

Schedule "B"
to By-Law No. 2017-95

Terms of Reference for the Municipality of South Dundas
Emergency Management Program Committee

Mission:

The south Dundas Emergency Management Program Committee is a committee whose mission is to guide the development, implementation and maintenance of the municipality's emergency management program including municipal emergency response plan, public education program, training and exercises. The committee is also accountable for the annual review of the municipality's emergency management program.

Objectives:

To create and maintain an emergency management program which conforms to the Emergency Management and Civil Protection Act (EMCPA) and includes the five core components namely; mitigation; response; and recovery. To open appropriate lines of communication between the Emergency Control Group (ECG) and all support agencies. The committee shall advise Council on the development and implementation of the municipality's emergency management program. To provide public education on risks to public safety and on public preparedness for emergencies.

Composition:

The Emergency Management Program Committee shall have adequate representation from the following:

CEMC / Designate (Chair)

And one representative from the following:

South Dundas Fire, Mayor or Deputy Mayor, South Dundas CAO, South Dundas Treasury, South Dundas Planning and Building, South Dundas Public Works, South Dundas Information Officer, South Dundas Scribe and from time to time special advisers.

Quorum:

A Quorum shall consist of 50 percent of the voting members who are from the Municipality of South Dundas Council and staff.

Motions:

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

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 the meeting.

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 shall report back to the Emergency Management Program Committee by spokesperson or written summary.

Reporting to 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 one (1) 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.

Budget;

Funds for the Emergency Management Program are included in the Emergency Management budget.