

## **APPENDIX E**

### **CAER & CVECO COMMITTEE STRUCTURE**

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## **1. CAER BOARD:**

- 1.1 The CAER Board consists of senior officials from local municipalities, industries and county.
- 1.2 This Board oversees and approves decisions of the Working Committee and thereby sets direction for CAER and CVECO.
- 1.3 The CAER Working Committee reports to the CAER Board
- 1.4 The CAER Board meetings are held quarterly or as required by the board.
- 1.5 The CAER Administrator will place the time and location on the agenda when sending out the meeting agenda.

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## **2. WORKING COMMITTEE:**

- 2.1 The CAER Working Committee is made up of various chairs of the various CAER and CVECO committees.
- 2.2 The CAER Working Committee approves the goals & direction for the Community Awareness Committee, the CVECO Executive Committee and The Response Review Committee.
- 2.3 All CAER and CVECO committees report to the Working Committee. The Working Committee reports to the CAER Board
- 2.4 The CAER Administrator will place the time and location on the agenda when sending out the meeting agenda.
- 2.5 The Working Committee meetings are held bi-monthly.

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[Index](#)**3. RESPONSE REVIEW COMMITTEE:**

- 3.1 The CVECO Response Review Committee meets each month to review each code issued and the CVECO Code Notification Checklist submitted from the previous month..
- 3.2 The CAER Administrator will advise the CVECO contact member of the industry that submitted the checklist as to any problems identified with its submission.
- 3.3 In the event that a formal critique is deemed necessary, the CVECO Response Review Committee will be activated.
- 3.4 This Committee will formally review all code 6 and 9's that were issued.
  - The committee may also request a review of an incident which has been perceived to be a code 6 or 9 but was not issued in that manner.
- 3.5 This Committee follows the basic review format.
  - Background on incident
  - Series of events
  - Incident response
  - Analysis of event
  - Conclusions
  - Recommendations
- 3.6 A report is sent to the individuals involved in the review. Learning experiences are provided to the CVECO membership (if required).
- 3.7 The Response Review Committee reports to the Working Committee.

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[Index](#)**4. COMMUNITY AWARENESS COMMITTEE:**

- 4.1 The Chairperson of the Community Awareness Committee is a member of the Working Committee
- 4.2 The Community Awareness Committee oversees CVECO and CAER communications with the media and printed material released by the organizations.
- 4.3 The Community Awareness Committee reports to the Working Committee.
- 4.4 The CAER Administrator will place the time and location on the agenda when sending out the meeting agenda.

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**5. CVECO GENERAL MEETINGS:**

- 5.1 The CVECO general meetings are held to communicate with the representatives of each CVECO member company
- 5.2 Information or suggestions from the general membership is forwarded to the various committees for review and action as required.
- 5.3 CVECO general meetings are held 5 – 6 times a year
- 5.4 Each CVECO organization member is expected to have a representative at each meeting.
- 5.5 The meetings are held at the Lambton Shrine Club, 940 Confederation Street in Sarnia
- 5.5 The meetings start at 12:00 hours sharp with a lunch followed by the general meeting.

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**6. CVECO / CAER MEETING CRITERIA:**

- 6.1 Information on meeting criteria is found in Section 2 “CVECO Organization & Constitution.