



# **TOWN OF SAUGEEN SHORES**

## **EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

### **M A N D A T E**

Town of Saugeen Shores  
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# THE CORPORATION OF THE TOWN OF SAUGEEN SHORES

## EMERGENCY MANAGEMENT PROGRAM COMMITTEE

### MANDATE

#### Mandate

The Emergency Management Program Committee shall be established in accordance with Section 11 of the *Emergency Management and Civil Protection Act* for the purpose of advising Council on the development and implementation of the municipality's Emergency Management Program.

#### Committee Responsibilities

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.
- Advise the Council on the development and implementation of the municipality's Emergency Management Program.

#### Committee Composition

The Committee shall consist of:

- The municipality's Emergency Management Program Coordinator.
- Municipal Clerk, or designate
- Police Chief, or designate
- One (1) member of Council. An alternate member of Council shall be appointed to serve in the absence of the Council member.

Council may also appoint such other persons who are either:

- Officials or employees of any level of government who are involved in emergency management.
- Representatives of organizations outside government who are involved in emergency management.
- Persons representing industries that may be involved in emergency management.

Sub-Committees may be developed as needed by Council and may use additional resource people on an ad hoc basis.

## **Replacement of Members**

Any member who fails to attend three (3) meetings without notice will be considered to have resigned from the Committee. Prior notice to the Secretary and/or Chair of inability to attend will be accepted as absence with notice.

A formal request from the Committee may be made to the Council for replacement of resigned members.

## **Membership Term**

Council appoints the members of the Emergency Management Committee for a two (2) year term. Members may be re-appointed to the Committee.

Where a member of the Emergency Management Program Committee ceases to be a member of the Committee before the expiration of a term of office, the Municipal Council may appoint another eligible person for the unexpired portion of that term.

## **Meeting Time Frames**

Meetings are to be held at least once per year. Notice will be provided 48 hours in advance. Meeting times will be determined by consensus of the Committee.

## **Role of Council Representative**

The Council Representative is a participating member of the Committee, with voting privileges, without specific reporting requirements but may include the normal liaison and interpretational role for Council.

## **Role of Staff Coordinator**

- Corresponding with members of the Committee. Is without specific corresponding and reporting requirements or voting privilege.
- Act as the Committee Secretary.
- Prepare Meeting Packages in co-operation with the Chair for delivery to all members at least two (2) working days prior to the Meeting.
- The Meeting Package should include the previous Minutes and copies of any information for discussion.
- Give notice of Meetings and prepare all correspondence as directed by the Committee.
- Preserve all records and correspondence in an organized manner.
- Acting as resource personnel for Town Policies and Procedures.

### **The Committee Chair shall**

- Be the Emergency Management Program Coordinator.
- Preside at all Meetings.
- Control proceedings and discussion to ensure smooth transition of the business as listed on the Agenda.
- Work co-operatively with the Committee's Staff Coordinator in the preparation of the Agenda.
- Vote on all matters requiring a formal Motion.

### **Committee Members shall**

- Be knowledgeable of the requirements of the *Emergency Management and Civil Protection Act*.
- The members will work together to develop a common approach that is reasonable and practical.
- Try to attend every Meeting at the time established.
- Be prepared for the Meeting by reading the Meeting Package contents ahead of time and be prepared to discuss Agenda items.
- Be courteous and respect other people's opinions.
- Keep discussions to the topic being dealt with at the time.
- Make sure that their information and facts are correct and are submitted objectively in order to assist in a good decision.
- Members shall declare any situation that is, or has the potential to be, a conflict of interest.

### **Reporting Requirements**

Committee Minutes are to be provided to the Clerk for insertion on the Council's Agenda. Recommendations for Council's consideration are to be presented to Council in a Report format.

### **Financial Planning**

The Committee's proposed budget items are to be submitted to the Clerk by November 15<sup>th</sup> in each year for discussion in the draft administration budget.