

## **TAY VALLEY TOWNSHIP**

### **EMERGENCY MANAGEMENT PROGRAM COMMITTEE TERMS OF REFERENCE**

#### **MANDATE**

- To guide and monitor the implementation of the Emergency Management Program;
- To promote activities aimed at protecting life and property at risk in an emergency;
- To partner with others in the delivery of emergency management services; and
- To satisfy the requirements of the *Emergency Management and Civil Protection Act*

#### **SCOPE OF AUTHORITY**

The Emergency Management Program Committee shall advise the Council on the development and implementation of the municipality's emergency management program.

The Emergency Management Program Committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.

#### **MEMBERSHIP**

Head of Council, Chair (or Deputy Head of Council)  
Community Emergency Management Coordinator (CEMC) (or Alternate CEMC)  
Chief Administrative Officer (or Clerk)  
Public Works Manager (or Lead Hand or Heavy Equipment Operator)  
Clerk, Recording Secretary (or Corporate Assistant)

#### **MEETINGS**

The Committee shall meet a minimum of twice per year to fulfill its mandate. Meetings shall be held at the call of the Chair. All meetings shall take place at the Municipal Office, 217 Harper Road unless otherwise dictated by the Chair.