

# Emergency Management Committee

## Terms of Reference

### 1. PURPOSE

1.1 Under the terms of the provincial Emergency Management Act, a municipality is responsible for the direction and control of its emergency response and is required to appoint an Emergency Management Committee. Bylaw No. 09-15, Town of Lamont's Municipal Emergency Management Bylaw establishes this committee as well as including provisions for the other requirements as noted in the Emergency Management Act.

### 2. LEGISLATIVE AUTHORITY

2.1 *Municipal Government Act*, RSA 2000 c.M-26, as amended Section 145

2.2 Bylaw 08-19, Council Committee

2.3 Emergency Management Act, RSA c.E-6.8

### 3. DUTIES & RESPONSIBILITIES

The Committee has the Authority to:

3.1 Establish the dates for each Committee meeting;

3.2 Create or review Committee Terms of Reference (Council approval required);

### 4. ROLES

4.1 Review the Municipal Emergency Plan and related plans and programs on a regular basis;

4.2 Advise Council, duly assembled, on the status of the Municipal Emergency Plan and related plans and programs at least once each year; and

4.3 Recommend to Council any changes to the Municipal Emergency Plan if appropriate.

### 5. MEMBERSHIP

5.1 Three (3) Town of Lamont Council members.

### 6. TERM OF MEMBERSHIP

6.1 Council members are appointed annually at the Organizational meeting.

### 7. COMMITTEE CHAIR

7.1 At the first meeting each year, the Committee shall elect a Chair and Vice-Chair from among its voting members.

7.2 The Chair shall hold office for the remainder of the calendar year from the date of appointment.

7.3 The Chair shall preside over all meetings of the Committee and decide all points of order that may arise; manage the process of the meeting; preside over the conduct of the meeting, including the preservation of good order and decorum; determine speaking order; and rule on all questions related to the orderly procedure of the meeting.

## **8. MEETINGS**

- 8.1 This Committee meets annually to review the Municipal Emergency Plan and will also be required to meet after any declared disaster to review the event.
- 8.2 The Committee shall hold meetings as at the call of the Chair, or in the absence of the Chairperson, at the call of the Vice-Chair.

## **9. GOVERNANCE**

- 9.1 A majority of the voting members shall constitute a quorum at a meeting.
- 9.2 All voting members of the Committee, including the Chair, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion shall be lost.
- 9.3 The Chair or Vice-Chair shall report annually to Council, regarding any required updates related to the Committee.

## **10. ADMINISTRATIVE RESPONSIBILITY**

- 10.1 Coordination of Committee meeting locations and setup.
- 10.2 Preparation of meeting minutes and agendas.
- 10.3 Circulation of Agenda Package to Committee members.

## **11. ENACTMENT**

- 11.1 Upon approval by resolution of Council.