

# Terms of Reference

## Ste. Anne Summer Villages

### Regional Emergency Advisory Committee

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#### 1. ORGANIZATION NAME

The Ste. Anne Summer Villages Regional Emergency Advisory Committee; hereinafter referred to as the “Advisory Committee”.

#### 2. AUTHORITY

The Advisory Committee is established pursuant to:

- The Emergency Management Act, RSA 2000, Chapter E-6.8;
- The Ste. Anne Regional Emergency Management Bylaws for the following communities:
  - Village of Alberta Beach (Bylaw 294-23)
  - Summer Village of Birch Cove (Bylaw 142-20)
  - Summer Village of Nakamun Park (Bylaw 2019-7)
  - Summer Village of Ross Haven (Bylaw 281-2019)
  - Summer Village of Sandy Beach (Bylaw 06-2019)
  - Summer Village of Silver Sands (Bylaw 301-2019)
  - Summer Village of South View (Bylaw 213-2019)
  - Summer Village of Sunrise Beach (Bylaw 158-2019)
  - Summer Village of Val Quentin (Bylaw 271-20)
  - Summer Village of West Cove (Bylaw 462-2019)

#### 3. PURPOSE/MANDATE

The purpose/mandate of the Advisory Committee is to review and approve plans and programs of the Ste. Anne Summer Villages Regional Emergency Management Partnership.

#### 4. ADVISORY COMMITTEE MEMBERSHIP

The Advisory Committee membership shall be comprised of one member of Council, or alternate elected official, from each of the partnering municipalities of the Ste. Anne Summer Villages Regional Emergency Management Partnership.

Other non-voting members who may serve in an advisory capacity include:

- Ste. Anne Summer Villages Regional Director of Emergency Management/Regional Deputy Director of Emergency Management

## **5. ADVISORY COMMITTEE EXECUTIVE**

At the first annual meeting of the Advisory Committee in a municipal election year, the members will elect from the membership, a Chairperson and Vice-Chairperson and Treasurer.

## **6. QUORUM & MEETINGS**

Each of the 11 partner municipalities has one vote, however, a minimum of 8 voting members shall constitute a quorum. All decisions are a majority vote.

The Advisory Committee will meet a minimum of once per year, normally during the fourth quarter, but may meet more frequently at the call of the Chairperson or by a majority of Advisory Committee members. Meetings may be virtual, in person or a hybrid combination of virtual/in person.

Minutes will be taken at each meeting and updates will be provided to each respective council.

## **7. BUDGETS & STAFF/ADMINISTRATIVE SUPPORT**

The Ste. Anne Summer Villages Emergency Advisory Committee will review and approve a work plan and budget submitted by the Emergency Management Agency. The work plan and budget shall then be forwarded on to each partnering municipality for approval.

## **8. COMMUNICATION WITH THE REGIONAL ADVISORY COMMITTEE**

All formal communication will be through the Chairperson of the Advisory Committee as the official spokesperson. It is the responsibility of each committee member to report back to their respective council.

## **9. TERMS OF REFERENCE AMENDMENTS**

The Terms of Reference may be amended from time to time, by a majority vote, at a duly constituted Advisory Committee meeting.

## **10. APPROVAL / ADOPTION DATE**

The Ste. Anne Summer Villages Emergency Advisory Committee Terms of Reference approved this 12 th day of April 2022.