

EMERGENCY PLANNING COMMITTEE TERMS OF REFERENCE

Background

The Village of Anmore has the potential to be affected by natural disasters and manmade emergencies.

Mandate

Reporting to Council, the Emergency Planning Committee will develop, communicate, coordinate, and practice the Village of Anmore's Emergency Management plans to support the Village in preparation of an emergency or disaster.

Responsibilities

The Emergency Planning Committee shall annually prepare and present to the Council for review and approval:

1. A list of the top five hazards to which the Village of Anmore is subject, which indicates the relative risk of occurrence.
2. Plans respecting the preparation for, response to, and recovery from emergencies and disasters, including:
 - a periodic review and updating of plans and procedures;
 - a program of emergency response exercises;
 - a training program;
 - procedures by which physical and financial emergency resources or assistance may be obtained;
 - procedures by which emergency plans shall be implemented;
 - procedures to warn those persons that may be harmed or suffer loss in an emergency or impending disaster;
 - 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 village; and
 - procedures to establish the priorities to restore essential services provided by the Village, or to recommend priorities to other service providers, which are interrupted during an emergency or disaster.

3. The Committee may also advise and assist in the following additional duties:
 - Identifying objectives, strategies, and tactics necessary to facilitate the safe and timely response by all Village departments to an emergency and/or disaster.
 - Improving the Village's ability to provide continuity of business and government during an emergency and/or disaster.
 - Developing a standard for training members involved in the emergency model.
 - Developing and reviewing of tabletop and/or live training exercises for emergency/disaster situations.
 - Coordinating with public, private, non-government, and volunteer organizations when they form part of the Village of Anmore's Emergency Plan.
 - Presenting the needs/response of each group/organization in the planning process.
 - Informing and educating members of their group/organization.

The BC Emergency Program Act and Local Authority Emergency Management Regulation will be used as guides.

Committee Chair

The Emergency Program Coordinator shall act as Chair of the Emergency Planning Committee. In his/her absence, the Administrator shall act as Deputy Chair.

Committee Structure and Membership

The Committee shall be comprised of:

1. Primary Group Representatives (alpha list)
 - Administrator / Finance Officer
 - Communications Coordinator
 - Emergency Program Coordinator
 - Engineer (Consultant)
 - Manager of Development Services
 - Operations Superintendent (Public Works)

2. Secondary Group Representatives (alpha list)
 - BC Ambulance Service
 - BC Hydro
 - Buntzen Lake
 - City of Port Moody
 - Coquitlam Search and Rescue

- Emergency Amateur Radio Group
 - Emergency Social Services
 - Fortis
 - Fraser Health
 - RCMP (Coquitlam)
 - Sasamat Volunteer Fire Department
 - School District No. 43 (Coquitlam)
3. Recognized Stakeholders
- Neighbouring Local Governments
 - Community groups
 - Volunteer organizations
 - Neighbouring First Nations
 - Business and industry

Representation will be limited to one participant and one alternate. It is the responsibility of the primary participant to ensure their alternate is adequately briefed and knowledgeable regarding the committee and its activities as well as their division/groups emergency plans and programs.

Membership shall be reviewed on an annual basis by the Chair and Administrator, and shall be updated on an as-required basis.

Meeting Schedule

1. Primary Group (Village Representatives)
The primary group will meet up to twelve times a year (typically on a monthly basis). The times and dates for the meetings will be established by the Primary Group. Members of this group may lead sub-committees and working groups.
2. Secondary Group (Agencies and Public Safety Lifeline Organizations)
The secondary group will be invited to join the primary group at a meeting where their organization may play a significant role or may provide vital information to the planning process. Members may be part of a sub-committee or working group.
3. Stakeholders (Agencies or Organizations recognized as significant stakeholders)
The recognized stakeholders will be invited to join any part of a meeting where their organization may play a significant role or may provide vital information to the planning process. Members may be part of sub-committees and work group.

At any time, there may be sub-committees or working groups established to deal with specific areas of planning and training. These sub-committees shall meet on a self-determined schedule. Sub-committees and working groups shall be granted exception from the rules of quorum.

Committee Goals

The Committee shall establish goals and shall categorize them as either:

- Short Term – within 6 months
- Medium Term – within 12 months
- Long term – more than 12 months to a maximum of 24 months

The Administrator shall provide final approval for the scheduled goals.

Meeting Agendas and Minutes

An agenda and supporting material(s) will be coordinated and distributed by the Chair in advance of a scheduled meeting.

The Emergency Program Coordinator will keep record of identified goals and action items.

Meeting notes may be taken by attending staff for their own use; however, official meeting minutes will not be prepared.

ENDORSED BY COUNCIL ON:	March 21, 2017
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AMENDED (DATES):	
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