



Corporation of the Municipality of Temagami

Memo No.
2019-M-011

Memorandum to Council

Staff

Committee

Subject:

Terms of Reference for the Temagami Municipal Emergency Management Program Committee

Agenda Date:

December 13, 2018

Attachments:

RECOMMENDATION

That Council consider the following motion:

BE IT RESOLVED THAT Council receive Memo 2019-M-011 regarding the need for a Terms of Reference for the Temagami Emergency Management Program Committee,
AND FURTHER THAT council approve the Emergency Management Program Committee Terms of Reference as a schedule under the Emergency Management Program/Plan.

BACKGROUND

The Province’s *Emergency Management and Civil Protection Act*, requires that Municipalities take certain measures to prepare for emergencies in their communities. The requirements under the Act include having Municipal emergency management programs and adopting Municipal emergency plans, which must be reviewed and exercised on a regular basis.

Section 9 of the Act requires, among other things, that an emergency plan shall establish a committee and designate employees to be responsible for reviewing the emergency plan. O. Reg 380/04, Section 11, states that “Every municipality shall have an emergency management program committee.” and states the composition of the committee, which includes municipal employees and “such members of the council, as may be appointed by the council” and “such other persons as may be appointed by the council”.

Temagami’s Emergency Management Program Committee does not currently have a formal Terms of Reference that has been approved by council. The recommendation from our OFMEM field officer, and supported by the emergency management program committee is for council to establish a Terms of Reference for the committee. The emergency management program committee is recommending council approve the attached Terms of Reference for the committee as a schedule to the Emergency Management Program / Plan.

Prepared by:

Reviewed by:

Jim Sanderson, Temagami Fire Chief / Alternate CEMC	

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI
Terms of Reference
Emergency Management Program Committee**

Mission:

To oversee the development, implementation and continuous improvement of the Town's Emergency Management (EM) Program.

Background:

The Community Emergency Management Program Committee was established on October 13th, 2005, in order to achieve compliance with the *Emergency Management and Civil Protection Act*. The committee membership was confirmed by Council, December, 2018, through approval of the Emergency Management Program Committee Terms of Reference.

The growth and changing demographics of the municipality, evolving risks and hazards, and changes to requirements issued by the Province of Ontario have driven changes to the committee objectives, composition and activities since then. This Terms of Reference reflects the efforts of the committee to keep the Municipality of Temagami in line with these changes while striving to continuously improve the EM program in line with best practices.

Objectives:

- Develop and continuously improve an emergency management program which conforms to legislation and includes the five core components namely: prevention, mitigation preparedness, response and recovery;
- To make provisions for the extraordinary arrangements and measures that may have to be taken to reduce impacts to public safety, the environment, property and the economy of the Municipality of Temagami that may occur as the result of an emergency;
- To facilitate communication between the Municipal Emergency Control Group and all Support Agencies; and
- To advise Council on the development and implementation of the EM Program

Composition:

Committee members shall include but not be limited to;

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|----------------------------------|----------------------------------|
| • CEMC/Designate (Chair); | • S. Poirier, EMS |
| • Senior Municipal Administrator | • D. Larochelle, Public Works |
| • Temagami Fire Chief | • M. Cummings, Building/By-Law |
| • Marten River Fire Chief | • Appointed Municipal Councillor |

Other subject matter experts the committee may call upon as required in the development and continuous improvement of the program include representative from:

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|-----------------------------------|-----------------------------|
| • OPP | • Health Unit |
| • Health & Social Services/ DSSAB | • Evacuations Coordinator |
| • Communications officers | • MNRF |
| • Community Services | • Ontario Northland Railway |

Terms of Office:

One Councillor will be appointed by Council for each term of the Council after the Municipal Election to sit on the Committee. Each year of the four (4) year term the Mayor and the appointed Deputy Mayor may sit on the Committee.

Quorum:

A quorum shall consist of *50 percent plus 1*, of the voting members who are from the Municipality of Temagami Council and Staff.

Motions:

Decisions made during Emergency Management Program Committee meetings are by making a motion, having it seconded and having it voted on and passed by the committee.

Meetings of the Committee shall be governed by Procedural By-law, Legislation, and Robert's Rules of Order

Chair:

The CEMC is appointed as the chairperson of the Emergency Management Program Committee. In the absence of the CEMC at a given meeting the alternate CEMC will be the chairperson for that meeting.

The Committee Chair shall be responsible for:

- Establishing a regular meeting schedule
- Preparation of meeting agendas and minutes of meetings
- Facilitate meetings
- Ensure completion of tasks by Committee members

Role of Members

The members of the Emergency Management Program Committee shall:

- Attend regular meetings as scheduled and additional meetings as time permits
- Participate in discussion and planning and share in the workload of the Committee
- Provide expertise in their professional area of responsibility
- Provide regrets to the Chairperson if unable to attend
- Declare any Conflict of Interest in accordance with the Municipal Conflict of Interest Act and exclude themselves from any discussion and or voting where such a conflict exists or may exist

Sub-Committee:

The Emergency Management Program Committee may from time to time appoint a sub-committee from the Emergency Management Program Committee members for specific purposes. The sub-committee will report back to the Emergency Management Program Committee by a spokesperson or written summary

Reporting to the Municipal Council:

The Emergency Management Program Committee shall report to Council:

- 1) Through the minutes of the meetings;
or
- 2) As deemed necessary by the Committee for submission.

Frequency of Meetings:

The meetings of the Committee shall consist of four (4) per year or at the call of the Chair.

Closed Sessions:

Due to the nature of activity, portions of a meeting may be closed from time to time.

Conflicts of Interest:

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Chair in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Meetings:

The Committee shall hold a minimum of three (3) meetings per calendar year.

Errors/Omissions:

The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any member of the Committee may at any time waive notice of any meeting.

Meeting Attendance:

Missed meetings will be referred to the appropriate departmental director.

Budget:

Funds for the Emergency Management Program are included in the budget for Emergency Planning. Budget submission shall be prepared by the program committee; forwarded to the Protection to persons and Property committee for review and submission to General Government and Finance committee.

Program training, including training identified by the program committee, shall be a municipal responsibility and is to be included in the municipal budget.

Activities and Responsibilities:

1. Develop, implement and maintain an emergency plan as required by section 3 (1) of The *Emergency Management and Civil Protection Act*.
2. Provide training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities.

Training shall meet the training requirements as set out in Guidance Note 2018-01-01. A risk-based exercise shall be delivered annually to the Municipal Emergency Control Group and support agencies that would assist during an emergency similar to the planned exercise.

3. Provide public education on risks to public safety and on public preparedness for emergencies.
4. Conduct an annual review of the Hazard Identification and Risk Assessment (HIRA) and make recommendations for any changes
5. Conduct an annual review of the Critical Infrastructure List, noting key infrastructure required to maintain a continuity of operations within the municipality, and make recommendations for any changes.
6. Address any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7.
7. Conduct an annual review of the emergency management program and make recommendations for revisions as necessary as per legislation.