



EMERGENCY PLANNING COMMITTEE TERMS OF REFERENCE

PURPOSE

- i. To ensure all emergency planning responsibilities as set out in the BC Emergency Program Act, the RMOW *Emergency Measures Bylaw No. 1593, 2002*, and the RMOW Emergency Plan are adequately met;
- ii. To provide policy guidance and determine priorities for the Whistler Emergency Program; and
- iii. To establish communications links between the RMOW and key community stakeholders to ensure coordination and collaboration regarding issues and activities related to emergency preparedness.

COMMITTEE MEMBERSHIP

The Emergency Planning Committee shall be composed of:

- a) Mayor and one Councillor appointed by Council;
- b) Chief Administrative Officer;
- c) General Managers or their designate;
- d) Fire Chief, or their designate;
- e) RCMP Officer in Charge, or their designate;
- f) Manager of Protective Services, or their designate;
- g) Emergency Program Coordinator, or their designate;
- h) Emergency Social Services Director, or their designate;
- i) Search and Rescue representative;
- j) Vancouver Coastal Health representative;
- k) Whistler Blackcomb representative;
- l) BC Ambulance representative;
- m) School District #48 representative;
- n) Whistler Transit Ltd. representative; and
- o) RMOW staff member as recording secretary, non-voting

COMMITTEE APPOINTMENTS

The Mayor will Chair the Emergency Planning Committee. The RMOW Emergency Program Coordinator will be the secretary (staff liaison) for the Committee. An RMOW staff member will be the recording secretary for the Committee.

DUTIES & RESPONSIBILITIES OF THE COMMITTEE

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

- a) a list of hazards to which the Municipality is subject and which also indicates the relative risk of occurrence;
- b) plans respecting the preparation for, response to and recovery from emergencies and disasters, which include:
 - i. a periodic review and updating of plans and procedures for that review;
 - 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 are to be implemented;
 - vi. warning procedures to those persons who may be harmed or suffer loss in an emergency or impending disaster;
 - vii. procedures to coordinate the provision of food, clothing, shelter, transportation and medical service to victims of emergencies and disasters, whether that provision is made from within or outside of the municipality; and
 - viii. procedures to establish the priorities for restoring essential services provided by the municipality, or recommend priorities to other service providers, that are interrupted during an emergency or disaster.

Other duties the committee may advise and assist in:

- a) determine priorities for RMOW emergency preparedness initiatives and activities; and
- b) appoint relevant sub-committees and members to the sub-committees.

SUB COMMITTEES

Sub-committees may be appointed to facilitate current projects or in response to emerging issues. Subcommittees will be established or dissolved as the Emergency Planning Committee deems necessary. All sub-committees report to the Emergency Planning Committee.

FREQUENCY OF MEETINGS

The Committee will meet four times per year or at the call of the Chair. If possible, the Committee will set their meeting schedule for the following year each December.

QUORUM

For a Committee meeting quorum to be achieved, a minimum of nine (9) voting members must be present. If there is no quorum of the Committee present within 30 minutes of the scheduled time for a Committee meeting, the meeting will be adjourned until the next scheduled meeting.

PUBLIC ATTENDANCE AT MEETINGS

All Emergency Planning Committee meetings must be open to the public unless the subject matter of the meeting falls under section 90 of the *Community Charter*; meetings dealing with subject matter covered in Section 90 of the *Community Charter* may be closed to the public.

If a delegation wishes to appear before the Committee, their request will be considered by the Committee. If the Committee resolves to receive the delegation, the Committee must designate

the meeting at which the delegation is to appear and may resolve to hear the delegation.

MINUTES

Minutes will be distributed to Committee members for review. At the following Committee meeting, the minutes will be adopted by the Committee and then signed by the Committee Chair. The minutes will be placed on the next Council agenda for receipt by Council. Minutes of open meetings will be posted on the web-site for public viewing.