



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

Community Development Committee By-Law

Approved: February 27, 2023

Chairperson: _____

Chief Executive Officer: _____

Contents

1. Definitions	3
2. Background	3
Legislative Context	3
Regional Context.....	3
3. Mandate	3
4. Membership	4
5. Roles & Responsibilities	5
6. Meetings and Decision Making.....	5
7. Member Attendance and Conduct.....	6
8. By-Law Amendments	6
9. Expenses and Per Diems	6
10. Reporting.....	6

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 Community Development Committee
- 1.4. **Member:** a member of the Community Development Committee
- 1.5. **Regional Strategy:** the current strategic plan of FRSC

2. Background

- 2.1. **Legislative Context:** As per section 3.1 of the revised Regional Service Delivery Act, the Fundy Regional Service Commission has a mandate to undertake activities related to regional community development including social inclusion, affordable housing, newcomer services and diversity promotion and healthy communities. In addition, beginning in 2024, to develop a plan for integrating and coordinating 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 & diversity promotion, homelessness, poverty reduction, mental health and healthy communities.

3. Mandate

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

- 3.1. Serve as a forum, bringing together partners and stakeholders from across the region, to focus on regional initiatives to foster partnerships, build capacity and leverage resources.
- 3.2. Embed principles of collective impact into the work of the committee.
- 3.3. Support and improve outcomes for marginalized and vulnerable populations within the Fundy Region.
- 3.4. Receive and utilize statistical data on the determinants of health and the socio-economic situation of the citizens of the Fundy region to focus efforts.
- 3.5. Guide the development of community development vision, goals, and outcomes for the regional strategy, to be approved by the FRSC Board.
- 3.6. Propose advocacy efforts to the FRSC Board for funding, programs and supports needed from federal and provincial governments.

Community Development Committee By-Law

- 3.7. Assess community development assets, gaps, and opportunities.
- 3.8. Identify steps to strengthen community development and work through improved collaboration and communication between all levels of government, non-profits, and communities.
- 3.9. Seek to bring added value to pre-existing FRSC members' community development efforts.
- 3.10. Identify and support potential collaborative strategies, initiatives, and actions to strengthen effectiveness and ensure sustainability in community development services.
- 3.11. Define annual priorities to be submitted for consideration 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 the Fundy Region.
- 3.12. Formulate recommendations for consideration by the FRSC Board regarding the conduct of studies, reviews or other activities that could be undertaken to support the mandate of community development.
- 3.13. Develop recommendations to the FRSC Board, after receiving an evaluation from FRSC staff and/or subcommittees, for the distribution of community development funding programs administered by the FRSC.
- 3.14. For the first year of the committee's existence, the committee will be tasked with the following responsibilities:
 - 3.14.1. Engage the broader community of partners and stakeholders supporting community development and receive guidance on the future scope, focus and structure of the community development committee.
 - 3.14.2. Complete a regional needs-assessment of the community development mandate.
 - 3.14.3. Create an asset map of government, agencies, and not-for-profits working in community development throughout the region.
 - 3.14.4. Develop and implement a communications framework to share updates and information on the work of the community development committee across the regional partners and stakeholders.
 - 3.14.5. Define the most efficient and representative membership composition for the committee, including the need for sub committees and regional network participants.
 - 3.14.6. Deliver a recommendation to the FRSC Board by March 1st, 2024, on proposed changes to the committee's terms of reference.

4. 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. Up to five (5) members at large.

Community Development Committee By-Law

- 4.2. At-large members must reside in the Fundy Region.
- 4.3. For the first year of the committee's existence, Members are appointed for a one-year term. After the initial one-year committee membership, Members are appointed not exceeding four years and may be reappointed.
- 4.4. FRSC staff and a local government administrative representatives may participate on the committee as ex-officio members.

5. Roles & Responsibilities

- 5.1. The chair of the committee shall be appointed by the FRSC Board for a term not exceeding four years.
- 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 their mandate, the committee may create working groups as needed. Working groups shall include at least one committee member and may include sector stakeholders who are not committee members.
- 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 three times 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 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.

Community Development Committee By-Law

- 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 assess the situation and 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 and FRSC staff may make recommendations to the board for amendments to this by-law.
- 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 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 per 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.