

## **1. Purpose**

- 1.1** Richmond County is increasingly experiencing special weather events so a comprehensive and structured approach to municipal emergency planning is necessary. The purpose of the Municipal Emergency Management Advisory Committee (MEMAC) is to provide advice on matters pertaining to emergency planning, direction/analysis of emergency services, and make recommendations for Council to approve directives (i.e. Municipal Emergency Management Plan - MEMP).

## **2. Mandate**

- 2.1** The mandate of the MEMAC is to provide direction and oversight to the Municipal Emergency Management Planning Committee (MEMPC) and the Emergency Services Coordinator (ESC) to develop the MEMP. The MEMAC will provide specific recommendations for Council's approval, which will be incorporated into the MEMP.

## **3. Roles and Responsibilities**

- 3.1** Provide oversight of the MEMPC.
- 3.2** Receive information from the Municipal Emergency Management Planning Committee (MEMPC), Council, and other stakeholders to incorporate into solutions that will improve the safety of Richmond County residents.
- 3.3** Present and make recommendations to Council on the development of the MEMP.
- 3.4** Provide a report to Council following the MEMAC's emergency debriefing (see section 5)

- 3.5** If required, MEMAC can make a recommendation to Council to declare or renew a SOLE following the directives of the Emergency Management Act.
- 3.6** Exercise all powers necessary as granted by the Provincial Emergency Management Act once a SOLE has been made.
- 3.7** Make a recommendation to Council to authorize the expenditure of municipal funds for the purposes of emergency management.
- 3.8** Receive updates from the Emergency Services Coordinator (ESC) during an emergency situation.
- 3.9** When safe and appropriate, visit the emergency site(s).
- 3.10** Following Richmond County's Strategic Communications Plan, when and if required, and in conjunction with the designated Public Information Officer (PIO), ensure that the media is briefed.
- 3.11** Following Richmond County's Strategic Communications Plan, when and if required, and in conjunction with the designated PIO, inform the public of significant developments occurring.
- 3.12** If required, be available to support the ESC when information needs to be shared with provincial authorities.
- 3.13** Perform such other duties as required by Council.

#### **4. Composition and Terms of Appointment**

- 4.1** Membership shall include the majority of Council members, the Chief Administrative Officer (CAO), and ESC.
- 4.2** The Chair of the Richmond County MEMAC shall be determined by the Committee at the first meeting following the beginning of the term (following each municipal election).
- 4.3** Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a committee review by Council.
- 4.4** The Municipal Clerk will be a resource for the Committee.

## **5. Meetings**

- 5.1** The MEMAC shall meet no less than 2 times per year (biannually, typically in May and October).
- 5.2** The Chairperson, in consultation with the CAO, may change meeting times or convene additional meetings as deemed necessary.
- 5.3** The MEMAC shall convene after any event where the ECC is activated within the county. The agenda will include, but is not limited to, the following:
- a) a review of all After Action Reports
  - b) lessons learned
  - c) analysis made through the ESC or any external agencies
  - d) assess the performance of the MEMP and discuss improvements.
- 5.4** Meeting procedures shall follow the Council Procedural Policy.

## **6. Authority and Accountability**

- 6.1** The MEMAC is a committee formally approved by Council and has the authority to make recommendations to Council. Final decisions related to the work of the Committee rests with Municipal Council.
- 6.2** At least quarterly, progress reports shall be presented to Council at Committee of the Whole meetings by a designated member (member of Council, and/or staff). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.

## **7. Related Documentation**

- [Committees Policy](#)
- [Council Procedural Policy](#)
- [Municipal Government Act](#)
- [Municipal Emergency Management By-Law 50](#)
- [Emergency Management Act](#)
- [Code of Conduct Policy for Elected Officials](#)

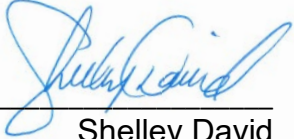
- [Strategic Communications Plan](#)
- [SOLE Documentation / Forms](#)

## 8. Version Log

Version Number	Amendment Description	Council Approval	Date
1	New	Yes	September 9, 2024

## 9. Certification

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




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Shelley David  
Municipal Clerk