



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA**

**BY-LAW NUMBER 3269 - 2016**

**BEING a by-law to establish the Emergency Management Program Committee  
for the Township of Augusta**

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**WHEREAS** *Ontario Regulation 380/04, s. 11 (1)* and the *Emergency Management and Civil Protection Act* requires a committee to be established.

**NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF AUGUSTA ENACTS  
AS FOLLOWS:**

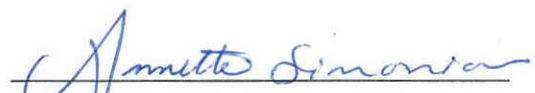
1. That a Committee, formally known as the Emergency Management Program Committee, be established to guide the development, implementation, maintenance and annual review of the municipality's emergency management program including the emergency management plan, public education program, training and exercises.
2. That the Committee's Terms of Reference, Schedule A attached hereto and made part of this by-law, be approved and be adopted as the guiding document for the committee's work.
3. This by-law comes into full force on the date of passing.

Read a first time this 14<sup>th</sup> day of November 2016

Read a second time this 14<sup>th</sup> day of November 2016

Read a third time and passed this 14<sup>th</sup> day of November 2016

  
MAYOR

  
CLERK

**SCHEDULE A – BY-LAW 3269-2016**



**TERMS OF REFERENCE  
Emergency Management Program Committee**

**Name:**

Emergency Management Program Committee (EMPC)

**Mission:**

The Township of Augusta's Emergency Management Program Committee mission is to guide the development, implementation and maintenance of the municipality's emergency management program including the municipal emergency management 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). The program includes five core components: prevention, mitigation, preparedness, response and recovery.

To open appropriate lines of communications between the Municipal Emergency Control Group (MECG) and all support agencies.

The Committee shall advise Council on the development and implementation of the municipality's emergency management program.

The Committee serves as an advocate for the larger population and provides public education on risks to public safety and on public preparedness for emergencies.

**Composition:**

The Emergency Management Program Committee (core/voting membership) shall have adequate representation from the following:

- Mayor or appointed member of Council determined by the Mayor
- CAO
- Treasurer or Designate
- Fire Chief or Designate
- Public Works Manager or designate
- Emergency Information Officer
- Community Emergency Management Coordinator (or alternate) as Chair
- Clerk

Other municipal staff may be invited to participate as determined by the core membership.

External emergency management representatives (OPP, County, Paramedic Service, Health Unit, NGOs, industry, etc.) may be invited by the Committee Chair as deemed appropriate.

Members of Council shall have the option to attend Committee meetings.

**Term of Office**

A member of Council will be appointed by the Mayor every four years at the Inaugural Meeting after the municipal elections.

Other committee members shall change as needed (retirement, position change, resignation, etc.).

**Quorum:**

A quorum shall consist of 51 percent of the voting members (normally 4 out of 7 members).

**Motions:**

Decisions made during EMPC meetings are by making a motion, having it seconded and having it voted on and passed by the committee.

Meetings of the Committee shall be governed by the municipality's procedural by-law, legislation and Robert's Rules of Order.

**Chair:**

The Community Emergency Management Coordinator (CEMC) shall be appointed by resolution of Council as the chairperson of the Emergency Management Program Committee.

**Sub-Committee:**

The EMPC may from time to time appoint a sub-committee from within the EMPC membership for specific purposes. The sub-committee will report back to the EMPC via a 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 four (4) per year or at the call of the Chairperson.

**Closed Sessions:**

Due to the nature of activity, portions of the meeting may be closed from time to time.

**Conflicts of Interest:**

Members shall abide by the rules outlined in the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Chair in the public agenda and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

**Location of Meetings:**

The location of the meetings will be set by the Committee.

**Budget:**

Funds for the Emergency Management Program Committee, including training, are included in the budget for Emergency Planning.

**Purchasing Policy:**

All Committees having purchasing responsibilities shall follow the procurement policy of the Municipality unless another purchasing policy has been endorsed by Council.

**Activities and Responsibilities:**

- ✓ Develop, implement and maintain an emergency management plan as required by the Emergency Management and Civil Protection Act 2002.
- ✓ Identify and assess the various hazards and risks to public safety that could give rise to emergencies through the completion and maintenance of the municipality's Hazard Identification and Risk Assessment document (HIRA).
- ✓ Ensure the development and coordination of emergency supplementary plans and emergency response plans based on the municipality's hazard analysis.
- ✓ Identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies, and assist in the development of a list of identified critical infrastructure.
- ✓ Assist in training programs and exercises for the municipality's Municipal Emergency Control Group (MECG), 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.
- ✓ Support public education on risks to public safety and on public preparedness for emergencies.
- ✓ Address any other element required by the standards for emergency management programs as set under Section 14, Emergency Management and Civil Protection Act 2002, c. 14, s. 14.
- ✓ Conduct an annual review of the emergency management programs and make recommendations for revisions as necessary as per legislation.