



Schedule B By-law No. 2909-17

**Emergency Management Program Committee
Terms of Reference**

Goals	As a provincially mandated body the Emergency Management Program Committee oversees the implementation and operation of the Township's Emergency Management Program as required by the <i>Emergency Management and Civil Protection Act</i> .
Objectives	<p>The committee ensures the continual development of programs to increase municipal preparedness, improve municipal emergency response, mitigate risks and hazards, and recover from emergencies.</p> <p>The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to Council for its revision if necessary.</p>
Membership	<p>Chief Administrative Officer Fire Chief / CEMC Treasurer / Director of Corporate Services Director of Community Services Primary Alternate CEMC</p> <p>For alternates see Appendix I Membership List.</p>
Co-Chairs	<p>Chief Administrative Officer Fire Chief / Community Emergency Management Coordinator (CEMC)</p>
Meetings	Meetings may be held quarterly or as needed.
Minutes	Minutes will be taken and shared via email to all members. Minutes will be reviewed for approval at the start of each meeting.
Accountability	<p>This is a standing committee required by the provincial <i>Emergency Management and Civil Protection Act</i> and approved by Council.</p> <p>This committee is accountable to Council and shall advise Council on the development and implementation of the municipality's emergency management program as required.</p>
Agenda	The agenda will be prepared by the Fire Chief/CEMC in consultation with the committee members.
Attendance	If the primary representative cannot attend they should send a suitable alternate.
Quorum	At minimum 50% plus 1 of the Membership must be represented.