



Emergency Management Executive Committee Terms of Reference

Introduction

The Fraser Valley Regional District (the "Regional District") Emergency Management Program coordinates mitigation, preparedness, response, and recovery within its electoral area boundaries in accordance with prescribed statutes, bylaws, policies, and standards. The program has responded to flood events, wildfires, atmospheric rivers resulting in landslides and community isolation, and maintains a state of readiness to manage disaster and emergency coordination.

1. Purpose

According to the *Fraser Valley Regional District Emergency Management Regulations* Bylaw No. 1622, 2021, the FVRD assigns key Emergency Management responsibilities to an Emergency Management Executive Committee (EMEC) to operate as a strategic directive body.

2. Scope

This committee has the authority and accountability for the Emergency Management program. Subcommittees may be formed to work on specific emergency and continuity management program topics as they arise.

3. Responsibilities

3.1 The Emergency Management Executive Committee:

- a. Provides strategic direction and organizational support to the Emergency Management Program;
- b. Periodically evaluate the performance of the Emergency Management Program in relation to the adopted plans and policies of the Board and the Act;
- c. Makes recommendations to the Board and the Director of Emergency Management with respect to the Emergency Management Program;
- d. Integrates the departments of the FVRD with the emergency management program to ensure the organization, its staff, and volunteers are prepared to manage emergencies;
- e. Directs interdepartmental initiatives and projects that are interlinked with the Emergency Management Program; and,
- f. Provides preliminary approval of emergency management plans and policies.

3.2 The Executive Committee may:

- a. Direct the establishment of work groups as deemed necessary; and,
- b. Subject to the approval of the Board, make and amend its terms of reference, policies and procedures;

4. Emergency Management Executive Committee

4.1. The EMEC is accountable to the Board and is made up of key senior management representing the key business and support areas of the corporation as follows: The Emergency Management Executive committee (“the Executive Committee”) is accountable to the Board and is comprised of;

- a. The Chief Administrative Officer;
- b. The Chief Financial Officer;
- c. The Director of Emergency Management; and,
- d. Any others appointed to the Executive Committee by the Chief Administrative Officer.

The Director of Emergency Management will chair the meetings. Decisions will be made by consensus following discussion.

5. Reporting

Meeting notes will be captured and forwarded to the Board agenda.

6. Meeting Frequency

The Committee aims to meet no less than twice per year.