

# Regional Emergency Advisory Committee - Terms of Reference -



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MANAGEMENT

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# 1. Definitions

1.1 Within these Terms of Reference:

a). **Act** – Refers to the *Alberta Emergency Management Act 2000* and all amendments thereto unless stated otherwise.

b). **CAO** – Chief Administrative Officer.

d). **ICP** – Incident Command Post. It is a location for carrying out coordinated emergency or disaster response activities including planning, logistical and operational requirements. It may function as the Incident Command Post of a local authority or a regional Incident Command Post on behalf of multiple local authorities within the County of Minburn No. 27.

e). **Region and Regional** - Refers to all of the following local authorities having jurisdiction within the boundaries of the County of Minburn No. 27:

- County of Minburn No. 27
- Town of Vegreville
- Village of Mannville
- Village of Innisfree

f). **Regional Emergency Advisory Committee** – The Committee comprised of council members of the regional local authorities that advise on development of emergency plans and programs

g). **Regional Emergency Management Agency** – The Agency appointed to act as the agent of the regional local authorities in exercising the regional authorities' powers and duties under the *Emergency Management Act* of Alberta.

h). **Regional Emergency Management Program** – Includes the Regional Emergency Plan, all documents related to the administration of emergency management within the region, exercises, training, stakeholder and public relations and engagement.

## 2. Legislative Authority & Guiding Documents

- Emergency Management Act, 2000 (Alberta).
- Local Authority Emergency Management Regulation 2020 (Alberta).
- Regional Emergency Management Bylaw.
- Regional Emergency Management Agency Terms of Reference.
- Regional Emergency Management Mutual Aid Agreement.

## 3. Purpose

3.1 The Regional Emergency Advisory Committee is a standing committee as required under the *Act*, representing the Minburn Region and is responsible for providing oversight to the Regional Emergency Management Agency.

## 4. Scope

4.1 Each local authority represented by the Regional Emergency Advisory Committee will maintain its own autonomy and authority including incidents which require declaration of a state of local emergency. The Regional Advisory Committee and the Regional Agency exist to

function as an added layer of coordinated regional resources, expertise, and organizational support for each municipality within the region.

4.2 The Committee should anticipate being requested to support councils of affected areas during localized incidents. In regionalized incidents affecting more than one municipality the Committee may act as a communication conduit between a Regional ICP and affected Councils.

## **5. Objective**

5.1 The objective of the Committee as set forth within the Regional Emergency Management Bylaw and the *Act* is to:

- Provide policy direction, guidance, and oversight to the Regional Emergency Management Agency and advise on the development of plans and programs.

## **6. Members**

6.1 Members will be elected officials and represent each of the municipalities that form the Region.

6.2 Each municipality within the Region will appoint two members of Council to the Committee. One to serve as primary member and another to serve as an alternate in the absence of the appointed primary member.

6.3 Appointed Committee Positions:

a). Chair - Pursuant to both the *Act* and the Bylaw the Committee is required to appoint a Chair. The Chair shall be both a member of the Committee and a council member of one of the regional municipalities. This position shall be appointed by a motion and majority vote. The position of Chair shall be rotated bi-annually.

The Chair shall ensure a meeting agenda is provided to each Committee member for regularly scheduled meetings and will facilitate all meetings at which they are present. Agendas are not required for special or emergency meetings of the Committee.

b). Vice Chair – A Vice Chair may be appointed and if chosen will also be appointed by a motion and majority vote being both a member of the Committee and a Council member of one of the regional municipalities.

The Vice Chair, if appointed and in absence of the Chair will fulfill all of the responsibilities of the Chair of the Committee.

c). Additional Positions – Additional positions may be appointed by motion and majority vote at the discretion of the Committee.

## **7. Reporting Structure**

7.1 The Committee is accountable to Councils within the Region.

7.2 Members shall ensure that all decisions requiring Council approval and input are presented to their municipal Council in a timely fashion. This includes but is not limited to annual approval of the Regional Emergency Plan, any budgetary items, or agreements.

7.3 Council decisions regarding the Regional Emergency Management Program shall be communicated to the rest of the Advisory Committee in a most timely fashion.

7.4 The Regional Advisory Committee being subject to the authority of each Council within the Region will act to carry out the mandates of Councils as they relate to the Regional Emergency Management Program and ensure such mandates are further followed by the Regional Emergency Management Agency.

7.5 It is up to the Advisory Committee to ensure that once Council decisions have been obtained, they are also expeditiously communicated to the Regional Agency.

## **8. Committee Roles & Responsibilities**

8.1 During an incident requiring Incident Command Post activation:

- a). May provide support to an affected Council during localized incidents.
- b). Ensure guiding emergency policies and procedures are implemented.
- c). During regional incidents, may act as a single point of contact for Council members to request information from the Incident Command Post.

8.2 Day-to-day Roles & Responsibilities:

- a) Review meeting materials in advance of meetings.
- b). Provide input to identify future projects and strategies to ensure the Regional Emergency Management Program continues to evolve for the benefit of all represented municipalities.
- c). Submit information requests from Councils to the Regional Emergency Management Agency.
- d). Review annual objectives of the Regional Emergency Management Agency.
- e). Review any corrective or after-action reports submitted by the Regional Emergency Management Agency and determine process for approval where appropriate.
- f). Annually review the Regional Emergency Plan after review by the Regional Emergency Management Agency.
- g). Annually provide a copy of the reviewed Regional Emergency Plan for review and final approval to each Council.
- h). Make the Regional Emergency Management Plan available to Alberta Emergency Management Agency annually for review and comment.

## **9. Conduct**

9.1 Conflict of Interest – Any potential or identified conflict of interest by an Advisory Committee member shall be made known to the rest of the Committee and the member in question shall recuse themselves from participation in discussion of the matter.

9.2 Disputes – As per the Regional Emergency Management Bylaw all disputes shall be resolved in accordance with Roberts Rules of Order.

## **10. Meetings**

10.1 Minutes of each meeting shall be recorded and distributed to each member, the Regional Emergency Management Agency, each CAO, and Council within the region for review.

10.2 Previous meeting minutes will be approved at the start of each meeting.

10.3 Quorum of the committee will be at least three (3) members.

10.4 Decisions will be passed by a majority vote. Each member will be allowed 1 vote regarding any matter before the Committee. If a primary member is absent their designated alternate may vote in their absence.

10.5 Meetings must be held at minimum annually. Additional meetings may be called at the discretion of the Committee Chair or at the request of two (2) or more members.

## **11. Amendments to Terms of Reference**

11.1 The terms of reference should be reviewed annually.

11.2 Proposals to amend the Regional Advisory Committee terms of reference require approval from the majority of Members.

11.3 Any amendments to the terms of reference shall be submitted to Councils within the region for final approval.