



TERMS OF REFERENCE FOR THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE

1.0 NATURE OF COMMITTEE

Provincial legislation requires that every municipality form a committee responsible for overseeing the annual emergency management program in the community. As such, Norfolk County Council established The Emergency Management Program Committee (herein referred to as the "Program Committee") on December 7, 2004 in accordance with the requirements of the *Emergency Management and Civil Protection Act (R.S.O. 1990)* and its regulations (380/04 Section 11). The Program Committee consists of a group of core members as well as representatives from various sectors in Norfolk County that have or should have a vested interest in emergency planning and preparedness.

2.0 MISSION/MANDATE

- 2.1 The Program Committee advises on the development, implementation and maintenance of the emergency management program in accordance with Regulation 380/04 and to ensure the safety and well-being of citizens of Norfolk County.

Objectives:

1. Monitor and ensure the program activities are delivered in accordance with the Act and Regulation.
2. Support the program in responding and adapting to current and emerging risks that could impact the community.
3. Share expertise and knowledge to promote emergency preparedness and public safety.
4. Review and make recommendations on the Emergency Response Plan.
5. Review and make recommendations on program initiatives.
6. Participate and make recommendations on the Hazard Identification Risk Assessment annually.
7. Conduct an annual emergency management program review to verify that the program is operating in compliance with the Act and Regulations; and
8. Make recommendations to Council.

3.0 COMMITTEE MEMBERSHIP

- 3.1 The Program Committee shall be comprised of the following core members:

- General Manager, Operations
- Fire Chief/Community Emergency Management Coordinator (CEMC)
- Council Representative
- Community Safety Officer

- 3.2 The Program Committee shall be assisted by various industry sector stakeholders as subject matter experts who have a vested interest in emergency planning and preparedness:

Business Sector
Municipal Services Sector
Utility Sector
Health & Social Services Sector
Marine Sector

Industry Sector
Emergency Services Sector
Municipal Infrastructure Sector
Land Resources & Conservation Sector
Educational/Institutional Sector

- 3.3 The General Manager of Operations will chair all meetings of the Program Committee. In the event the General Manager of Operations is unavailable, the CEMC shall chair the meeting in their place.
- 3.4 The Program Committee core members are to be appointed by Council.
- 3.5 Initial appointments will occur when a new individual assumes one of the core member positions.
- 3.6 Council Representative appointments will be for two years, allowing for a change in membership if Council chooses.

4.0 DISCLOSURES OF PECUNIARY INTEREST

- 4.1 If a Committee member has a pecuniary interest, direct or indirect, in any matter in which the Committee is concerned, and is present at a Meeting at which the matter is the subject of consideration, the member:
- a) shall before any consideration of the matter at the meeting orally disclose the interest and its general nature;
 - b) shall not, at any time, take part in the consideration or the discussion of, nor vote on, any question in respect to the matter;
 - c) shall leave the meeting and remain absent from it at any time during consideration of the matter.
- 4.2 If a member is not present and has any pecuniary interest, they shall disclose their interest at the next meeting in attendance.
- 4.3 Notwithstanding the quorum requirements, when a majority of the Board members have disclosed an interest in accordance with Section 9.1 above and the Municipal Conflict of Interest Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

5.0 SCHEDULE/LOCATION OF MEETINGS

- 5.1 The Program Committee Meetings shall be held on an as required basis, but not less than twice per calendar year.

- 5.2 Meetings shall take place at the Emergency Operations Centre with a virtual attendance option available at the discretion of designated Recording Secretary.

6.0 MEETING STRUCTURE, AGENDA AND MINUTE FORMATS

- 6.1 Attendance at all meetings shall be recorded. Members shall notify the Secretary if they are unable to attend.
- 6.2 Quorum shall consist of a majority of the core members.
- 6.3 Minutes of the meeting will be taken by the designated Recording Secretary.
- 6.4 Agendas and Minutes for Committee meetings may include any or all of the following components:
- a) Date, time, location of meeting
 - b) Members present (include office, i.e. Chair, Recording Secretary)
 - c) Members absent/regrets
 - d) Disclosure of Pecuniary Interest
 - e) Approval of previous minutes
 - f) Presentations/Deputations
 - g) General Business and Reports
 - h) Correspondence
 - i) Other Business
 - j) Closed Session
 - k) Next Meeting
 - l) Adjournment
- 6.5 Minutes will briefly outline the substance of each of the agenda items discussed during the meeting, including actions taken and recommendations by motion. Motions shall not be required to be seconded.
- 6.6 Minutes of the Committee shall be forwarded to the Clerk in order to present them to Council for their information. Staff will be required to prepare a Staff Report if any follow-up action is requested of Council.

7.0 BUDGET & FINANCIAL REPORTING

- 7.1 The Committee may make requests for budget allocations through the Fire Chief/Community Emergency Management Coordinator of the CAO's Office in advance of the County's annual budget process. All related revenue and expenditure transactions will follow Council approved policy. Requests must relate to specific activities approved in the Committee's mandate and work plan.

Revised October 6, 2023