

Municipality of Kincardine

Emergency Management Program Committee

Terms of Reference

Disasters and major emergencies can present difficult challenges for the Municipality of Kincardine. The effective exchange of emergency information with the community and, more importantly, those impacted directly by the event is critical to the success of the response. Planning for emergencies between internal and external stakeholders, greatly increases the Municipality's effectiveness in response and recovery from the emergency event.

Under the authority of the *Emergency Management and Civil Protection Act*, and the in compliance with the Provincial Nuclear Emergency Response Plan, an Emergency Management Program Committee shall be formed to promote continual improvement consistent with best practices and processes.

1.1. **Purpose**

The committee functions is to guide and oversee the development, implementation, and maintenance of the Municipality's Emergency Management Program to improve public safety and create a disaster-resilient community in accordance with the *Emergency Management and Civil Protection Act* and its Regulations (380/04 Section 11 (1-6), and the *Provincial Nuclear Emergency Response Plan*.

1.2. **Scope**

The Committee will identify key priorities and make recommendations related to plans, procedures, exercises, public education, public alerting and notification response systems that will meet and support public safety.

1.3. **Objectives**

- i. Oversee the development, implementation and maintenance of the Municipality of Kincardine Emergency Management Program.
- ii. Ensure the program activities are provided in accordance with the *Emergency Management and Civil Protection Act*, it's Regulations, other relevant legislation, corporate policies and procedures and industry standards.
- iii. Annually review the program and make recommendations for program revisions.
- iv. Provide guidance and assistance in setting priorities and goals for the Emergency Management Program.
- v. Provide recommendations on personnel, resources and equipment needs for the Emergency Management Program.
- vi. Review outcome of exercises, drills and training and recommend areas for improvement and/or changes.
- vii. Review emergencies or incidents incorporating lessons learned from the responses into procedures to prevent, mitigate, prepare for, respond to and recover from emergency situations.

- viii. Selected members may be required to participate in special project committees when necessary.

2.1. Membership

The Committee will be chaired by the Mayor or their Alternate.

The Committee will be composed of the following voting members:

Mayor
Community Emergency Management Coordinator
Chief Administrative Officer
Fire Chief
Director of Public Works
Ontario Provincial Police
Ontario Fire Marshal/Emergency Management Ontario
Bruce Power
Bruce County Community Emergency Management Coordinator

2.2. Supporting Agency Representatives (non-voting members)

Bluewater District School Board
Canadian Red Cross
Bruce County Paramedic Services
Bruce County Social Services
Bruce Telecom
Canadian Red Cross
Grey Bruce Separate School Board
Grey Bruce Health Unit
Hydro One
Integrated Management Operation Services
Ministry of Transportation
Ontario Power Generation
South Bruce Grey Health Centre
Westario
Other as required

2.3. Alternate Representatives

Where a representative is unable to attend a meeting, the organization may appoint another representative.

2.4. Term of Office

Committee members serve at the discretion of their member organization and their term is indefinite.

2.5. Quorum

Quorum shall consist of a majority of the members listed in Section 2.1.

If quorum is not present within fifteen minutes following the time at which the meeting was to commence, the Secretary shall record the names of members present at the meeting, and the meeting shall stand adjourned and minutes prepared of those in attendance.

3.1 Agendas, Meetings & Minutes

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

The Committee shall meet twice per year or more frequently, if required and at the discretion of the Committee.

Two weeks prior to the EMCC meeting, the Secretary will distribute the agenda and meeting specifics to the Committee members.

The Committee Secretary will record meeting proceedings, prepare minutes of each meeting and circulate them to the Committee members within 4 weeks of each meeting. The Committee shall have the opportunity to discuss, amend and approve minutes as presented and, at such time, the final minutes will be signed and dated by the Committee and the secretary.

4.1 Delegations / Public Input

In accordance with the Municipality of Kincardine Procedure By-law, members of the public who wish to address the committee must register as a delegation, unless otherwise authorized by the committee.

Emergency Management Coordinating Committee approval: October 29, 2015