

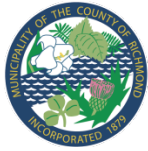
## **By-Law/Policy Committee Report December 2024**

The Committee met on December 2, 2024

**The Committee discussed the Municipal Emergency Management Planning Committee (MEMPC) terms of reference.**

I move that the By-Law/Policy Committee recommend to Council to adopt the MEMPC terms of reference with the changes as discussed.

**This concludes the By-Law/Policy Committee Report for December 2024, and I move its adoption.**



## **1. Purpose**

- 1.1** The Municipal Emergency Management Planning Committee (MEMPC) will provide an opportunity for all stakeholders in the Municipality of the County of Richmond to collaboratively share information, identify common concerns and assist in discovering solutions that support the Municipal Emergency Management Plan (MEMP).

## **2. Mandate**

- 2.1** The mandate of the MEMPC is to:
- a) Develop the MEMP.
  - b) Provide recommendations to Council for approval that will be included in the MEMP.
  - c) Ensure all emergency planning responsibilities are adequately met as set out in the Emergency Management Act, Nova Scotia, and the Municipality of the County of Richmond (MOCR) Municipal Emergency Management By-Law 50.
  - d) Establish communication links between the MOCR and key community stakeholders to ensure coordination and collaboration regarding issues and activities related to emergency preparedness.
  - e) Provide recommendations to Council for approval that will be included in the MEMP.

## **3. Roles and Responsibilities**

- 3.1** Annually, the Committee shall prepare and present to the Council for review and approval:
- a) A list of hazards to which the MOCR is subject to, including relative frequency and impacts.

- b) Plans respecting the preparation for, response to and recovery from emergencies and disasters, including but not limited to:
  - i. Review and updating of plans and procedures.
  - ii. A program of emergency response exercises.
  - iii. A training program.
  - iv. Procedures by which physical and financial emergency resources or assistance may be obtained.
  - v. Procedures by which emergency plans shall be implemented.
  - vi. Procedures to warn those persons that may be harmed or suffer loss in an emergency or impending disaster.
  - vii. Procedures to coordinate the delivery of food, clothing, shelter, transportation, and medical services to victims of emergencies and disasters, from within or outside of the Municipality.
  - viii. Procedures to establish the priorities to restore essential services provided by the Municipality or to recommend to other service providers, those which are interrupted during an emergency or disaster.

**3.2** Other duties the Committee may assist in:

- a) Identifying objectives, strategies, and tactics necessary to facilitate the safe and timely response by all municipal departments to an emergency and/or disaster.
- b) Improving the Municipality's ability to provide continuity of business and government during an emergency and/or disaster.
- c) Developing a standard for training members involved in the emergency model.
- d) Developing and reviewing of tabletop and/or live training exercises for emergency/disaster situations.
- e) Coordinating with public/private/non-government/volunteer organizations when they form part of the Municipality MEMP.
- f) Present the needs and responses of everyone's division, group, or organization in the emergency planning process.
- g) Informing and educating members of their responsibilities during an emergency or disaster.

- 3.3** The Committee will use the Emergency Management Act Nova Scotia, the Municipal Emergency Management Bylaw 54 50, and the Emergency Management Planning Guide developed by Public Safety Canada as their guide.

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

- 4.1** Membership shall include, **but not limited to:**
- a) Two (2) members of Council
  - b) Chief Administrative Officer (CAO)
  - c) ~~ESC~~ **Emergency Services Coordinator**
  - d) Municipal Clerk
  - e) Department Directors or their designate
  - f) Two (2) Fire Chiefs, or designates (selected at the Fire Protection Services Committee meetings)
  - g) Emergency Health Services representative
  - h) RCMP representative
  - i) Nova Scotia Health Authority representative
  - j) Emergency Social Services Director
  - k) Representatives **s** from School Districts **s**
- 4.2** Invited, ex officio members or guests may include, but not be limited to:
- a) Representative from the community
  - b) Representative from the Chamber of Commerce
  - c) Representative of Industry
  - d) Industrial/Commercial Stakeholders, i.e., fishing or manufacturing
- 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 Committee Chairperson will be the Emergency Services Coordinator.

## 5. Meetings

- 5.1 The committee shall meet as needed to fulfill its duties.
- 5.2 Meeting procedures shall follow the Council Procedural Policy.
- 5.3 The Chairperson in consultation with the CAO may change meeting times when appropriate or may convene additional meetings as deemed necessary.

## 6. Authority and Accountability

- 6.1 The MEMPC is a committee formally approved by Council and is provided with the authority to make recommendations to Council through the Municipal Emergency Management Advisory Committee. 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, staff, and/ or citizen appointee). 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 for Elected Officials of MOCR](#)
- [Strategic Communications Plan](#)

## 8. Version Log

Version Number	Amendment Description	Council Approval	Date
1	New		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