

Terms of Reference Emergency Measures Committee

Introduction:

The following terms of reference outlines the role and responsibilities of the Village of Fundy Albert Emergency Measures Committee. It is a committee of Council, formed to meet the requirements of Section 9 of the Emergency Measures Act, RSNB, c 147 and to advise on the creation and approval of the municipality's emergency measures plan.

Committee Composition:

The Emergency Measures Committee shall be comprised of two members of Council appointed for that purpose. The Committee may include other persons who it feels can contribute to the emergency measures planning, and preparedness process. Other members of Council may participate as observers.

All members of the committee and participants will follow all policies of the Village of Fundy Albert.

Term of Office:

Committee members are appointed for the duration of Council's term.

Meetings:

Committee meetings will occur a minimum of four times per year. Meetings may occur more frequently, based on the need.

Committee Operation:

1. Meeting minutes shall be recorded in abbreviated form and be provided to the CAO/Clerk. A report shall be provided to Council following each committee meeting.

Responsibilities:

The Emergency Measures Committee will be responsible for the following:

1. Advising Council on its obligation to establish a municipal emergency measures Organization;
2. Advising council on it's obligation to appoint a director of the municipal emergency measures organization;
3. Working with community volunteers in the development and approval and maintenance of an emergency measures plan for the community;
4. Reviewing and recommending the approval of the emergency measures plan for the municipality.