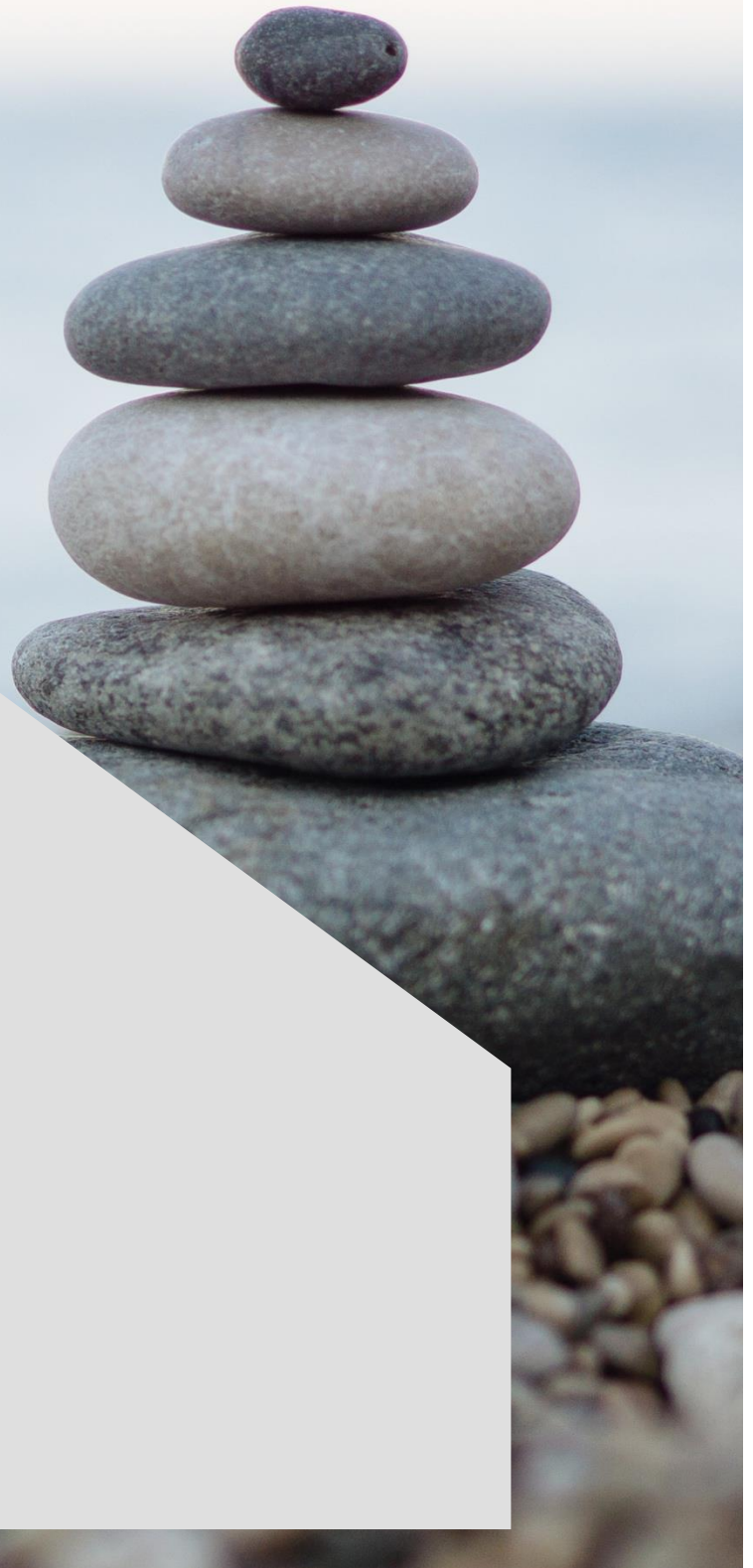


Committee Mandate & Terms of Reference



Rural Community of Fundy Shores

31 Malcolm Meehan Road

Musquash NB

Contents

Definitions.....	3
Introduction.....	4
Community Profile.....	4
Committees.....	4
Committees.....	5
Community & Economic Empowerment	
.....	6
Recreation & Destination Development.....	7
Safe Community & Emergency Preparedness.....	8
Roles & Responsibilities.....	9
Role of the Co-Chair.....	9
Role of the Vice Co-Chair.....	9
Role of the Recording Secretary.....	9
Role of Committee Members.....	9
Appointment to Committees.....	9
Composition of Committees.....	9
Role of Council.....	9
Government Staff.....	9
Meeting Procedures.....	11
Agenda.....	11
Minutes.....	11
Meetings.....	11
Reporting.....	11
Appendices.....	12
Strategic Working Document.....	12
Agenda Template.....	16
Minute Template.....	17
Report Template.....	18

Definitions

Local Government - means the Rural Community of Fundy Shores

Province - Province of New Brunswick

Introduction

Community Profile

With the implementation of Local Government reform in the Province of New Brunswick came the establishment and restructuring of several Local Government units throughout the province. One unit established was the Rural District of Fundy Shores. Fundy Shores is comprised of the former Local Service District of Musquash and a large portion of the former Local Service District of Lepreau.

Quick Stats:

Population ~ 2100

Homes ~ 1000

Total Land Mass ~ 370 km²

Committees

Council has determined the establishment of local committees are necessary for the success of the Community. Committees to be established include:

- Community & Economic Empowerment
- Recreation & Destination Development
- Safe Community & Emergency Preparedness

***Mandates may change and evolve based on the needs of Fundy Shores.

***All committees are responsible for providing information and recommendations as it relates to improved by-laws and policies of Fundy Shores, when requested.



Committees

Community & Economic Empowerment

Community & Economic Empowerment:

- a) refers to the process of improving the well-being of individuals and groups within a specific area through efforts that enhance both the community's social and economic conditions.
- b) strives for a holistic approach, ensuring that economic growth benefits all members of the community, while social and environmental factors are also considered to ensure long-term prosperity and resilience.

Key Considerations

- Digital infrastructure
- Workforce development
- Job Creation and Retention
- Labour Force Participation
- Business Environment Development and Growth
- Investment Attraction and Retention
- Regional & Global Competitiveness
- Governance Capacity
- Community Participation & Empowerment
- Social Equity and Inclusion
- Affordable and Attainable Housing
- Health & Well-being

Identified Action Items

- Review areas of consideration and identify additional key considerations if not listed.
- Decide which areas the committee believes they can be the most impactful.
- Develop a work plan on said area.

Recreation & Destination Development

Recreation & Destination Development:

- a) creating and enhancing spaces, facilities, and experiences that promote leisure activities and attract visitors to a specific location. Combining elements of planning, infrastructure, and community engagement to build a destination that provides both recreational opportunities for locals and draws tourists, contributing to the area's social and economic vitality.
- b) ensures that Fundy Shores is both a vibrant, enjoyable place for residents and an appealing destination for visitors.

Key Considerations

- Planning for Parks and Green Spaces
- Sports and Leisure Facilities
- Cultural and Artisan Spaces
- Outdoor Adventure Opportunities
- Promotion of Tourism Attractions & Accommodations
- Enhanced Branding and Marketing
- Social Equity and Inclusion
- Cultural and Social Amenities

Identified Action Items

- Review areas of consideration and identify additional key considerations if not listed.
- Decide which areas the committee believes they can be the most impactful.
- Develop a work plan on said area.

Safe Community & Emergency Preparedness

Safe Community & Emergency Preparedness:

- a) Collective efforts aimed at creating a secure environment where residents can live without fear of harm, while being prepared to respond effectively to emergencies and disasters.
- b) This concept emphasizes proactive planning, education, and response systems to ensure the safety and resilience of a community in both everyday situations and crisis scenarios and ensuring quick recovery

Key Considerations

- Crime Prevention
- Public Health and Safety
- Safe Infrastructure
- Social Cohesion
- Continual Risk Assessment
- Planning and Training
- Disaster Preparedness and Resiliency
- Social Equity and Inclusion

Identified Action Items

- Review areas of consideration and identify additional key considerations if not listed.
 - Decide which areas the committee believes they can be the most impactful.
 - Develop a work plan on said area.
-

Roles & Responsibilities

Role of the Co-Chair

The role of the Committee Co-Chair will be to develop the meeting agenda, book meeting space and times, to ensure reports are accurate and encompass all the recommendations of the committee prior to reporting to Council. The Co-Chair is also required to sit on the Southwest New Brunswick Regional Service Commission Committee related to their portfolio.

Role of the Vice Co-Chair

The role of the Committee Vice Co-Chair will be to act as the Co-Chair in their absence.

Role of the Recording Secretary

The Recording Secretary shall take notes of the meeting, prepare minutes and prepare a summary of Committee activities and recommendations suitable for the Co-Chair of the Committee to present to Council as required. (Templates attached.)

Role of Committee Members

Committee Members are expected to attend meetings regularly and be active participants in the Committee's work. Should a member be absent from 3 Committee Meetings without Council approval, they shall forfeit their seat on the Committee.

Appointment to Committees

Council shall appoint members to Committees.

Composition of Committees

Committees shall be appointed by Council. Council will work to ensure a balanced approach to committee composition. The Co-Chair of the committee shall be a member of council.

Additional membership will be sought from the Community and when possible include subject matter experts. Committee size will be to a maximum of 12 members.

Role of Council

The role of Council for the Rural Community of Fundy Shores is to support the Committee in its work, review the recommendations and when deemed necessary, responsible and fiscally possible allocate resources or secure grants to implement the recommendations.

Government Staff

While it is important to provide professional staffing services for Committees in the mandates, currently given the size of staffing available, Committees may request staff be present and support their needs when executing feasibility studies, drafting by-laws, construction services,

financial overview, etc. However, staffing services will not be provided for the purpose of minute taking.

Meeting Procedures

Agenda

The agenda shall be structured in the following format.

1. Call To Order
2. Roll Call
3. Disclosure Conflict of Interest
4. Approval of Previous Meeting Minutes
5. Correspondence
6. Presentations
7. Business
8. Next Meeting
9. Adjournment

Minutes

Committee minutes shall be drafted and submitted to the Co-Chair within 7 business days of the meeting. The meeting shall include the recommendations to be presented to Council and any substantial business discussed.

Meetings

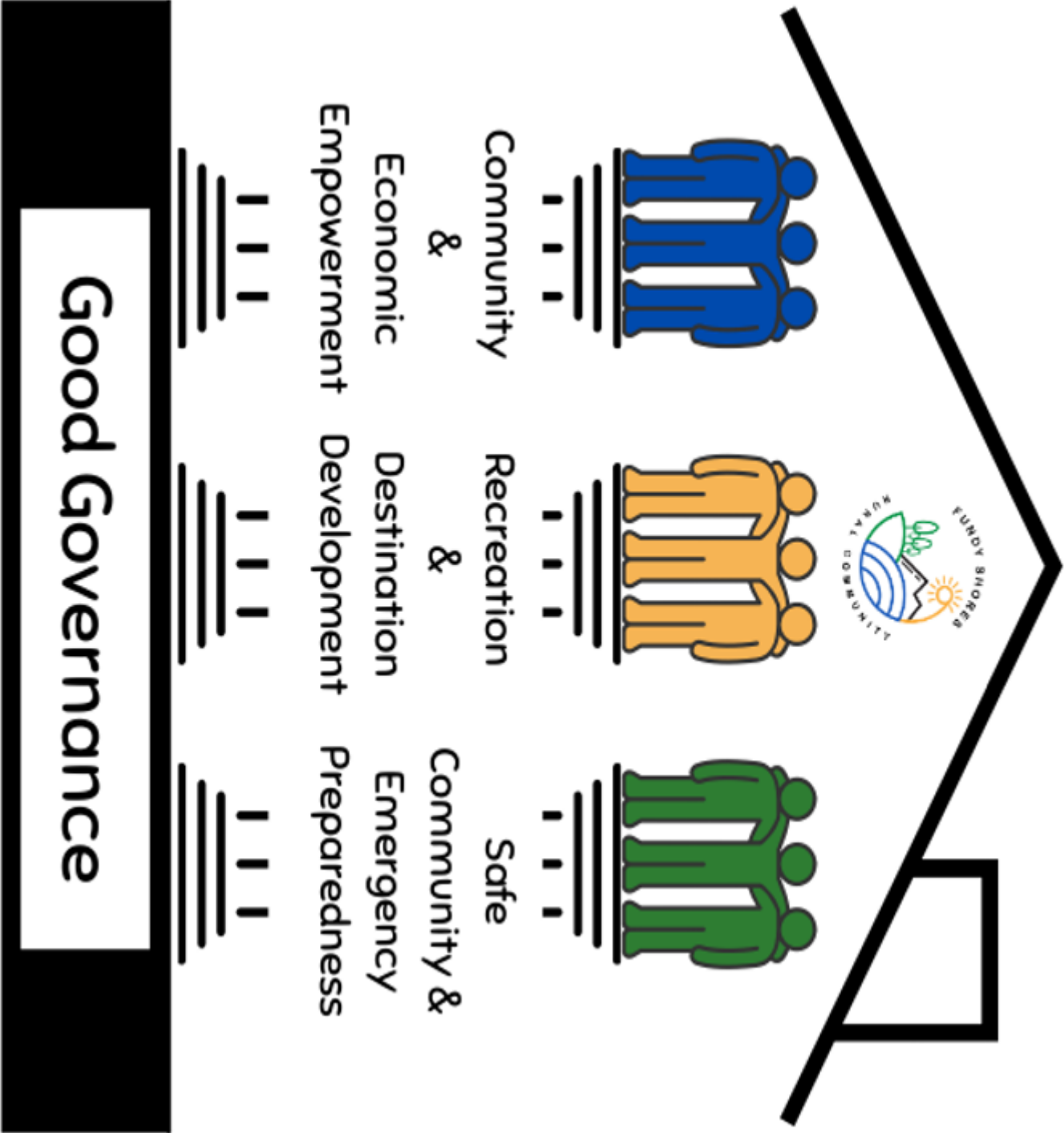
- All committees will meet a minimum of 3 times a year, or more frequently as required depending on circumstances and need.
- Meeting agendas will be circulated one week in advance of the meeting date.
- Professional decorum and deportment are expected as public committees and therefore anyone, in the opinion of the Co-Chair act outside of these expectations, after one warning, will be removed from the committee.

Reporting

The Committee will report through its Co-Chair to Council a minimum of four times a year in a summary report outlining the activities, results and Committee deliberations. The Co-Chair is also responsible for reporting to the Southwest New Brunswick Regional Service Commission Committee Board as required to help develop and understanding and inform on the regional plan as it impacts Fundy Shores.

Appendices

Strategic Working Document



<u>Our Pillars</u>	<u>What does it mean to us?</u>	<u>Key Considerations</u>
<p>Community & Economic Empowerment</p>	<p>Community & Economic Empowerment:</p> <p>a) refers to the process of improving the well-being of individuals and groups within a specific area through efforts that enhance both the community's social and economic conditions.</p> <p>b) strives for a holistic approach, ensuring that economic growth benefits all members of the community, while social and environmental factors are also considered to ensure long-term prosperity and resilience.</p>	<ul style="list-style-type: none"> • Digital infrastructure • Workforce development • Job Creation and Retention • Labour Force Participation • Business Environment • Development and Growth • Investment Attraction and Retention • Regional & Global Competitiveness • Governance Capacity • Community Participation & Empowerment • Social Equity and Inclusion • Affordable and Attainable Housing • Health & Well-being

<p>Recreation & Destination Development</p>	<p>Recreation & Destination Development:</p> <p>a) creating and enhancing spaces, facilities, and experiences that promote leisure activities and attract visitors to a specific location. Combining elements of planning, infrastructure, and community engagement to build a destination that provides both recreational opportunities for locals and draws tourists, contributing to the area's social and economic vitality.</p> <p>b) ensures that Fundy Shores is both a vibrant, enjoyable place for residents and an appealing destination for visitors.</p>	<ul style="list-style-type: none"> • Planning for Parks and Green Spaces • Sports and Leisure Facilities • Cultural and Artisan Spaces • Outdoor Adventure Opportunities • Promotion of Tourism Attractions & Accommodations • Enhanced Branding and Marketing • Social Equity and Inclusion • Cultural and Social Amenities
--	---	--

<p>Safe Community & Emergency Preparedness</p>	<p>Safe Community & Emergency Preparedness:</p> <p>a) Collective efforts aimed at creating a secure environment where residents can live without fear of harm, while being prepared to respond effectively to emergencies and disasters.</p> <p>b) This concept emphasizes proactive planning, education, and response systems to ensure the safety and resilience of a community in both everyday situations and crisis scenarios and ensuring quick recovery.</p>	<ul style="list-style-type: none">• Crime Prevention• Public Health and Safety• Safe Infrastructure• Social Cohesion• Continual Risk Assessment• Planning and Training• Disaster Preparedness and Resiliency• Social Equity and Inclusion
---	--	--

Agenda Template

Agenda

Rural Community of Fundy Shores

(Meeting Location)

(Committee Name)

(Date & Time)

1. Call To Order
2. Roll Call
3. Disclosure Conflict of Interest
4. Approval of Previous Meeting Minutes
5. Correspondence
6. Presentations
7. Business
8. Next Meeting
9. Adjournment

**Where possible relevant documentation shall be attached to the Committee's Agenda for consumption before the meeting to optimize their workflow.

Minute Template

Minutes

Rural Community of Fundy Shores

(Meeting Location)

(Committee Name)

(Date & Time)

1. Call To Order
2. Roll Call
3. Disclosure Conflict of Interest
4. Approval of Previous Meeting Minutes
5. Correspondence
6. Presentations
7. Business
8. Next Meeting
9. Adjournment

Report Template

(Committee Name) Report

To:	
From:	
Report Date:	

General Information:

Committee Action Items:

Recommendations to Council:

Supportive Business Plans: