



EMERGENCY MANAGEMENT COMMITTEE

Terms of Reference

GOAL

To act as an Advisory Committee to the *Emergency Management Services* of the City of Cornwall. To guide the development, implementation, and maintenance of the community's emergency management program.

OBJECTIVES

1. To open appropriate lines of communication between the First Responders and all Support Agencies.
2. To consider and make recommendations to the Corporation of the City of Cornwall concerning the planning and development of *Emergency Management Services* whose mandate is to develop and implement an emergency program in accordance with the standards published by Emergency Management Ontario in accordance with international best practices.
3. To serve as an advocate for the target population and provide community awareness.

DUTIES

1. To report to quarterly Emergency Management meetings (no meetings in May, June and July);
2. To assess the needs of *Emergency Management Services* for the citizens of Cornwall;
3. To advise the Corporation on the future direction of the development of *Emergency Management Services*;
4. Have, or are able to quickly obtain, a wide range of expertise relating to your task on the committee. Information required by various members might include some of the following: knowledge of the local area, its industrial facilities and transportation systems, infrastructure, the locations of populations with special needs, and the mechanics of responding to emergencies.
5. Have the ability, commitment, authority and resources to perform your tasks;
6. To participate in the evaluation process by providing feedback on the effectiveness of the *Emergency Management Services* within the City of Cornwall.

COMPOSITION

The *Emergency Management Committee* shall have adequate representation from First Responders and Support Agencies of which (1) shall be ex-officio: the Emergency Management Coordinator. Should the Emergency Management Coordinator be unable to chair, the Committee shall choose an alternate chairperson.

TERMS OF OFFICE

The duration of a member will be the responsibility of its agency. A Councillor will be appointed by the Mayor every three years at the Inaugural Meeting after the Municipal Elections.

QUORUM

A quorum shall consist of 6 members.

GENERAL CONSENSUS

Decisions made during Emergency Management Committee meetings are to be arrived at by consensus leading to the formulation of recommendations for actions by the City of Cornwall Emergency Management Department.

OFFICERS

The Emergency Management Coordinator shall be the chairperson of the *Emergency Management Committee*.

SUB-COMMITTEE/TASK FORCE

The *Emergency Management Committee* may from time to time appoint a subcommittee or a task force composed of at least two members of the above-mentioned membership for a specific purpose. The subcommittee will report back to the *Emergency Management Committee* via a spokesperson or written summary.

REPORTING TO THE CORPORATION

The *Emergency Management Committee* shall report to the Corporation, as the local authority for the Emergency Management Services.

1. Quarterly through the minutes of the meeting; and
2. As deemed necessary by the Committee for submission.

FREQUENCY OF MEETINGS

The meetings of the Committee shall be held quarterly (except for the months of May, June and July) or more often at the call of the chair. Regrets to be given forty-eight (48 hours) in advance if possible. If a member/agency is absent three (3) consecutive meetings without regrets, it would be considered a resignation from the Committee.

EFFECTIVE DATE: Moved by Tim Smith and seconded by Dr. Robert Bourdeau, that the Terms of Reference be accepted as amended. Motion Carried at the January 21st 2005 Emergency Management Committee meeting.