



**Municipality of Brockton Emergency Management Program Committee  
Terms of Reference**

**1.0 Authorization**

1.1 Section 11(1) of Ontario Regulation 380/04 [Emergency Management Program Committee] requires that every municipality shall have an Emergency Management Program Committee (EMPC).

1.2 Section 11(2) and 11(3) of Ontario Regulation 380/04 [Emergency Management Program Committee] establishes the Committee composition.

1.3 Section 11(4) of Ontario Regulation 380/04 [Emergency Management Program Committee] requires council to appoint one of the Committee members as the chair of the Committee.

1.4 Section 11(5) of Ontario Regulation 380/04 [Emergency Management Program Committee] requires the Committee to advise the Council on the development and implementation of the municipality's emergency management program.

1.5 Section 11(6) of Ontario Regulation 380/04 [Emergency Management Program Committee] requires the Committee to conduct an annual review of the municipality's emergency management program and shall make recommendations to the Council for its revision if necessary.

**2. Purpose of the Brockton Emergency Management Program Committee**

2.1 To prepare, continuously monitor and review the Emergency Plan for the Municipality of Brockton.

2.2 To identify emergency risks within the Municipality of Brockton and arrange to establish, maintain and test procedures set out in the Emergency Plan including identified emergency risk treatments.

2.3 To encourage and maintain communication and joint exercises between emergency services organizations.

2.4 To prepare and instill prevention, preparedness, response and recovery plans for a variety of identified risks and hazards within the Municipality of Brockton thereby preventing or minimizing the effects of emergencies within the Municipality.

2.5 To carry out other emergency management activities as directed by Ontario Fire Marshall Emergency Management (OFMEM) or prescribed in the Emergency Management and Civil Protection Act.

2.6 To prepare and submit to OFMEM each year, an annual report of compliance in accordance with the requirements set out by OFMEM.

### **3. Composition**

3.1 Municipality of Brockton Council appointed the following to the Brockton Emergency Management Program Committee as of November 5, 2018:

Municipality of Brockton Mayor

Municipality of Brockton Deputy Mayor

Municipality of Brockton Chief Administrative Officer

Municipality of Brockton Alternate CEMC

Municipality of Brockton Director of Operations

Municipality of Brockton Emergency Information Officer

Municipality of Brockton Community Emergency Management Coordinator

3.2 Representatives as listed in section 3.1 shall exercise full voting rights and privileges.

3.3 One (1) municipal staff member shall be appointed to act as a scribe/secretary to the EMPC. The scribe/secretary shall not exercise voting rights and privileges.

3.4 Other Agencies/Organizations not specifically listed in Section 3.1 (herein referred to as 'Non-Voting Members') shall be invited to practice full participation in the EMPC meetings but shall not exercise voting rights and privileges.

3.5-'Non-Noting Members' are identified in Schedule 'A'.

### **4. Management**

4.1 Municipality of Brockton Council appointed the Community Emergency Management Coordinator (CEMC) as the Chair of the EMPC as of November 5, 2018.

4.2 The Chair shall be responsible for preparing agendas for each meeting. Agendas shall be forwarded to the EMPC and 'Non-Voting Members' a minimum of one week prior to a meeting. Voting Committee members may request that any Item be removed from the Agenda.

4.3 The scribe/secretary shall be responsible for keeping minutes of all business transacted at each meeting. Minutes shall be forwarded to the EMPC and 'Non-Voting Members' as part of the Agenda.

4.4 Minutes of an EMPC Meeting shall be forwarded to EMPC members and 'Non-Voting Members' within 2 weeks of the meeting.

4.5 The Municipality of Brockton Emergency Management Program Committee will not have the authority or power to commit the Council of the Municipality of Brockton or any association, organization, group or individual to expenditure without Council endorsement.

4.6 Quorum shall be defined as the presence of a majority of voting members, as outlined in the Municipality of Brockton "Procedural By-Law".

## **5.0 Meetings**

5.1 Committee members will be given a list of meeting dates at the commencement of each year for that given year.

5.2 Additional meetings of the Committee shall be at the call of the Chair.

## **6.0 Reporting to Municipality of Brockton Council**

6.1 The CEMC will report to the Municipality of Brockton Council, via the Chief Administrative Officer, at least once per calendar year by submitting a formal report, prepared in the required format.

## **Schedule 'A'**

### **Non-Voting Members Brockton Emergency Management Program Committee**

The following Agencies/Organizations-will be invited to practice full participation in the EMPC meetings but shall not exercise voting rights and privileges.

- Grey Bruce Public Health Unit
- Ontario Provincial Police
- Saugeen Valley Conservation Authority
- Westario Power
- Hydro One
- Veolia Water Canada
- South Bruce Grey Health Centre
- Ontario Fire Marshal and Emergency Management
- County of Bruce Human Services
- County of Bruce Paramedic Services
- County of Bruce Transportation and Environmental Services

Other Agencies/Organizations not specifically listed above may also be invited to practice full participation in the EMPC meetings but shall not exercise voting rights and privileges.