



## Information Memo

To: Council-In-Committee Meeting  
Date: November 15, 2023  
Division: Office of the Chief Administrative Officer  
Department: Fire Department  
Ward: All Wards  
Subject: Information Memo- Emergency Management Program  
Committee Terms of Reference

### Recommendation(s):

THAT the Information Memo regarding the Emergency Management Program Committee be received as information.

AND THAT the proposed By-Law to replace By-Law 2013-03 be approved.

### Background

The purpose of this memo is to provide context to the proposed by-law listed as Schedule A on the agenda.

The Emergency Management Program Committee has reviewed the existing Terms of Reference and have determined that the scope and needs of this group have changed. The current By-Law 2013-03 is outdated and to be replaced by the proposed by-law.

### Discussion:

It was determined that Schedule A will require replacement after a review of the existing Terms of Reference. Updates include the size of the committee, grammar, and terminology.

### Attachment(s):

- Attachment A: Proposed By-Law
- Attachment B: Emergency Management Program Committee Terms of Reference

### Conclusion:

The proposed by-law, being a By-Law to Adopt the Emergency Management Program Committee, is presented on the agenda for Council approval to replace By-Law 2013-03

due to a need identified by the Emergency Management Program Committee to update the Terms of Reference.

### **Approval:**

Approved By:  
Al Meneses, CAO

Reviewed By:  
Gord Stilwell  
Fire Chief

Prepared By:  
Katie Ballantyne  
Community Safety Officer