

Title: Standing Committee Updated Terms of Reference

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Open Session

Closed Session

Closed Reason: Choose an item.

RECOMMENDATION
It is recommended that the Board of Directors:

RESOLUTION	VOTING REQUIREMENT
Adopt the updated Community Development Committee Terms of Reference as outlined in this April 23 rd , 2026, report.	Simple Majority of Members Present
Adopt the updated Regional Transportation Committee Terms of Reference as outlined in this April 23 rd , 2026, report.	Simple Majority of Members Present
Adopt the updated Public Safety Committee Terms of Reference as outlined in this April 23 rd , 2026, report.	Simple Majority of Members Present

BACKGROUND/PAST RESOLUTIONS
<p>The FRSC introduced its new standing committee structure in 2023, as a result of the Government of New Brunswick’s local governance reform agenda. It was the intention to assemble committees to help guide the FRSC navigate and bring value to its new services. The expertise and contributions of FRSC committee members have delivered a profound and lasting contribution to the FRSC, and the organization is grateful for their dedication to regional collaboration.</p> <p>The FRSC intended to complete a review of the terms of reference for each committee in 2026, in order to prepare for the membership renewal of committees, which is slated to occur in August 2026. The Regional Strategy and the 2026 FRSC work plan outline the need to complete such a review, and the scope of that review was presented to the FRSC Board on February 27th, 2026. The steps proposed for the completion of this review were outlined in the February report:</p>



STANDING COMMITTEE UPDATED TERMS OF REFERENCE

1. One-on-one and group meetings with FRSC management team.
2. Participate in the February FRSC Board meeting - process update, initial observations, and solicit Board / Chair feedback with respect to the Committee review process.
3. Committee update led by Committee Chairs and FRSC staff – solicit focused input with respect to Committee representation (March).
4. Complete final draft of Committee updates and present to the FRSC Board (April) for review and approval.
5. Introduce updated Committee Terms of Reference post-municipal elections (i.e., June – July, part of member community orientation process).
6. Monitor GNB (ELG) Regional Service Commission review for final recommendations that could influence the FRSC governance and Committee structure (late 2026 / early 2027).

FINANCIAL, ECONOMIC, ENVIRONMENTAL, AND SOCIAL CONSIDERATIONS

N/A

REPORT

As per the Commission's annual work plan, efforts were launched in early 2026 to review and update Committee By-Laws or Terms of Reference. The timing of the review process was deemed important given the fact that the current Terms of References date back to early 2023 and the roles and responsibilities of the FRSC have evolved over the past three years. FRSC staff has completed its review, engagement and development of the updated terms of references for three committees – Public Safety, Community Development and Regional Transportation.

Staff are not yet prepared to recommend updates to the Regional Facilities Committee and the Planning Review and Assessment Committee ("PRAC") as they would benefit from additional engagement and review. It was deemed prudent to delay the finalization of the Regional Facilities Committee terms of reference given the possibility of pending changes by the Government of New Brunswick to the Fundy Region regional facility capital funding allocation process, as most proposed updates are linked to capital costs. The proposed changes to the PRAC terms of reference will be specific to recent GNB changes in enabling land use planning legislation and regulations. It is expected that these two updated terms of references will be presented to the Board for consideration in June 2026.

Upon review and discussion of the three terms of references recommended in this report, most of the functions of each committee are performing very well and achieving the objectives set



out in the terms. There was not a need to consider dramatic changes to the terms of references because of this reality, which has allowed this exercised to be focused on clarifications and small adjustments.

As part of the review process, it was deemed important to:

- Remove dated Terms of Reference content from 2023 (initial establishment of Committees).
- Simplify and add consistency to the Terms of Reference (including table of contents, language, committee size, and overall governance and reporting principles).
- Integrate language from the Government of New Brunswick (GNB)'s *Regional Service Delivery Act*, add specific language from the FRSC's most recent strategic plan update (including Committee goals), and include a reference to the Commission's annual work plan and *Procedural By-Law* in each Terms of Reference.
- Reinforce the authority of the Commission's Board of Directors and role of FRSC staff.
- Introduce the opportunity to appoint additional elected representatives from Member Communities to serve as Vice Chairs of the FRSC Committees.
- Reference the importance of Committee priorities and skill requirements as key criteria in appointing or reappointing Committee Members.
- Where applicable, assign responsibilities to Member Communities for the appointment of Committee Members. Examples of delegated appointment and reappointment responsibilities include Member Community Administrative Officers (Regional Facilities Committee) and Police and Fire Chiefs, or Alternatives (Public Safety Committee).

During the February Board meeting the FRSC CEO provided an update of the review process, shared initial observations, and solicited Board feedback with respect to the role, mandate and governance of the Commission's committees. In March the committee staff leads, in cooperation with the committee chairs, provided updates to their respective committees and solicited feedback with respect to the existing terms of references with a particular focus on committee membership.

It should be recognized that while the review process was designed to add consistency to the FRSC's Committee Terms of References, there are unique aspects or considerations associated with each separate Committee. These unique aspects or considerations are reflected in the recommended by-laws or terms of references as referenced in this report.

Next Steps



The updated Committee Terms of References will be introduced as part of the post-municipal election FRSC Board and Member Community orientation process (June – July timeframe). Committee membership renewal, and corresponding nominations, will occur over the summer months, with recommendations expected no later than July 2026.

FRSC Staff will continue to monitor the GNB Regional Service Commission review process, outcomes, and associated recommendations that could influence the FRSC's mandate and Committee structure.

It should be noted that the inclusion of the "By-Law" term is in accordance with Section 12(1)(b) within the **Regional Service Delivery Act**: *A Board may make by-laws not inconsistent with this Act or the regulations governing the establishment, operation or dissolution of committees of the Commission.*

The updated versions of the terms of references are attached to this report, and the existing terms can be found at the below links:

- Regional Public Safety Committee – [link](#)
- Community Development Committee – [link](#)
- Regional Transportation Committee – [link](#)

ATTACHMENTS

1. Updated Regional Public Safety Terms of Reference
2. Updated Community Development Terms of Reference
3. Updated Regional Transportation Terms of Reference