



Regional Public Safety Committee By-Law

Approved: February 16, 2023

Chairperson: _____

Chief Executive Officer: _____

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1. Definitions

Unless otherwise stated, the following terms refer to:

- 1.1. **FRSC:** Fundy Regional Service Commission
- 1.2. **Board:** the board of directors of FRSC
- 1.3. **Committee:** The Regional Public Safety Committee
- 1.4. **Member:** a member of the Regional Public Safety Committee
- 1.5. **Regional Strategy:** the current strategic plan of FRSC

2. Background

Legislative Context

As per section 3.1 of the revised Regional Service Delivery Act, the Fundy Regional Service Commission has a mandate to exchange information and discuss resource sharing and joint planning in relation to policing services, fire protection services and emergency measures planning services.

Regional Context

The Fundy Region contains a wide variety of public safety services including, among other, municipal police, RCMP, municipal EMO, and provincial EMO, as well as full time, volunteer, specialized fire protection services.

3. Mandate

In fulfilling FRSC's mandate and the regional strategy, the committee shall:

- 3.1. Serve as a regional forum through which Police, Fire, and Emergency Measures Planning service representatives can both share information and receive feedback.
- 3.2. Identify opportunities to strengthen public safety services through improved collaboration and communication between public safety agencies, service providers and communities.
- 3.3. Formulate recommendations for consideration by the board regarding the conduct of studies, reviews or other activities that could be undertaken to support the improved effectiveness and use of resources relative to public safety services.

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- 3.4. Support the facilitation, identification of potential collaborative initiatives and actions at the regional or sub-regional level to strengthen effectiveness and ensure sustainability of public safety services.
- 3.5. Conduct and maintain a regional assessment that could include threats, risks and vulnerabilities that affect public safety and recommend priority issues to the board.
- 3.6. The Committee shall define annual priorities to be submitted for considerations into the FRSC annual work plan, which requires alignment with available resources, review, and approval of the FRSC Board. These priorities should define measurable outcomes to inform the Committee's contributions to Fundy region, which should be outlined in the FRSC's annual report.

4. Committee Membership

- 4.1. Members of the committee shall be appointed by the board as per the following:
 - 4.1.1. Up to two (2) board representatives.
 - 4.1.2. One (1) Kennebecasis Regional Police Force Chief or designate.
 - 4.1.3. One (1) Kennebecasis Fire Department Chief or designate.
 - 4.1.4. One (1) Saint John Police Force Chief or designate.
 - 4.1.5. One (1) Saint John Fire Department Chief or designate.
 - 4.1.6. Two (2) New Brunswick RCMP representative.
 - 4.1.7. One (1) Hampton Fire Department Chief or designate.
 - 4.1.8. One (1) Grand-Bay-Westfield Fire Department Chief or designate.
 - 4.1.9. One (1) fire chief from Fundy-St. Martins or designate.
 - 4.1.10. One (1) fire chief from Fundy Rural District or designate.
 - 4.1.11. One (1) New Brunswick Emergency Measures Organization representative.
- 4.2. Members are appointed for a term not exceeding four years and may be reappointed.
- 4.3. Each member shall identify an alternate member, to be appointed by the board.
- 4.4. If for any reason a member cannot participate on the committee, the alternate member shall act in the place of that member.
- 4.5. FRSC staff will participate on the committee as ex-officio members.

5. Roles & Responsibilities

- 5.1. The chair of the committee shall be appointed by the board for a term not exceeding four years.

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- 5.2. The committee may appoint additional roles as needed, by resolution, such as but not limited to co-chair, vice-chair, financial liaison, or working group leads.
- 5.3. FRSC shall provide a staff person to record minutes of committee meetings and other administrative needs.
- 5.4. In the fulfillment of its mandate, the committee may create other working groups as needed.
- 5.5. With the support of FRSC staff, the chair is responsible for development of meeting agendas, chairing meetings, and representing the committee to the board.

6. Meetings and Decision Making

- 6.1. The committee shall meet at least one (1) time per year at a convenient location or virtually.
- 6.2. A quorum for the committee shall be a simple majority of members, not including ex-officio members.
- 6.3. The committee may invite other agencies or subject matter experts, as needed, to provide information related to the committee's mandate.
- 6.4. Resolutions shall be approved in a meeting by a majority vote of present members.
- 6.5. Recommendations by the committee to the board require a resolution.
- 6.6. The committee does not have authority over budget matters other than a budget which has been approved and allocated to the committee by the board.
- 6.7. The rules of procedure for the committee shall be governed by FRSC's Procedural By-Law, where applicable.

7. Member Attendance and Conduct

- 7.1. If members of the committee are unable to attend a meeting, they shall notify FRSC staff or the chair.
- 7.2. Where a member misses three consecutive meetings, violates FRSC's code of conduct or other policies, the chair shall advise the board executive committee. The board executive committee shall determine the appropriate steps to be taken with respect to this member's continued membership on the committee.

8. By-Law Amendments

- 8.1. The committee, with the support of FRSC staff, may make recommendations to the board for amendments to this by-law.

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- 8.2. The board shall determine, in consultation with FRSC staff and the committee, any changes to be made to this by-law.

9. Expenses and Per Diems

- 9.1. Members will be compensated and reimbursed for travel expenses in accordance with FRSC's general policy or procedural by-law on travel expenses for FRSC committee members.

10. Reporting

- 10.1. The committee, through its Chair, will report to the board a minimum of once a year on its deliberations and activities.
- 10.2. In addition, the committee shall prepare a summary of its activities, results, and deliberations on a yearly basis for FRSC's annual report.

11. Standing Working Groups

- 11.1. The Committee shall be supported by at least two standing working groups, including the Regional Policing Working Group and the Regional Fire Working Group. Standing working groups shall report back to the Committee in their deliberations and recommendations.
- 11.2. Each standing working group shall be assembled upon need, in order to create a regional policing or a regional fire specific venue for corresponding fire and policing Committee members. The focus of each standing working group shall not duplicate or replace the work of the Committee, but instead, inform specific regional policing or regional fire matters that should be prepared for the broader consideration of the Committee and broader mandate of regional public safety.
- 11.3. Standing Working Group members are appointed for terms consistent with the Committee.
- 11.4. FRSC staff will participate on the standing working groups as ex-officio members.
- 11.5. FRSC shall provide a staff person to record minutes of standing working groups meetings and other administrative needs.
- 11.6. A quorum for the standing working group shall be a simple majority of members, not including ex-officio members.
- 11.7. Resolutions shall be approved in a meeting by a majority vote of present members.
- 11.8. The rules of procedure for the standing working group shall be governed by FRSC's Procedural By-Law, where applicable.

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- 11.9. Standing working group members will be compensated and reimbursed for travel expenses in accordance with FRSC's general policy or procedural by-law on travel expenses.
- 11.10. The Regional Policing Working Group will be comprised of at least the following representatives:
- 11.10.1. No more than (1) board representative.
 - 11.10.2. One (1) Kennebecasis Regional Police Force Chief or designate.
 - 11.10.3. One (1) Saint John Police Force Chief or designate.
 - 11.10.4. Two (2) New Brunswick RCMP representative.
- 11.11. The Regional Fire Working Group will be comprised of at least the following representatives:
- 11.11.1. No more than (1) board representative.
 - 11.11.2. One (1) Kennebecasis Fire Department Chief or designate.
 - 11.11.3. One (1) Saint John Fire Department Chief or designate.
 - 11.11.4. One (1) Hampton Fire Department Chief or designate.
 - 11.11.5. One (1) Grand-Bay-Westfield Fire Department Chief or designate.
 - 11.11.6. One (1) fire chief from Fundy-St. Martins or designate.
 - 11.11.7. One (1) fire chief from Fundy Rural District or designate.
 - 11.11.8. One (1) New Brunswick Emergency Measures Organization representative.
- 11.12. The committee shall appoint a chair for each standing working group.
- 11.13. With the support of FRSC staff, a standing working group chair is responsible for development of meeting agendas, chairing meetings, and representing the working group to the committee.