![Oxford County logo — Growing stronger together]

Emergency Management Program Committee Terms of Reference June 2022

Background

The Emergency Management and Civil Protection Act (EMCPA) and its supporting Ontario Regulation 380/04 set out requirements for the development, implementation and maintenance of the municipal emergency management program to improve public safety and create a disaster-resilient community.

Ontario Regulation 380/04 further mandates that every municipality have an Emergency Management Program Committee (EMPC) to guide and oversee the development, implementation, and maintenance of the Municipality's Emergency Management Program.

Municipalities are evaluated annually on their compliance with the Emergency Management and Civil Protection Act requirements by the Office of the Fire Marshal and Emergency Management (OFMEM).

Purpose / Mandate

To fulfill the requirements of the Emergency Management and Civil Protection Act to establish an Emergency Management Program Committee.

The mandate of the Emergency Management Program Committee (EMPC) is to advise and make recommendations to Council regarding the development and implementation of the County of Oxford's Emergency Management Program and make recommendations to Council for its revision if necessary.

The County of Oxford Emergency Management Program is guided by the following mission statement:

To build, maintain and strengthen public safety by working and collaborating with all levels of government, community partners and key stakeholders in emergency prevention, mitigation, preparedness, response and recovery activities.

Responsibilities

Role of the Chair
The Warden will act as Chair and facilitate the EMPC meetings.

Role of Members
The members of the Emergency Management Program Committee shall:
Advise Council on the development and implementation of the County of Oxford's Emergency Management Program. O. Reg. 380/04, s. 11(5);

Conduct an annual review of the County of Oxford's Emergency Management Program and make recommendations to Council for its revision if necessary. O. Reg. 380/04, s. 11(6);

Declare any Conflict of Interest and exclude themselves from any discussion and or voting where such a conflict exists or may exist.

Membership

- Warden, Chairperson
- One additional member of Council appointed by Council
- Chief Administrative Officer
- Director of Human Services
- Director of Corporate Services
- Director of Public Works
- Director/Chief of Paramedic Services & CEMC
- Manager/Deputy Chief of Paramedic Operations & Performance
- Manager of Strategic Communications and Engagement (EIO)
- Oxford County Fire Coordinator
- Inspector, Oxford Detachment - OPP
- Chief of Police, Woodstock Police Services
- Emergency Management Program Manager, Southwestern Public Health

The Committee may invite ad hoc members to attend particular meetings or join the committee for a defined time period. Ad hoc members follow the same rules and procedures as core members and provide advice on a particular topic or agenda item.

Workgroups

Workgroups may be formed to meet the objectives of EMPC and to provide input to or assist in coordinating the implementation, evaluation, maintenance, and revision of the County Emergency Management Program. Recommendations from workgroups will be presented to a regular EMPC meeting for approval and recommendation to Council. Examples of workgroups could include but are not limited to: Emergency Social Services; Municipal CEMCs; Community Risk Profile; Hazard Identification and Risk Assessment.

Term

Appointments will be made for a term of 4 years. Council may fill an appointed vacancy in the Committee at any time. A review of the Terms of Reference should be done as needed or when a new Committee Member has been appointed. The CEMC will submit an End of Term Report to Council summarizing the outcomes achieved by the Oxford

County Emergency Management Program Committee in attaining the legislative requirements.

Time Commitment

The Emergency Management Program Committee meets at the call of the Chair, a minimum of once per year. Members must notify the Chair if they are unable to attend a meeting.

Rules of Procedure

A majority of the number of Committee members shall constitute a quorum. Attendance at meetings shall be limited to committee members or designated alternate, assigned staff and invited guests, as approved by the Chair.

Compensation and Expenses

Members of the Emergency Management Program Committee do not receive any additional remuneration.

Committee Support

The work of the Committee will be supported by staff from the County of Oxford and all Area Municipalities as appropriate.

Achievements / Accomplishments 2018-2022

- Oxford County has maintained annual compliance with the EMCPA and O. Reg. 380/04 each year of this term through:
    - Public Education
    - Hazard Identification & Risk Assessment (HIRA) review
    - Critical Infrastructure (CI) review
    - Emergency Response Plan Review
    - Annual Exercises (granted exemption in 2020 due to COVID-19 pandemic)
- Facilitated Emergency Management training through the delivery of Incident Management System (Level 200 & 300).
- Supported SWPH Emergency Operations Centre throughout COVID-19 Pandemic.
- Implemented Emergency Notification & Collaboration software for County of Oxford and area municipalities' Emergency Management programs.

Additional Information

The Emergency Management and Civil Protection Act

Ontario Regulation 380/04