



**Fundy Regional  
Service Commission**

**Commission de Services  
Régionaux de Fundy**

# Regional Public Safety Committee By-Law (Terms of Reference)

Approved: Date **TBC, 2026**

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 Public Safety Committee.
- 1.4. **Committee Member:** Member of the Public Safety 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, including the establishment of "*a public safety committee to exchange information and discuss resource sharing and joint planning by its members in relation to policing services, fire protection services and emergency measures planning services*".
- 2.2. **Regional Context:** The Fundy Region contains a wide variety of public safety services, including Ambulance NB, municipal police services in Saint John and the Kennebecasis Valley, the RCMP, municipal EMO services, provincial EMO services, and full time, volunteer, and specialized (private sector) fire protection and emergency response services.
- 2.3. **Committee Vision:** A unified and resilient Public Safety response in the Fundy Region, where interagency collaboration and interoperability empowers our communities to thrive and deliver enhanced and effective public safety service for all.

## 3. Mandate

Considering the **RSDA**, the **FRSC's current strategic plan**, and the **Commission's annual work plan**, the Committee's mandate is to enhance public safety across the Fundy Region by serving as a forum for information sharing, feedback and collaborative action among Police, Fire, and Emergency Measures Planning services.

**Specific goals include:**

- To foster interagency collaboration in the Fundy Region through cooperation, resource sharing, and joint training among public safety agencies to enhance overall emergency response capabilities.
- Achieve Interoperability among public safety agencies in the Fundy Region to optimize incident response and information sharing through collaboration on systems and operational improvements.
- Establish a unified and coordinated regional approach to Emergency Measures Organization (EMO) in the Fundy Region by fostering collaboration, sharing resources, and aligning emergency response plans to enhance preparedness, response, and recovery capabilities.

**The Committee will accomplish these goals through the following actions:**

- 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. Support the identification of collaborative initiatives and actions at the regional or sub-regional level to strengthen the effectiveness, interoperability and long-term sustainability of public safety services for the Fundy Region and member communities.
- 3.3. Conduct and maintain a dynamic regional assessment that includes threats, risks and vulnerabilities that impact the Fundy Region's overall public safety. Provide annual risk mitigation recommendations to the Board and member communities.
- 3.4. 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 regional public safety resources and services.
- 3.5. 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. Committee Membership shall consist of:
  - 4.1.1. One (1) representative from the Board to serve as Committee Chair.
  - 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. One (1) Kennebecasis Regional Police Force Chief or designate.
  - 4.1.4. One (1) Kennebecasis Fire Department Chief or designate.
  - 4.1.5. One (1) Saint John Police Force Chief or designate.

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- 4.1.6. One (1) Saint John Fire Department Chief or designate.
  - 4.1.7. One (1) New Brunswick RCMP representative (Grand-Bay Westfield Detachment).
  - 4.1.8. One (1) New Brunswick RCMP representative (Hampton Detachment).
  - 4.1.9. One (1) Hampton Fire Department Chief or designate.
  - 4.1.10. One (1) Grand-Bay-Westfield Fire Department Chief or designate.
  - 4.1.11. One (1) Fundy-St. Martins Fire Chief or designate.
  - 4.1.12. One (1) Fundy Rural District Fire Chief or designate.
  - 4.1.13. One (1) Ambulance New Brunswick representative.
  - 4.1.14. One (1) New Brunswick Emergency Measures Organization representative.
- 4.2. Consistent with 4.1, Committee Members will be appointed as follows:
- 4.2.1. The FRSC Board will appoint the Committee Chair aligned with their respective FRSC Board Term.
  - 4.2.2. Member Communities will be invited to identify and nominate elected representatives with appropriate skills to serve on the Committee. The FRSC Board will review and approve nominations as required. Appointments will be consistent with their respective terms as elected municipal or rural district representatives.
  - 4.2.3. Member Communities shall appoint their designated Police and Fire representatives.
  - 4.2.4. Additional Public Safety Organizations, including RCMP and Ambulance New Brunswick, will be invited to appoint their designated representatives.
- 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 designated 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. The Committee shall be supported by two standing Working Groups: The **Regional Policing Working Group** and The **Regional Fire Working Group**. Standing Working Groups shall regularly report back to the Committee with respect to their deliberations and recommendations.
- 5.2. The focus of each standing Working Group shall not duplicate or replace the work of the Committee but instead inform specific regional policing, fire and EMO matters that

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should be brought forward to the full Committee and Board for consideration.

- 5.3. Standing Working Group members will be appointed for terms consistent with their committee appointments.
- 5.4. The **Regional Policing Working Group** will be comprised of the following Committee representatives:
  - 5.4.1. One (1) Working Group Chair as appointed by the Committee.
  - 5.4.2. One (1) Kennebecasis Regional Police Force Chief or designate.
  - 5.4.3. One (1) Saint John Police Force Chief or designate.
  - 5.4.4. Two (2) New Brunswick RCMP representatives.
- 5.5. The **Regional Fire Working Group** will be comprised of at least the following Committee representatives:
  - 5.5.1. One (1) Working Group Chair as appointed by the Committee.
  - 5.5.2. One (1) Kennebecasis Fire Chief or designate.
  - 5.5.3. One (1) Saint John Fire Chief or designate.
  - 5.5.4. One (1) Hampton Fire Chief or designate.
  - 5.5.5. One (1) Grand-Bay-Westfield Fire Chief or designate.
  - 5.5.6. One (1) Fundy-St. Martins Fire Chief or designate.
  - 5.5.7. One (1) Fundy Rural District Fire Chief or designate.
  - 5.5.8. One (1) New Brunswick Emergency Measures Organization (EMO) representative.
  - 5.5.9. One (1) Ambulance New Brunswick representative.
- 5.6. With the support of FRSC staff, each standing Working Group Chair (or designated alternative if not available) is responsible for development of meeting agendas, chairing meetings, and representing the Working Group to the Committee.
- 5.7. The **Regional Policing Working Group** and the **Regional Fire Working Group** may assign members of their protective service teams to short-term Task Forces to complete regional risk assessments, research collaborative service delivery opportunities or explore enhanced interoperability public safety models.

## 6. Meetings and Decision-Making

- 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.

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- 6.2. If for any reason a Member cannot participate in a Committee or standing Working Group meeting, the alternate Member shall act in the place of the designated Member.
- 6.3. The Committee or Standing Working Groups 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 and Standing Working Groups 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 or a standing Working Group are unable to attend a meeting, they are required to notify the meeting 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 and standing Working Groups.

## 8. Expenses and Per Diems

- 8.1. Committee and Working Group 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. Committee resolutions will be brought forward to the Board as required.

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- 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 FRSC's annual report.
- 9.3. The Committee, through its Chair and with support from FRSC staff, will review the Public Safety 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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