC by Council, and includes a Resident and a subject matter expert, but does not include a Council member or an Administration Member.

Resident means an individual who lives within the boundary of the City. Canadian citizenship is not considered a requirement for participation in a municipal ABCC, unless a specific situation warrants it from a legal perspective.

RTIPPA means the Right to Information and Protection of Privacy Act, S.N.B. 2009, c R-10.6, being New Brunswick's legislation that governs the public's right to access public information, as well as how a public body collects, uses and discloses personal information.

Subject-matter expert means an individual who is appointed to an ABCC by virtue of their professional expertise, to support the ABCC's goals and actions, irrespective of their personal or professional address.

Term means the duration of members' tenure in an ABCC.

Terms of Reference means the document which defines the group's purpose, objectives, structure, member terms and any other relevant information to allow for its proper functioning.

Transparency means that all components related to the administration of ABCCs is open and clear to all involved, including but not limited to: residents, applicants, nominees, Council members, organization representatives and City employees.

Working Group or Task Force means less formal setting, typically without Council members, where members (City Administration subject-matter experts and/or residents) focus on a specific topic or initiative for the betterment of the community, for a limited period of time (ad hoc). If the City Clerk's Office provides support for the ABCC, they will not support an ad-hoc working group or task force. These groups would be managed by the assigned City representative.

3. APPLICATION

This policy applies to all internal ABCCs and their members, as well as any elected officials, and Administration Members. This policy applies to Public Members appointed by Council to external ABCCs, subject to and only to the extent permitted in the governing documents and practices regulating each external ABCC. **Appendix C** enclosed hereto lists all ABCCs which may be subject to this policy.

4. POLICY

1. Establishing an ABCC

1. There are several reasons for which a new ABCC may be established, including but not limited to:
 - a. the will of Council,
 - b. upon recommendation by City Administration, based on approved priorities within the Strategic Plan,
 - c. upon recommendation by consultants (subject-matter experts) retained by the City, for projects where an ABCC can support the implementation of proposed actions outlined in the final report submitted, once approved by Council,
 - d. obtaining feedback from a specific demographic,
 - e. legislative requirements, or
 - f. a community-based issue or initiative best served with the participation of resident volunteers.

2. In all circumstances, a new ABCC will only be established with Council's approval during a public session, with all supporting information provided, including but not limited to:
 - a. the Council Report Form (CRF) outlining rationale,
 - b. draft Terms of Reference for Council's consideration, including the ideal total number of members,
 - c. members' profile to achieve ABCC's goals and objectives, and
 - d. identification of the lead General Manager (member of Leadership Team), and lead staff liaison.

3. Appointment of Members to new ABCCs will occur at a subsequent public session, following a recruitment campaign.

2. Steps to establish a new ABCC

1. Once Council has voted in favour of creating a new ABCC, the lead Administration liaison will:
 - a. reach out to the Communications Department of the City to develop: an online application form, a recruitment campaign, and letters for applicants (those selected, those who weren't, and potential alternates),
 - b. identify 3-4 employees from the City who can support the selection process; they should have different perspectives and experiences in supporting an ABCC,
 - c. collaborate with the Mayor's Office to send out correspondence and prepare the information package for appointments,

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- d. using an online scheduling tool (ex. Outlook365 Booking app, or Doodle), determine appointees' preferred meeting day/time, establish yearly calendar and send out electronic invitations to all employees involved in the selection group,
- e. provide yearly meeting calendar to the City Clerk's Office.

3. Steps to select Members

1. Where the number of applications permits and/or mandatory expertise is specified, the selection group should:
 - a. triage applicants based on required qualifications, particularly when dealing with legal or confidential matters, that may require proof of membership in good standing with a professional association,
 - b. whenever appropriate and beneficial, undertake an anonymous evaluation of applications for a first round of scoring based on quality of responses received (removing any identifiers such as name, address, email),
 - c. then review highest-ranking respondents to find a diversity of perspectives, qualifications, and experience,
 - d. followed by an 'equity check', whereby top candidates are then scrutinized to respect the 50/30 DEI rule (50% gender parity with 30% participation from underrepresented groups). Other considerations may include age or geography to ensure representation from different wards/neighbourhoods.
2. If a Member of an ABCC violates this Policy, Council may review and investigate the violation. Subject to the governing documents and practices regulating each external ABCC, Council may at its discretion take the actions it deems necessary to remedy such violation including, but not limited to, temporary suspension, termination or removal of a Member from an internal or external ABCCs.

4. Review an ABCC

1. Excepting legally mandated ABCCs, a review of all other ABCCs should occur at the end of each Council's mandate, during the election period when Council is on hiatus, to ensure they continue to meet the needs of the community, and that their purpose remains relevant. This timing may be altered to accommodate the milestones of strategies, plans or reports, which do not necessarily align with Council terms. For legally mandated ABCCs, a review should automatically be triggered when the relevant Act is being updated. This exercise should be led by lead administrator, or others as designated by the City Manager.

5. Dissolving an ABCC

1. From time to time, an ABCC may be dissolved; in fact, it should be assumed that most ABCCs do not need to exist in perpetuity. Where appropriate, alternatives to dissolution may be considered, such as reduced frequency of meetings.
2. ABCC dissolution scenarios include, but are not limited to:
 - a. an ad hoc group formed to study a specific topic or issue, whose members are thanked for their service at the public session where they deliver their final report to Council,
 - b. a shuffling of Council or Administration functions, so that the ABCCs better reflect the new organizational format,

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- c. a group created to support the implementation of a strategy, plan or report adopted by Council, and whose work is complete. In the event that a 'phase 2' plan is developed, either to focus on implementation of recommendations actions or to advance the portfolio, it is at Council's discretion, upon discussion with Administration, to thank the members for their participation and recruit a new group, or simply maintain the group and recruit as terms are completed.

3. Dissolution may be requested at any time by Council, Administration or the ABCC Chair, through formal correspondence to the Mayor's Office (cc'ing the Administration liaison and all current members of the ABCC). Clear rationale must be provided, and the recommendation must be brought forth to a public session for Council's approval.

4. The Administration liaison will collaborate with the Mayor's Office to send letters of thanks to all members of the dissolved ABCC, upon Council approval.

6. Role of Council

1. Council shall appoint Council members to such ABCCs as required by legislation, agreement or by-law. Unless an immediate appointment is required sooner, the Mayor shall review the appointments of Council members mid-term.

2. For all ABCCs that are not legally mandated, at least one (1) Council member may be appointed when:

- a. they acts as an intermediary with the rest of Council, with the support of the Administration liaison,
- b. the topic or initiative is a priority of Council, or
- c. it is recommended by Administration.

3. Under circumstances listed at 4.6.2 of this policy, the Council member appointed to the ABCC may actively participate in discussions and have equal voting privileges.

4. Participation of Council members to any ABCC which is not legally mandated, and does not fall under 4.6.2 above, shall not be considered a formal appointment, but rather a volunteer commitment as a Resident. In this instance, the ABCC shall also refrain from using the Council member's title (Mayor, Deputy Mayor or Councillor) when referencing the individual's membership.

5. Upon recommendation of the Mayor, Council may make appointments to ABCCs at any time, during public sessions of Council, in accordance with the Meeting Procedures Bylaw.

6. The Mayor shall be an Ex-officio member of all Committees and external ABCCs to which Council has a right to appoint members. The Mayor may attend the meetings at their discretion, and as schedule permits.

7. All meeting information and documents must be provided to the Mayor, as a standing member, and all appointed members at least three (3) to four (4) business days prior to the session, except for emergency situations. All documents must be provided in both English and French. These include, but are not limited to:

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the agenda, minutes, presentations or reports. Guidance in this regard can be requested through the City Clerk's Office.

8. Appointed Council members shall keep the rest of Council informed of the actions of ABCCs to which they are appointed by Council, by providing regular activity highlights through their Councillors' [activity reports](#) and periodically during open meetings (Committee of the Whole or public session, as determined by Council at the beginning of each new Council term) on a rotating basis. Failure to provide such updates may result in removal from assigned ABCCs.

9. Other Council members may attend any open meeting of an ABCC created by Moncton City Council, but shall do so as observers, and have no voting privileges unless appointed as a Resident and not in their capacity as a Council member. Conflict of interest provisions apply; therefore, Council members shall refrain from attending any such open meeting when there may be the perception of conflict of interest.

10. The schedule for these meetings must be managed in a centralized location, to ensure that all Council members have access to the same information. The Administration Member assigned to this task must also receive all scheduling information in a reasonable timeframe.

7. Appointment(s), Methodology, Terms of Reference

1. The Mayor makes recommendations for Council's consideration regarding the appointment of Public Members to ABCCs. These will be based upon formal recruitment processes, suggestions by Council members or upon review of the database of candidates who applied via the City website to be considered for a term on an ABCC. Suggestions for appointments may also be received from the Chairs, members or nominating committees or Administration Members of said ABCC.

2. In all cases, the names put forth must be accompanied by identified skills or profile to support the goals of the ABCC and the skills matrix, as well as ensure that DEI guiding principles are met.

3. Appointments of Public Members to ABCCs will be made for staggered terms of up to three (3) years, with a maximum of one reappointment, or as otherwise provided for in acts, regulations, by-laws, other legislation, Terms of Reference or other defining documents.

4. Terms of Members of ABCCs will be voluntary and unpaid, unless otherwise provided for in acts, regulations, by-laws, other legislation, Terms of Reference or other defining documents. Where appropriate, expenses may be reimbursed (with preapproval request submitted to Administration liaison).

5. For ABCCs with less than 10 Members (including Administration liaisons), only one (1) Council member is to be appointed. For groups of 11 or more, a maximum of two (2) Council member are to be appointed, provided for in acts, regulations, by-laws, other legislation, Terms of Reference or other defining documents.

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6. For legally-mandated ABCCs only, Council members appointments shall be made at their first public session following swearing-in of a new Council. For all other applicable ABCCs, appointments shall be made within 2-3 months of the swearing-in ceremony or otherwise as required.

7. Following the release of election results, the Mayor will meet with each incoming Council member to ascertain special skills, interests and availability prior to determining a list of appointments to bring forward.

8. Appointment(s) of a Council member will be terminated immediately upon ceasing to be a Council member, and a replacement found as soon as is practical, following the nomination process as outlined in this document. Should a Council member resign from an ABCC, they will do so in writing to the Mayor's Office, stating the reasons for the resignation, which shall be shared with Council and the ABCC Chair.

9. The term of a Councillor appointed to an ABCC shall lapse on the date of each four-year municipal election unless otherwise noted, or at the will of the Mayor. In the event of re-election, a Councillor is not automatically reappointed to ABCCs they were previously assigned.

10. The creation of sub-committees shall not be permitted unless approved by Council.

11. Terms of Reference for internal ABCCs shall follow the same format; existing ABCCs will have six (6) months to update their respective Terms of Reference from the effective date of this Policy. A template³ will be available through the Mayor's Office.

8. Steps to appoint ABCC Chair

1. No Council member shall occupy the position of Presiding Officer of an ABCC that reports directly or indirectly to Council, nor for a committee created by Council for a specific purpose, unless the body is made up entirely of Council members, or as otherwise required by act, by-law, etc. In such instances, the Mayor (or Deputy Mayor as permitted) would generally assume the role of Presiding Officer.

2. The Members may select their Presiding Officer amongst themselves, only after the Administration liaison shares with all Members the role and responsibilities related to the position so that an appropriate candidate may be chosen. The appointment of the Presiding Officer should be revised annually, allowing opportunity for various Members to share the role. Where required, the Mayor reserves the right to appoint the Presiding Officer of an ABCC.

9. Eligibility Requirements for Members

1. Persons selected for appointment must:

- a. Be a resident of Moncton, own and/or operate a business with a Moncton address or be a subject-matter expert specifically invited for their skillset or professional background.
- b. Be at least 18 years of age. Exceptions may be made for ABCCs established specifically for youth, with guardian approval.

³ Appendix B

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- c. Maintain this status throughout their entire term of appointment. It is the member's responsibility to advise the Chair of any changes in status that may affect their appointment.
- d. Undergo a criminal record check if serving in a capacity that oversees funds, deals with a vulnerable population, or as otherwise appropriate. The City will provide a letter indicating the nominee's role as a volunteer, so as to not burden the members with any applicable fees.
- e. Be available to attend 80% of regular meetings in a 12-month period. Exceptions are permitted with just cause (ex. illness, bereavement).
- f. Must demonstrate a clear capacity and desire to fulfill the mandate of the ABCC.
- g. Must be willing to sign the City's confidentiality agreement, as well as adhere to the applicable general standards of behaviour outlined in the Code of Conduct for Elected Officials, as adapted for application to ABCCs.

2. Relatives of Council members and City employees (spouse, children and parents or those living in the same household) are eligible for appointment to ABCCs created by the City, or to which Council has been invited to appoint members, except in the case of remunerated roles.

3. The City of Moncton department supporting an internal ABCC shall always assign at least one primary Administration Member.

4. Employees may not apply for an appointment to an external ABCC, but they may be appointed at the City Manager's or their General Manager's discretion, by virtue of their position, should the ABCC require their particular expertise and/or the assignment is of value to the community and/or the City's operations.

10. Administration of internal ABCCs

1. The Mayor's Office will manage the appointment process by:

- a. Coordinating the appointment of individuals to ABCCs based upon the above noted methodology.
- b. Providing information on the process to appoint individuals to ABCCs, as appropriate.
- c. Maintaining the status of appointments (including those for external ABCCs).
- d. Preparing letters to all applicants from the Mayor and communicate the status of appointments to the ABCC's applicants, Board Chairs and liaison Administration Member.
- e. Preparing letters of thanks, for the Mayor's signature, at the end of an appointee's term.
- f. In conjunction with the Communications Department, conducting a recruitment campaign as required, seeking applicants interested in being appointed to ABCCs.

2. Personal information obtained during the application process is collected pursuant to RTIPPA, will be used only to conduct the appointment process and for ABCC business.

11. Meeting logistics

1. It shall be the duty of the Presiding Officer of each ABCC to summon members for meetings, according to an agreed-upon schedule with the members, unless a special meeting is required for urgent business. Should the Presiding Officer be unable to attend/lead a meeting, a designate must be assigned. Meetings must not be cancelled arbitrarily, without just cause.

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2. A member shall be permitted to attend a meeting using electronic communication, subject to the provisions of the LGA and Meeting Procedures Bylaw. In order to offer a virtual meeting, each member must have the ability to hear and speak to one another. In the case of a virtual meeting open to the public, it must allow the public to hear each member.

3. A member who wishes to participate virtually must provide sufficient notice to the chair, or staff lead, to ensure relevant materials may be sent to the member and the means of communication are available.

12. Meeting frequency and duration

1. Legally-mandated meetings will meet at the frequency required to manage business in timely fashion (typically on a monthly basis, or as-required for appeal committees).

2. All other ABCCs may set their schedule as appropriate to achieve the objectives outlined in their Terms of Reference. Options include: monthly, every second month or quarterly.

3. No ABCC should meet less than twice a year, except for appeal committees. If less than two (2) yearly meetings are required, the ABCC will be subject for review.

4. Meeting frequency should consider members' time to prepare in advance of the session (i.e. too much content could indicate a need for more frequent meetings).

5. Meeting duration should provide members with adequate time for thorough – but efficient – discussion. Average length should be 60-90 minutes, with the expectation that members have reviewed all provided documentation ahead of the meeting.

13. Attendance

1. Appointed members to an ABCC are expected to attend regular scheduled meetings. Regrets must be sent to the chair and/or the staff lead if the member is unable to attend the meeting. Four (4) consecutive missed meetings may result in the member being removed from the ABCC. Exception would be in the case of illness or with the authorization of the chair or the staff lead.

14. City website

1. All internal ABCCs will publish, at a minimum, the following documents on the City's website, in both official languages:

- a. Contact information of lead department
- b. Agenda (4 days prior to the meeting)
- c. Member information:
 - i. Term timeframe
 - ii. Photo (with members' approval)
 - iii. Brief biography

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2. Minutes shall be published to the ABCCs page on the City's website with two (2) business days from when the document is adopted by members.
3. The ABCCs' yearly schedule shall be published on the City's website no later than December 31st of the previous year.
4. The attendance record for ABCCs members will be published on the City's Open Data Portal. Administration Members are responsible for entering this information within two (2) business days following a meeting.

15. Reporting to Council

1. At a minimum, a yearly written report is submitted to the Mayor's Office providing highlights of the ABCC's activities and, if applicable, a financial summary if the City provides funding or other types of support. It is preferable for the ABCC to submit their documentation in the first quarter of a new year, to coincide with the City's fiscal calendar (which ends on December 31); however, upon discussion with the Administration Member, other periods may be considered if more relevant to the ABCC. The ABCC may submit in their preferred official language; however, the City will obtain a translation and post the report on its website.
2. It is relevant for some ABCCs to give a formal presentation to Council on their annual report. A set schedule will be defined to spread the groups throughout the year. There are additional steps to this process; ABCCs wishing to make a presentation should inquire early with the City Clerk's Office.

16. Social Media presence

1. Internal ABCCs and their members, as extensions of City and Council business, should follow the City's Social Media Directive. In particular, internal ABCCs shall not create its own page/channel without having first obtained approval from the Communications Department.
2. When a member of Council is appointed to an External ABCC, the member of Council appointed shall comply with the Code of Conduct for Elected Officials.
3. Due to the volume of content that must be published daily on the City's social media outlets, the Communications Department reserves the right to determine when, and what, information can be posted about ABCCs' initiatives. Any request for support must be submitted by the Administration Member or Chair as applicable.

17. Safe spaces / Observers

1. It is in the public's best interest to have open meetings as practicable as possible. This democratic principle applies to ABCCs, in that resident volunteers have been recruited to represent the community and provide input on topics often related to quality of life priorities. Therein lies a responsibility to transparency.
2. By the same token, some groups deal with sensitive topics or confidential information protected under the RTTIPA, and should be able to discuss freely, without fear of judgment or consequences – thus the importance of creating, promoting and maintaining 'safe spaces' for all members.

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3. In this context, observers represent any attendee not part of the appointed group. They may include:
 - a. a guest invited by the Chair,
 - b. individuals or organizations invited to make a presentation,
 - c. journalists,
 - d. interested residents.

4. Observers:

- a. should generally advise the Chair and/or Administration Member of their plans to attend, a few days in advance, so that logistics may be adapted accordingly (ex. making translation headsets available, or seating capacity),
- b. are announced at the onset of a meeting so that all attendees are aware of their presence,
- c. generally do not participate in discussions, nor is there time for a question period during meetings,
- d. may submit correspondence to the Chair's attention should they wish to provide feedback or ask questions,
- e. must ask permission to engage with the Chair or Administration Member at the meeting's adjournment (particularly reporters).

5. Closed meetings (i.e. private sessions) or items are permitted so long as they are clearly identified as such on the meeting agenda, and they meet the standards as set out by the LGA (see section 68).

18. Training

1. Training for Council members will be provided during their orientation at the start of each new Council term of office, relating to their role and obligations as appointees to both internal and external ABCCs.
2. A general orientation package (in PDF format) will be provided to all Members prior to their first meeting with an internal ABCC, which shall include, at a minimum:
 - a. Terms of Reference
 - b. Code of Conduct
 - c. Relevant City by-laws, policies or directives, including but not limited to:
 - i. Respectful Workplace Policy
 - ii. Official Languages Policy
 - iii. Media Relations Directive
 - iv. Social Media Directive
 - d. Relevant plans or strategies
 - e. Meeting schedule
 - f. List of Members with contact information
 - g. Confidentiality Agreement, Code of Conduct agreement and Model Release forms for signature (to be remitted at the first meeting; electronic versions may also be accepted)

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3. While it is anticipated that external ABCCs will ensure appropriate governance training and orientation for their newly appointed members, City appointees may request general information regarding governance, rules of order and expectations by contacting the City Clerk's Office.
4. Appointees may be required to participate in mandatory training to enable them to carry out their responsibilities as members of either external or internal ABCCs.

19. Support

1. Administrative support will only be provided by the City Clerk's Office or by the lead municipal department to internal ABCCs. In other instances, those tasks are assigned to the staff liaison or their designate.
2. All internal ABCCs will use a standardized template for administrative documents, to achieve consistency among all groups.
3. As part of meeting administration, members should have access to a valid email, telephone and Internet service, and may be asked to download a meeting application (such as Cisco WebEx) for online sessions. In the event that a member does not have access to these communications tools, alternate arrangements may be made.
4. In keeping with its commitment to reducing its environmental footprint, the City aims to host paperless meetings as much as possible or practical.

20. General Standard of Conduct

1. Members of the public who are appointed to an ABCC shall serve and be seen to serve in a conscientious and diligent manner that is respectful of difference and diversity.
2. Members shall not use the influence of the office to which they are appointed for any purpose other than the exercise of official duties.
3. Members are expected to perform their duties in a transparent manner that builds public trust, and to recognize that their actions may be subjected to close public scrutiny.
4. Members are subject to the Conflict of Interest regulations under the LGA.
5. Members should conduct themselves in keeping with the general guidelines outlined in the Code of Conduct for Elected Officials.
6. No Member shall disclose or release to any member of the public any confidential information disclosed at a meeting acquired by virtue of their appointment in either oral or written form except when required by law to do so. Members shall not use confidential information for personal or private gain, or for the gain of any other person or corporation.

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7. The Presiding Officer shall act as official spokesperson on behalf of the group they represent, both before Council and with media.

8. All Members, as extended representatives of the City, are expected to follow the guidelines outlined in the Social Media and Media Relations directives.

9. In addition, for all matters relating to ABCCs, Members are expected to interact with fellow Members, Council members and Administration Members in a professional manner, through proper channels.

5. ADMINISTRATION AND CONTACT

City Clerk's Office

655 Main St., Moncton, NB E1C 1E8

Telephone: 506.853.3550

Email: info.clerk@moncton.ca

APPENDIX A - Diversity, Equity, and Inclusion Guiding Principles

The Diversity, Equity and Inclusion Guiding Principles adopted from the City of Moncton's Terms of Reference for the Diversity, Equity, and Inclusion Internal Committee are as follows:

- Be committed to operating with effective, respectful and inclusive communication;
- Promote and operate through a consensus decision-making process (see Resources section);
- Foster intentional collaboration and partnerships.

APPENDIX B – Template for Terms of Reference



XXX COMMITTEE

COMITÉ DE xxx

Membership:

- Chairperson
- Deputy Chairperson
- Members of council (to be determined)
- The Mayor shall be an ex-officio member and may vote on any matter before the committee
- The City Manager and/or delegate shall be a non-voting ex-officio member(s)
- Members of the public may be appointed as voting members

Membres :

- Président
- Vice-président
- Membres du Conseil municipal (à déterminer)
- Maire – à titre de membre d'office qui a droit de vote sur les questions soumises au Comité
- Directeur général et/ou délégué – à titre de membre d'office sans droit de vote
- Particuliers – peuvent être nommés à titre de membres votants

Mandate:

The role of the XXX Committee is to advise council on how the City can better promote sustainable development in all its activities, on an on-going basis.

Mandat :

Le rôle du Comité de xxx est de guider le Conseil municipal sur la façon dont la Ville de Moncton peut mieux promouvoir sur une base continue l'environnement durable dans toutes ses activités.

Responsibilities:

The Committee's responsibilities include but are not limited to:

- a) Advise City Council on all matters of environmental policy respecting environmental matters that may impact upon the citizens of Moncton.
- b) Recommend to council policy initiatives with respect to environmental issues
- c) Update the Environmental Report as required;
- d) Receive concerns and submissions from citizens regarding environmental matters

Responsabilités :

Les responsabilités du Comité comprennent notamment ce qui suit :

- a) guider le Conseil municipal sur les politiques environnementales relativement aux questions connexes qui peuvent influencer sur les citoyens de Moncton;
- b) recommander au Conseil municipal des initiatives stratégiques en ce qui a trait aux questions environnementales;
- c) mettre à jour au besoin le rapport sur l'environnement;
- d) se pencher sur les préoccupations émises par les citoyens et recevoir leurs documents d'opinion concernant les questions environnementales.

Administration of Agencies, Boards, Commissions and Committees

Operational:

- a) All recommendations will be forwarded to Council through the Committee Chairperson.
- b) The Committee shall meet on a **monthly basis or on an "as-needed" basis** when determined appropriate by the Chairperson.
- c) The agenda will be the responsibility of the Chairperson, with appropriate assistance by such department staff as assigned by the City Manager.
- d) The preparation of the minutes, the meeting logistics (meeting notices, boardrooms, etc.), and the circulation of all documentation, will be the responsibility of **the City Clerk's Office**.
- e) Recommendations may be made by staff or a member of the Committee, but voting will be by appointed members of council and of the public. Quorum shall be a majority of the appointed members of council and of the public, and the Chairperson of the Committee shall be entitled to move, second and vote on any recommendation of the Committee.
- f) The Committee may invite or receive presentations from individuals on matters or issues pertaining to its mandate.
- g) Minutes of meetings will be circulated to council on a regular basis.**
- h) The Mayor and/or council may refer matters to the committee from time to time for consideration and recommendation to council.**

Fonctionnement :

- a) Toutes les recommandations seront transmises au Conseil par le président du Comité.
- b) Le Comité se rencontrera **tous les mois ou au besoin** selon ce qui sera jugé approprié par le président.
- c) Le président sera responsable de l'ordre du jour moyennant l'aide appropriée du personnel du service que désignera le directeur général.
- d) Il incombera **au Bureau de la greffière municipale** de préparer le procès-verbal et la logistique des réunions (avis sur les réunions, salles de conférence, etc.) ainsi que de distribuer tous les documents pertinents.
- e) Le personnel ou les membres du Comité pourront formuler des recommandations, mais seuls les membres désignés du Conseil et du public auront droit de vote. Le quorum est constitué de la majorité des membres désignés du Conseil et du public. Le président du Comité a le droit de proposer, d'appuyer et de voter, et ce, dans le contexte de toute recommandation du Comité.
- f) Le Comité peut inviter des personnes à assister à des présentations sur des questions concernant son mandat ou à en donner.
- g) Le Conseil recevra le procès-verbal des réunions de façon régulière.**
- h) Suivant les besoins, le maire ou le Conseil municipal peut soumettre des questions au Comité afin que celui-ci en fasse l'étude et lui formule des recommandations.

APPENDIX C – List of Agencies, Boards, Commissions, and Committees		
AGENCIES, BOARDS, COMMISSIONS, AND COMMITTEES	INTERNAL/ EXTERNAL	ELECTED OFFICIALS
2010 IAAF World Junior Championships Legacy Fund Committee	External	NO
ABILITY TRANSIT INC. - Board of Directors	External	1
L'ASSOCIATION FRANCOPHONE DES MUNICIPALITÉS DU NOUVEAU-BRUNSWICK INC. - Board of Directors (AFMNB)	External	1
MONCTON BOYS' AND GIRLS' CLUB INC.-CLUB DES GARÇONS ET FILLES DE MONCTON INC. - Board of Directors	External	1
THÉÂTRE CAPITOL THEATRE INC. - Board of Directors	External	1
Cities of New Brunswick Association -Executive Committee	External	1
Codiac Regional Policing Authority	External	1
Croix Bleue Medavie Stadium Management Committee	External	1
Crossman Community Centre/Kay Arena Programs Committee	External	1
DESTINATION MONCTON-DIEPPE INC. - Board of Directors	External	NO
Downtown Moncton Centre-ville Inc.- Board of Directors	External	1
Greater Moncton International Airport Authority Inc.- Board of Directors	External	NO
MONCTON INDUSTRIAL DEVELOPMENT LIMITED - Board of Directors	External	3
Moncton Public Library Board	External	1
MULTICULTURAL ASSOCIATION OF GREATER MONCTON AREA, INC. (MAGMA) - Board of Directors	External	1
Greater Moncton Santa Claus Parade Inc. - Board of Directors	External	1
TransAqua - Greater Moncton Wastewater Commission - Commission Board	External	NO
Accessibility Committee	Internal	NO
Appeal Committee on Dangerous or Unsightly Premises and Properties	Internal	NO
City of Moncton Employees Pension Board	Internal	3
Enhancing Democracy Report Implementation Committee	Internal	3
Events Moncton Advisory Committee	Internal	1
Heritage Conservation Board	Internal	1
Internal Audit Committee	Internal	3
Marché Moncton Market Complex Commission	Internal	1
Moncton Cultural Board	Internal	2
Moncton Sports Wall of Fame Committee	Internal	NO
Order of Moncton Selection Committee	Internal	3
Planning Advisory Committee	Internal	NO
Public Safety Advisory Committee	Internal	1
Seniors Advisory Committee	Internal	2
Transit Governance Committee	Internal	3
Growth Strategy Citizen Advisory Committee	Internal	2
Youth Advisory Committee	Internal	2