

# Terms of Reference Public Safety & Emergency Planning Committee

The purpose of the technical Public Safety and Emergency Planning Committee is to assess and act on emergency planning issues according to prescribed statutes, bylaws, policies and standards, and to develop policies on emergency preparedness, fire and life safety, and transportation safety.

## Mandate

The Public Safety and Emergency Planning Committee will, consistent with the purpose described above, undertake the following:

- Carry out the duties and responsibilities prescribed under “Emergency Program Bylaw, 2001, No. 8212” and successor bylaws.
- Develop policies on emergency preparedness, fire and life safety, and transportation safety.
- Respond to Council requests for advice and information.
- Review and provide feedback on the Strategic Plan.

## Meetings

The Committee will meet as required to conduct business in accordance with its mandate. Special meetings may be held at the call of the Chair. Meetings of technical committees are generally not open to the public; however, persons may be invited to attend a meeting at the discretion of the Committee.

## Membership

The Committee will consist of seven (7) members including:

- The Mayor to serve as Chair;
- One member of Council appointed by the Mayor;
- The Administrator;
- The Fire Chief;
- The Chief Constable;
- The Director of Engineering; and,
- The Emergency Coordinator.

## Staff Support

The Fire Department is the primary contact and together with the Police Department will provide the required professional support. The Fire Department will provide secretarial and administrative support.