



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

Community Development Committee By-Law (Terms of Reference)

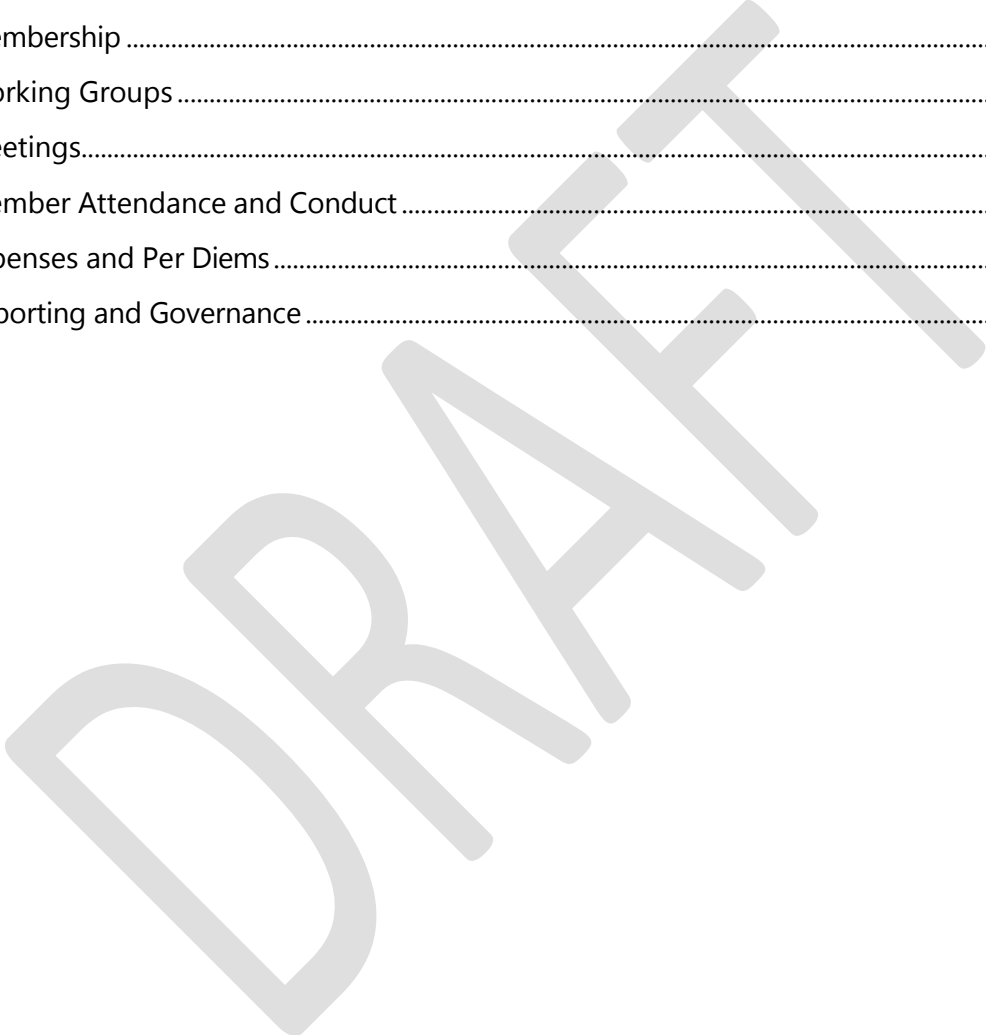
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Chairperson: _____

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 the FRSC.
- 1.3. **Committee:** The Community Development Committee.
- 1.4. **Committee Member:** Member of the Community Development Committee.
- 1.5. **Local Government:** A local government which is a Member of the FRSC.
- 1.6. **Member Communities:** The FRSC is comprised of the local governments of Fundy-St. Martins, Grand Bay-Westfield, Hampton, Quispamsis, Rothesay, and Saint John, and the Fundy Rural District.
- 1.7. **Regional Strategy:** The FRSC's [2023-2028 Strategic Plan](#).
- 1.8. **Regional Strategy Update:** The FRSC's [2025 Strategy Update](#).
- 1.9. **Procedural By-Law:** The FRSC's [Procedural By-Law](#).
- 1.10. **RSDA:** The Government of New Brunswick's [Regional Service Delivery Act](#).

2. Background

- 2.1. **Legislative Context:** Through the RSDA, the Fundy Regional Service Commission has a legislative mandate from the Government of New Brunswick to provide or facilitate the provision of common services for its member communities and develop and implement a regional strategy related to regional community development including social inclusion, affordable housing, healthy communities newcomer services and diversity promotion as well as integrating services to address homelessness, poverty and mental health.
- 2.2. **Regional Context:** The Fundy Region contains a wide variety of organizations and groups providing services in the areas of social inclusion, affordable housing, newcomer services and diversity promotion, homelessness, poverty reduction, mental health and healthy communities.
- 2.3. **Committee Vision:** Empowering communities, fostering inclusivity, and improving health and well-being outcomes through collaborative community development initiatives.

3. Mandate

Considering the **RSDA**, the **FRSC's current strategic plan**, and the **Commission's annual work plan**, the Committee brings together Fundy region member communities and key stakeholders to

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more effectively integrate and coordinate services to address affordable housing, homelessness, social inclusion and healthy communities.

Specific goals include:

- Advocate for an inclusive approach to housing, reduced legislative barriers, and comprehensive data to understand and meet regional housing needs and build a region where homelessness is rare, brief and non-recurring.
- Support the equitable access to programs and services, collaborate regionally, and support initiatives that enhance social inclusion throughout the Fundy Region.
- Create a region where community members have access to the programs and services, they need to support their health, wellbeing, and overall quality of life.

The Committee will accomplish these goals through the following actions:

- 3.1. Assess regional community development assets, gaps, and opportunities.
- 3.2. Gather and monitor statistical data regarding key public health and socio-economic indicators for the citizens of the Fundy region.
- 3.3. Formulate recommendations for consideration by the FRSC Board regarding the conduct of studies, reviews or other activities that could be undertaken to support regional community development efforts.
- 3.4. Identify and support potential collaborative strategies, initiatives, and actions to strengthen the effectiveness and sustainability of regional community development services.
- 3.5. Provide recommendations to the Board with respect to the regional community development priorities, strategies and goals, including federal and provincial funding priorities.
- 3.6. Contribute guidance and feedback into the FRSC's annual work plan and budget development process and participate in updates of existing and development of new Fundy Regional Strategies.

4. Membership

- 4.1. A minimum of eight (8) and maximum of ten (10) Members of the Committee shall be appointed by the Board as per the following:

- 4.1.1. The FRSC Board will appoint a Member of the Board as Committee Chair aligned with their respective FRSC Board Term.

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- 4.1.2. One (1) or two (2) elected representatives from Member Communities to serve as Committee Vice Chair or Vice Chairs.
- 4.1.3. A minimum of five (5) and maximum of eight (8) at-large representatives from the Fundy Region representing but not limited to not-for-profit agencies, regional stakeholders, partners and or experts in community development.
- 4.1.4. Ad-hoc Government of New Brunswick representation based on annual FRSC work plans and Committee priorities.
- 4.2. Committee Members can be appointed and reappointed for two-year terms by the FRSC Board based on current Committee priorities and skill requirements.
- 4.3. The FRSC shall provide a staff person to support Committee meetings and associated administrative needs.
- 4.4. FRSC staff will participate on the Committee as ex-officio members.
- 4.5. With the support of FRSC staff, the Chair (or assigned alternative if unavailable) is responsible for developing meeting agendas and chairing meetings. The Chair will represent the Committee on the Board.

5. Working Groups

- 5.1. In support of its mandate and the FRSC's annual work plan, the Committee may create Working Groups to address specific issues, as required.
- 5.2. Working Groups shall include a minimum of (2) two Committee Members and may include other Fundy Region experts or stakeholders who are not Committee Members. Working Groups shall have a duration of no more than 1 (one) year, with an optional one-year extension (if required).
- 5.3. The Committee will appoint a Committee Member to serve as Chair of the Working Group, who will regularly report back to the full Committee,
- 5.4. The FRSC shall provide a staff person to support Working Group Meetings and associated administrative needs.

6. Meetings

- 6.1. The Committee will meet in person at the FRSC offices or, when required, virtually. Committee Members may host off-site meetings when and where appropriate.
- 6.2. If for any reason a Member cannot participate in a Committee meeting, the alternate

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Member shall act in the place of the designated Member.

- 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. Recommendations by the Committee to the Board require a resolution. Resolutions shall be approved by quorum, consisting of a simple majority of Committee Members, not including ex-officio members.
- 6.5. The Committee is advisory in nature. Budget and work plan decisions are the authority and responsibly of the FRSC Board of Directors. The assignment of resources, as approved through annual budgets, including staff time, fall under the authority and responsibly of the FRSC CEO.
- 6.6. The rules of procedure for the Committee shall be governed by FRSC's Procedural By-Law, where applicable.
- 6.7. The FRSC shall provide a staff person to record minutes of Committee Meetings and provide additional administrative support, as required.

7. Member Attendance and Conduct

- 7.1. If Members of the Committee are unable to attend a meeting, they are required to notify the Chair and FRSC staff.
- 7.2. If the Member violates the FRSC's Code of Conduct or misses three consecutive meetings without prior notification, the Committee Chair shall advise the FRSC's Board. The Board shall assess the situation and determine the appropriate steps to be taken with respect to this Member's continued involvement and membership with the Committee.

8. Expenses and Per Diems

- 8.1. Members will be compensated and reimbursed for travel expenses in accordance with the FRSC's procedural by-law and associated operational policies.

9. Reporting and Governance

- 9.1. The Committee, through its Chair and with support from FRSC staff, will report to the FRSC Board on a regular basis regarding its deliberations and activities.

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Committee resolutions will be brought forward to the Board as required.

- 9.2. The Committee, through its Chair and with support from FRSC staff, shall prepare a summary of its activities on a yearly basis that will be summarized and incorporated in the FRSC's annual report.
- 9.3. The Committee, through its Chair and with support from FRSC staff, will review the Community Development Committee Terms of Reference on an annual basis, and if changes are deemed necessary, recommended changes or enhancements will be presented to the Board.

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