



RSC PUBLIC SAFETY COMMITTEE

TERMS OF REFERENCE (GUIDELINES)

1. CONTEXT AND PURPOSE

Issues and challenges relating to public safety often cross local government boundaries and require ongoing inter-community discussion, collaboration and communication. To help ensure that this cooperation is strengthened, each Regional Service Commission (RSC) will be required to establish a Public Safety Committee. In general terms, the Public Safety Committee will facilitate the exchange of information and discussion around resource sharing and joint planning with respect to the services of policing, fire protection and emergency measures management. The Public Safety Committee may wish to develop recommendations for consideration by the Board of its respective RSC. Such recommendations may include actions aimed at improving services. It is important to distinguish that this committee is not mandated to deliver provincial public safety services and programs.

The Public Safety Committee will focus primarily on the services of policing, fire protection and emergency measures planning as follows:

Policing: Enhance communication and build relationships between communities, regions, and policing authorities, and help identify key issues and priorities regarding policing services in the region.

Fire Protection: Exchange information on issues regarding fire prevention and suppression services and explore ways in which sustainability and effectiveness may be improved through enhanced cooperation, sharing of resources, and the strategic purchases of specialized equipment.

Emergency measures planning: Exchange information, identify issues and consider potential actions with provincial officials relative to emergency measures planning.

Other shared aspects of public safety within the region may also be considered by the Public Safety Committee.

2. ROLE OF THE PUBLIC SAFETY COMMITTEE

In fulfilling its mandate through its deliberations, the Public Safety Committee will:

- Serve as a regional forum through which Police, Fire, and Emergency Measures Planning service representatives can both share information and receive feedback.
- Identify opportunities to strengthen public safety services through improved collaboration and communication between public safety agencies, service providers and communities.
- Formulate recommendations for consideration by the RSC board regarding the conduct of studies, reviews or other activities that could be undertaken to support the improved effectiveness and use of resources relative to public safety services.

Terms of Reference – LGR Regional Collaboration - Public Safety Committee

- Support the facilitation, identification of potential collaborative initiatives and actions at the regional or sub-regional level to strengthen effectiveness and ensure sustainability of public safety services.
- Conduct and maintain a regional assessment that could include threats, risks and vulnerabilities that affect public safety and recommend priority issues for the Committee to address to the RSC. The RSC would take the proposed recommendations to the board of directors in efforts to find solutions and improve the safety for citizens in the region.
- Provide regular reports to the RSC board of the Committee's deliberations and activities.
- Determine measures of effectiveness and provide summary of actions and results to be included in the RSC's Annual report.
- Liaise with other RSC Committees (e.g., Community Development Committee) and other organizations as may be required, to allow exchange of information and ideas across sectors.

3. COMMITTEE COMPOSITION

The Public Safety Committee will ensure a balanced approach to membership composition to ensure the Committee's work focuses and aligns to regional priorities based on public safety risks and service delivery matters. The Public Safety Committee should be comprised of the following members:

- Two RSC Board Members
- One representative from each of the RCMP, municipal police forces in the region, NBEMO, Community Capacity and Resiliency, District Firefighter Associations and Rural District Managers (formerly known as Local Service Managers)
- RSC staff (ex-officio)
- Fire Chiefs (one representative appointed per region)
- Representative from Ambulance NB when required
- Representatives from First Nations when required

Nomination of members will be appointed by the board. The committee Chair of the public safety committee will be voted in by the members of the committee at their first meeting.

4. REPORTING

- The Public Safety Committee, through its Chair, will report to the RSC Board a minimum of three times a year on its deliberations. These reports shall then be shared by the RSC with its member local governments and Rural District.
- 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 the RSC's Annual Report.

5. MEETINGS

- The Public Safety Committee will meet a minimum of three times a year, but frequency may be adjusted depending on circumstances.
- Meeting agendas shall be circulated one week in advance of the triannual meetings.
- A schedule will be established in advance.

6. STAFF SUPPORT

The Public Safety Committee shall be supported by staff of the RSC. This individual(s) will be responsible for:

- Preparing and circulating the agendas (in collaboration with the Committee Chair),
- Preparing and circulating meeting minutes.
- Ensuring meeting follow-up actions are undertaken; and
- Liaising with committee members, the Department of Justice and Public Safety, the Department of Environment and Local Government as well as other organizations and agencies as may be required to support the work of the committee.