

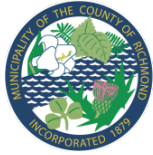
Municipal Emergency Management (MEM) Advisory Committee

Tuesday, February 27, 2024, 6:00 p.m.

Council Chambers

AGENDA

1. Call to Order
2. Items Added to the Agenda (Approval of the Agenda)
3. Discussion Item:
 - a) Committee Terms of Reference
 - b) Committee Organizational Chart
 - c) MEM Planning Committee direction and items for action
 - i. Emergency Plan (being revised)
 - ii. Risk assessment being done – NR-CAN Climate Resilient Coastal Communities Program
4. Items Added to the Agenda
5. Recommendations
6. Next Meeting Date
7. Adjournment



Mission Statement

“To provide an opportunity to advise on matters pertaining to emergency concerns, direction of Emergency Services and approval of solutions that support the goals of the Committee.”

1. Background

- 1.1. Under Section 10(1) of the Nova Scotia Emergency Management Act, (d) municipalities are required to “appoint a committee consisting of members of the municipal council to advise it on the development of emergency management plans and (e) prepare and approve emergency plans”.

2. Mandate

- 1.2. To provide direction and oversight to the Municipal Emergency Management Planning Committee (MEMPC) for the development of the Municipal Emergency Management Plans (MEMP).

3. Duties And Responsibilities of the Committee

- 3.1. Present and advise Council on the development of MEMP.
- 3.2. Brief council on developments during a state of local emergency (SOLE).
- 3.3. Responsible for the executive direction and management of emergency activities during a SOLE.
- 3.4. If required, to declare a SOLE.
- 3.5. If required, renew the SOLE declaration every seven (7) days.

- 3.6. Exercise all powers necessary as granted by the Provincial Emergency Management Act once a SOLE has been made.
- 3.7. Authorize the expenditure of municipal funds.
- 3.8. Advise and continually update Council on the current emergency.
- 3.9. When safe and appropriate, visit the emergency site(s).
- 3.10. When and if required, and in conjunction with the Public Information Officer (PIO), brief the media.
- 3.11. When and if necessary, and in conjunction with the PIO, inform the public of significant developments occurring.
- 3.12. Ensure that appropriate information is shared with provincial authorities.
- 3.13. Provide oversight of the MEMPC.
- 3.14. Perform such other duties as required by the council.

4. Committee Chair

- 4.1. The Chair of the Richmond County MEMAC shall be determined by the Committee at the first meeting of each calendar year.

5. Committee Structure

- 5.1. The Committee will be comprised of:
 - a) Two (2) members of Council
 - b) Chief Administrative Officer (CAO)
 - c) EMO/Fire Services Coordinator (ESC)
 - d) Secretary/Municipal Clerk

6. Terms of Service

- 6.1. The MEMAC shall be appointed by Council from its members for such a term as is deemed necessary.

7. Quorum

- 7.1.** A quorum will consist of fifty percent of the membership plus one.
- 7.2.** If quorum is not present within 15 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

8. Committee Meetings

- 8.1.** The MEMAC shall meet no less than 2 times per year (biannually) on the 1st Friday of the month (May and October).
- 8.2.** The MEMAC shall convene after every emergency within the county to conduct a review of all After Action Reports, any lessons learned, or analysis made through the ESC or any external agencies to assess the performance of the MEMP and discuss improvements.

9. Conduct of Meetings

- 9.1.** Committee meetings shall be conducted following the requirements for notice of meetings, the establishment of a meeting schedule, minute - taking, quorum, conduct and debate and voting.
- 9.2.** The conduct shall enable members of the Committee to consider information presented, weigh evidence related to, and make informed decisions.
- 9.3.** Committee members will respect the following rules of meeting conduct:
 - a) Provide honest, open opinions,
 - b) Always display respectful and considerate behaviour, allow one another to speak freely.
 - c) Agree to disagree; consensus may not always be achieved.

10. Agenda Items and Minutes

- 10.1.** The ESC shall provide administrative support, or the CAO may appoint a member of the Municipal staff to provide administrative support.

- 10.2.** The Chair shall prepare an agenda for each regular meeting which shall be distributed a minimum of seven (7) working days in advance of a meeting.
- 10.3.** All Agenda items must be forwarded to the Chair by close of business ten (10) working days prior to the next scheduled meeting.
- 10.4.** Any additions or changes in the prepared agenda may be requested by a committee member and must be approved by majority vote of the Committee members present at the meeting.

11. Minutes/Reports

- 11.1.** The meeting minutes will be made available within ten (10) working days following the meeting.
- 11.2.** Minutes of meetings provide a written record of the Committee's activities and can track the progress of action on recommendations the Committee has made.
- 11.3.** Minutes of the meeting will be prepared by staff and provided to the Municipal Clerk prior to the next regular meeting of Council.
- 11.4.** Original minutes will be signed by the Chair and certified by the Municipal Clerk.
- 11.5.** All original minutes shall be kept by the Clerk for safekeeping.
- 11.6.** A regular report will be provided to Council, indicating any motions, vote outcomes, action items and/or recommendations.
- 11.7.** An annual report or presentation shall be prepared and delivered to Council describing the previous year's business, the schedule of meeting and any considerations being carried forward to the coming year.

12. Conflicts of Interest

- 12.1.** Members who have a direct or indirect monetary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter.

- 12.2.** The member must not attempt, in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- 12.3.** If a committee member has a conflict of interest or a perceived conflict, the member must declare their conflict of interest and leave the room until the discussion on that matter is completed.
- 12.4.** The identified conflict of interest and the removal and return time of the member must be recorded in the minutes.

13. Confidentiality

- 13.1.** Committee members are required to keep confidential any financial details or other sensitive information they receive. This means paying strict attention to the security of Committee records. For the Committee to function properly, all parties must be confident and trust that no improper use of the information received will be distributed without proper approval.
- 13.2.** When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member, a representative of another agency or community group or as an individual.
- 13.3.** Committee members need to convey the public interest and remember that they represent the Municipality of the County of Richmond. This means that they must be consistent with the County position on specific issues.

14. Media Requests

- 14.1.** All media requests shall be referred to the CAO.

15. Review of Terms of Reference

- 15.1.** The Terms of Reference are valid for two (2) years and will be reviewed by the committee.

16. Related Documentation

- [Municipal Government Act](#)
- [Municipal Emergency Management By-Law 50](#)
- [Code of Conduct for Elected Officials](#)
- Confidentiality Agreement

17. Version Log

Version Number	Amendment Description	Committee Approval	Date	Council Approval	Date
1	New				

18. Certification

I, Shelley David, Municipal Clerk for the Municipality of the County of Richmond, hereby certify that these Terms of Reference were duly approved.

Shelley David
Municipal Clerk