



Emergency Management Community Control Group Terms of Reference

**This is a mandated committee per the Emergency Management and Civil Protection Act and O.Reg 380/04*

1.0 Mission Statement

The Emergency Management and Civil Protection Act, R.S.O. 1990,c.E.9 and its associated regulations and standards, requires the implementation of a mandatory emergency management program by all Ontario municipalities. The emergency management program shall consist of the following:

- designation of a community emergency management coordinator (CEMC);
- formation of a community emergency management program committee;
- publication of an approved community emergency plan;
- development of an appropriate community emergency operations centre;
- development of an appropriate community emergency response capability;
- conduct annual training and exercises for the emergency operations control group, 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;
- development and implementation of a public awareness program and education on risks to public safety and on public preparedness for emergencies;
- identification of individuals to act as community emergency information staff;
- conduct an annual review of the community emergency management program.

2.0 General

- a. The members of the group shall complete the annual training that is required by the Chief, Emergency Management Ontario. O. Reg. 380/04, s. 12 (3).
- b. The group shall direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (4).
- c. The group shall develop procedures to govern its responsibilities in an emergency. O. Reg. 380/04, s. 12 (5).
- d. The committee shall advise the council on the development and implementation of the municipality's emergency management program O. Reg. 380/04, s. 11 (5).

- e. The group shall conduct an annual practice exercise for a simulated emergency incident in order to evaluate the municipality's emergency response plan and its own procedures. O. Reg. 380/04, s. 12 (6).
- f. The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary. O. Reg. 380/04, s. 11 (6).
- g. If determined necessary as a result of the evaluation under subsection (6), the group shall revise its procedures and shall make recommendations to the council for the revision of the municipality's emergency response plan. O. Reg. 380/04, s. 12 (7).
- h. The group may at any time seek the advice and assistance of the following:
 - i. Officials or employees of any level of government who are involved in emergency management.
 - ii. Representatives of organizations outside government who are involved in emergency management.
 - iii. Persons representing industries that may be involved in emergency management.

3.0 Appointment of Committee

- a. The Emergency Management Community Control Group shall be composed of the following:
 - i. The municipality's emergency management program co-ordinator;
 - ii. A senior municipal official appointed by the council;
 - iii. Such members of the council, as may be appointed by the council;
 - iv. Such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and
 - v. Such other persons as may be appointed by the council, the persons appointed may only be:
 - officials or employees of any level of government who are involved in emergency management;
 - representatives of organizations outside government who are involved in emergency management; or
 - persons representing industries that may be involved in emergency management.
- b. The Emergency Management Community Control Group shall meet a minimum of four (4) times per year.