



**City of Fort Saskatchewan**  
**Emergency Advisory Committee**  
**Terms of Reference**

**1. Purpose**

- 1.1 The Emergency Advisory Committee (EAC) is a Council committee, which guides and directs the City's Emergency Management Agency (EMA) in the development of a Municipal Emergency Plan (MEP), and any related programs.
- 1.2 The EAC shall play a role in disaster and emergency situations, which may include the authorization, declaration, renewal, or termination of a state of local emergency.

**2. Membership**

- 2.1 The EAC membership shall include all members of Council, pursuant to the *Local Authority Emergency Management Regulation* (LEMR), and as appointed annually at Council's organizational meeting.
- 2.2 The Mayor shall be the Chair of the EAC, and in the Mayor's absence, the Deputy Mayor shall assume the duties of the Chair.

**3. Roles & Responsibilities**

- 3.1 The EAC shall follow the information prescribed by the Managing Director of the Alberta Emergency Management Agency, for command, control, and coordination systems.
- 3.2 When a disaster or emergency does not exist, the EAC shall:
  - a) on an annual basis, review and advise the City about the MEP and related programs;
  - b) on an annual basis, approve the MEP;
  - c) assess the hazards, risks, and mitigation strategies affecting the City; and
  - d) determine the level of Emergency Management resourcing for the City.

- 3.3 During an emergency or disaster, the EAC shall:
- a) maintain regular Council member duties, to the extent possible;
  - b) provide political, financial, and resourcing support to the EMA; and
  - c) may be required to declare a State of Local Emergency (SOLE).
- 3.4 The Mayor, or in the Mayor's absence the Deputy Mayor, or in their absence any two members of the EAC are authorized to declare, renew, or terminate a SOLE.
- 3.5 The EAC shall adhere to the provisions within this Terms of Reference, the City's Emergency Management Bylaw, and LEMR.

#### **4. Meetings**

- 4.1 The EAC shall meet at minimum, once each year and more frequently, if required.
- 4.2 The EAC may meet on less than 24 hours' notice.
- 4.3 Where meetings in person are not feasible, the Committee may convene by electronic means of communication.
- 4.4 In an emergency, where the EAC is not able to meet in the timeline as required by the given situation, the powers of the EAC may be exercised by:
- a) the Mayor acting alone; or
  - b) in the Mayor's absence, the Deputy Mayor; or
  - c) in absence of the Mayor and Deputy Mayor, by any two members of Council.
- 4.5 An emergency EAC meeting may be called by the Director of Emergency Management, when they believe an emergency exists or may exist within the City.
- 4.6 A quorum for an emergency meeting of the EAC is not dependent on the number attending, but on those Council members available to attend.
- 4.7 The EAC shall apply appropriate provisions of the City's Procedures Bylaw for matters relating to parliamentary procedure.