

THE CORPORATION OF THE TOWN OF PERTH POLICY

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Notation: Emergency Management Program Committee - Terms of Reference

Together, we are a welcoming, vibrant family of communities, intent upon securing our economic future while celebrating our heritage and meeting the needs of our citizens in an environmentally conscious manner.

Terms of Reference

Background

The Emergency Management and Civil Protection Act requires each municipality to develop, implement and maintain an Emergency Management Program as outlined in the Act. The Emergency Management Program, of the Town of Perth, has been developed and is maintained in accordance with the standards prescribed by Emergency Management Ontario (EMO), in the Community Management Program Handbook.

Mandate

The Emergency Management Program Committee (EMPC) is the critical management team that oversees the development, implementation, and maintenance of our Community's Emergency Management Program.

Goals

1. Provide emergency/disaster assistance as required by the Community Control Group (CCG).
2. Assist in the development of the implementation of operational strategies related to Emergency Preparedness.
3. Ensure the program responds to changes such as new construction, installations, transportation systems, etc.
4. Ensure staff awareness of roles and responsibilities during an emergency.
5. Establish and maintain an Emergency Operations Centre (EOC).
6. Ensure the Emergency Response Plan is reviewed and updated annually.
7. Review issues, develop programs and support plans.
8. Establish and participate in a Public Education and Awareness Program.
9. Maintain current emergency information and an inventory of brochures.

Committee Structure

Members shall appoint a Chair and Recording Secretary for the Emergency Management Program Committee.

- a. Voting Members:
 - One (1) Member of Council
 - Eight (8) Committee Members

- b. Non-Voting Members:
- One (1) Recording Secretary

Membership

All members shall:

- Have the ability, commitment, authority and resources to perform their tasks.
- Be able to quickly obtain a wide range of expertise relating to their task(s) on the Committee.
- Have knowledge of the local area, its industrial facilities and transportation systems, local climate conditions, area land use, location and nature of Community infrastructure, the locations of populations with special needs, and the mechanics of responding to emergencies.
- Work co-operatively with other Committee members to achieve program goals and objectives.

Committee Procedures

The Chairperson shall:

- Establish meeting agendas and tasks for the Committee members to ensure Committee member's expertise is suitably developed and utilized.

The Committee shall:

- Provide annual goals, objectives and deadlines resulting in the implementation of an Emergency Management Program, at the desired level of achievement, and shall be guided by the Chairperson.
- Meet twice a year, at a minimum, to be held in the Primary Emergency Operations Centre.
- Review the Emergency Management Program and incorporate changes such as new construction, installations, transportation systems, etc.
- Review issues and make recommendations for additional programs and supporting plans.
- Advise and assist in the development and implementation of operational (departmental) strategies and plans related to Emergency Preparedness.
- Test emergency equipment and technology, a minimum of twice per year.
- Abide by the Emergency Management and Civil Protection Act and Purchasing By-law 3414.