



## Committee Terms of Reference

### Emergency Preparedness Committee

Effective Date:	January 1, 2022.
Review:	Annually
Revised:	January 1, 2022
The Committee's purpose is to review and where necessary, recommend changes/additions/deletions to the CRD's Emergency Preparedness Plan. The Committee is struck in accordance with Section 6 of the BC Emergency Program Act	
Members:	The Emergency Preparedness Committee shall consist of six CRD Board members. The Chair and members of the Committee are at the pleasure of the CRD Board Chair and will be appointed in January of each year. Quorum is majority of members.
Staff:	The Manager of Emergency Program Services will provide support to the Committee, and the Deputy Corporate Officer or designate will be responsible for agendas and minutes.
Duties:	<p>The Committee's responsibilities include:</p> <ul style="list-style-type: none"> <li>- Annual review of the CRD's Emergency Management Plan</li> <li>- Provide recommendations to the CRD Board on emergency planning issues referred to the Committee for further examination</li> <li>- Provide policy guidance and determine priorities for the Emergency Management Plan</li> <li>- Monitor aspects of ongoing emergency preparedness planning</li> <li>- Ensure that all emergency planning responsibilities as set out in the BC Emergency Program Act are adequately met</li> <li>- To establish communications links between the CRD and key community stakeholders to ensure coordination and collaboration regarding issues and activities related to emergency preparedness</li> <li>- Work on recovery efforts when necessary after an emergency</li> </ul> <p>Minutes of meetings will be recorded and kept by CRD staff and approved by the Committee.</p>
Duties of the Chair:	Duties of the Chair include liaising with staff, agenda development, and facilitation of meetings.