

# Terms of Reference

## Sturgeon Regional Emergency Advisory Committee

### 1. ORGANIZATION NAME

The Sturgeon Regional Emergency Advisory Committee; hereinafter referred to as the "Regional Committee".

### 2. AUTHORITY

The Regional Committee is established pursuant to:

- The Emergency Management Act, RSA 2000, Chapter E-6.8;
- The Sturgeon Regional Emergency Management Partnership Agreement, and
- Each of the partnering municipality's Emergency Management Bylaw.

### 3. PURPOSE/MANDATE

- a) The purpose/mandate of the Regional Committee is to review and approve plans and programs of the Sturgeon Regional Emergency Management Partnership.
- b) The Regional Committee is delegated the authority to create policies relating to emergency preparedness, mitigation, response, recovery and the operation of the Sturgeon Regional Partnership Emergency Management Program (SRPEMP).
- c) The Regional Committee also has an emergency response role as they will convene for the purposes of supporting the implementation of a State of Local Emergency (SOLE) for two or more municipalities.
- d) In the event of an emergency entirely within the boundaries of and affecting only one of the Partner municipalities and that Partner's Municipal Emergency Advisory Committee cannot be reached, the authority and power to declare or renew a State of Local Emergency is delegated to any two (2) or more members of the Regional Emergency Advisory Committee.
- e) As the Regional Committee will contain council members from each municipality, each participating council member is responsible for presenting to their elected council the annual report of the SRPEMP.
- f) The council member will, when required, present SRPEMP recommendations to his/her municipal council for consideration.

### 4. REGIONAL COMMITTEE MEMBERSHIP

The Regional Committee membership shall be comprised of one member of Council, or alternate, from each of the partnering municipalities of the Sturgeon Regional Emergency Management Partnership. Members will be appointed on an annual basis.

Other non-voting members who may participate in an advisory capacity include:

- The Chair, or Vice-Chair of the Sturgeon Regional Emergency Management Agency; and
- Other representatives responsible for administering the regional program
- Other municipal administration members, such as CAOs

**5. CHAIRPERSON**

At the first meeting of the Regional Committee, the members will elect from the membership, a Chairperson and Vice-Chairperson.

**6. QUORUM & MEETINGS**

Each of the six partner municipalities has one vote, however, a minimum of 4 voting members shall constitute a quorum. All decisions are a majority vote,

The Regional Committee will meet a minimum of once per year, normally during the month of September, but may meet more frequently at the call of the Chairperson or by a majority of Regional Committee members.

**7. BUDGETS & STAFF/ADMINISTRATIVE SUPPORT**

Annually, the Sturgeon Regional Emergency Management Agency shall prepare a report and operating budget, which shall be submitted (no later than August 30 to be included in municipal budgets) to the Sturgeon Regional Emergency Advisory Committee for approval. The operating budget and annual report shall then be forwarded on to each partnering municipality for approval.

**8. COMMUNICATION FROM THE REGIONAL COMMITTEE**

All formal communication will be through the Chairperson of the Regional Committee as the official spokesperson. It is the responsibility of the committee member to report back to their council.

**9. TERMS OF REFERENCE AMENDMENTS**

The Terms of Reference may be amended from time to time, by a majority vote, at a duly constituted Regional Committee meeting.

**10. APPROVAL/ADOPTION DATE**

The Sturgeon Regional Emergency Advisory Committee Terms of Reference approved this \_\_\_\_\_.