

## **Terms of Reference**

### **Emergency Management Program Committee**

**2023**

#### **Mandate**

The Emergency Management Program establishes a strategic and operational framework based on the *Emergency Management and Civil Protection Act*. The Emergency Management Program Committee oversees the development, implementation and maintenance of the emergency management program to ensure the safety and wellbeing of citizens

#### **Authority**

The Emergency Management Program Committee possesses the legislated accountability to annually review the emergency management program to verify compliance with *the Emergency Management and Civil Protection Act, RSO 1990* and *Regulation 380/04*, and to make recommendations for program changes or enhancements to the Council.

#### **Composition**

The Emergency Management Program Committee shall be composed of the following:

- Chief Administrative Officer
- Appointed members of Council
- Community Emergency Management Coordinator
- Corporate Communications Officer
- Risk Manager
- Those personnel who, from time-to-time, are invited to participate at the discretion of the Chair.

#### **Chair**

The Chair shall be the Community Emergency Management Coordinator

#### **Objective**

To create and maintain an emergency management program which meets or exceeds the requirement of the *Emergency Management and Civil Protection Act RSO 1990 (EMCPA)*.

The Committee shall advise Council and make recommendations on the development and implementation of the municipality's emergency management program.

#### **Roles and Responsibilities**

The Committee roles and responsibilities are to ensure the emergency management program maintains compliance with legislation, standards and best practices by:

- Supporting the program in responding and adapting to current and emerging risks that could impact the community
- Provide guidance and assistance in setting priorities and goals for the emergency management program.
- Provide recommendations on personnel, resources and equipment needs for the emergency management program.
- Review outcome of emergencies, exercises, drills and training and recommend areas for improvement and/or changes.
- Conduct an annual emergency management program review to verify that the program is operating in compliance with legislation and best practices; and
- Make recommendations to Council.

### **Agendas, Meetings & Minutes**

The Committee will be governed by the Procedure By-law of the Municipality of Sault Ste. Marie, except as set out in these Terms of Reference.

The Committee Chair shall determine the frequency of meetings, but shall be no less than once per year.

Two weeks prior to the EMPC meeting, the Chair will distribute the agenda and meeting specifics to the Committee members.

The Chair will record meeting proceedings, prepare minutes of each meeting and circulate them to the Committee members within 4 weeks of each meeting.

### **Confidentiality**

When necessary, some proceedings and deliberations are confidential. Members are notified of situations where information is to remain confidential.