



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

Regional Transportation Committee By-Law

Approved: February 27, 2023

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 FRSC
- 1.3. **Committee:** The Regional Transportation Committee
- 1.4. **Member:** a member of the Regional Transportation Committee
- 1.5. **Local Government:** a local government which is a member of FRSC
- 1.6. **Regional Strategy:** the current strategic plan of FRSC

2. Background

- 2.1. **Legislative Context:** Through the mandate of community development and the common service of a regional transportation service as defined in the Regional Service Delivery Act, the Fundy Regional Service Commission has a mandate to pursue regional transportation planning.
- 2.2. **Regional Context:** The Fundy Region contains a wide variety of public and private transportation services and infrastructure including Saint John Transit, Comex, Fundy Dial-a-Ride, charter buses, taxis, rail, an airport, river ferries, an inter-provincial ferry, municipal roads, eight provincial highways, the Trans Canada Highway, the Great Trail, among others.

3. Mandate

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

- 3.1. Review planning documents for the region.
- 3.2. Receive and request statistical data on regional transportation.
- 3.3. Create and maintain an inventory of regional transportation services and infrastructure.
- 3.4. Assess regional transportation assets, gaps, and opportunities.
- 3.5. Guide the development of a regional transportation vision, goals, and outcomes for the regional strategy, to be approved by the FRSC Board.
- 3.6. Evaluate and build recommendations to the FRSC Board on possible funding structure for regional transportation programs and infrastructure.
- 3.7. Hold meetings with citizens' groups, associations, committees, and service providers to better understand regional transportation needs.

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- 3.8. Develop advocacy recommendations for the board regarding regional transportation barriers and opportunities which require provincial and/or federal government attention.
- 3.9. Educate Fundy Region residents about regional transportation services, initiatives, the importance of regional transportation and build capacity.
- 3.10. Consult with employees of FRSC, local government employees, provincial government employees, and any other expert in the pursuit of the committee's mandate.
- 3.11. The committee shall define annual priorities to be submitted for considerations 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 Fundy region.
- 3.12. Seek to bring added value to pre-existing FRSC members' transportation efforts that build on the broader Fundy Region transportation network.
- 3.13. For the first year of the committee's existence, the committee will be tasked with the following responsibilities:
 - 3.13.1. Define the most efficient and representative membership composition for the committee, including the need for sub committees and regional network participants.
 - 3.13.2. 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) representatives of the FRSC Board.
 - 4.1.2. Three (3) members at-large.
 - 4.1.3. Three (3) representatives of public service providers in transportation or related field.
 - 4.1.4. One (1) representative of the New Brunswick Department of Transportation & Infrastructure.
- 4.2. At-large members must reside in the Fundy Region.
- 4.3. Members shall be appointed for a term not exceeding four years and may be reappointed.
- 4.4. FRSC staff and a local government administrative representative 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, not exceeding four years.
- 5.2. 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 other experts or stakeholders who are not committee members.
- 5.3. The committee may appoint additional roles within its membership, by resolution as needed, such as but not limited to co-chair, vice-chair, financial liaison, or working group leads.
- 5.4. FRSC shall provide a staff person to record minutes of committee meetings and other administrative needs.
- 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

- 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 or present members.
- 6.5. All recommendations by the committee to the board require a resolution.
- 6.6. Unless otherwise stated in this by-law or by an approved resolution of the board, the committee does not have authority over budget matters.
- 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 one time a 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 that shall then be summarized and incorporated into FRSC's annual report.