

Terms of Reference



Community Emergency Management Program Committee (CEMPC)

| VERSION | APPROVAL DATE |
|---------|---------------|
| 1.0 | AUGUST 2016 |
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1. Purpose

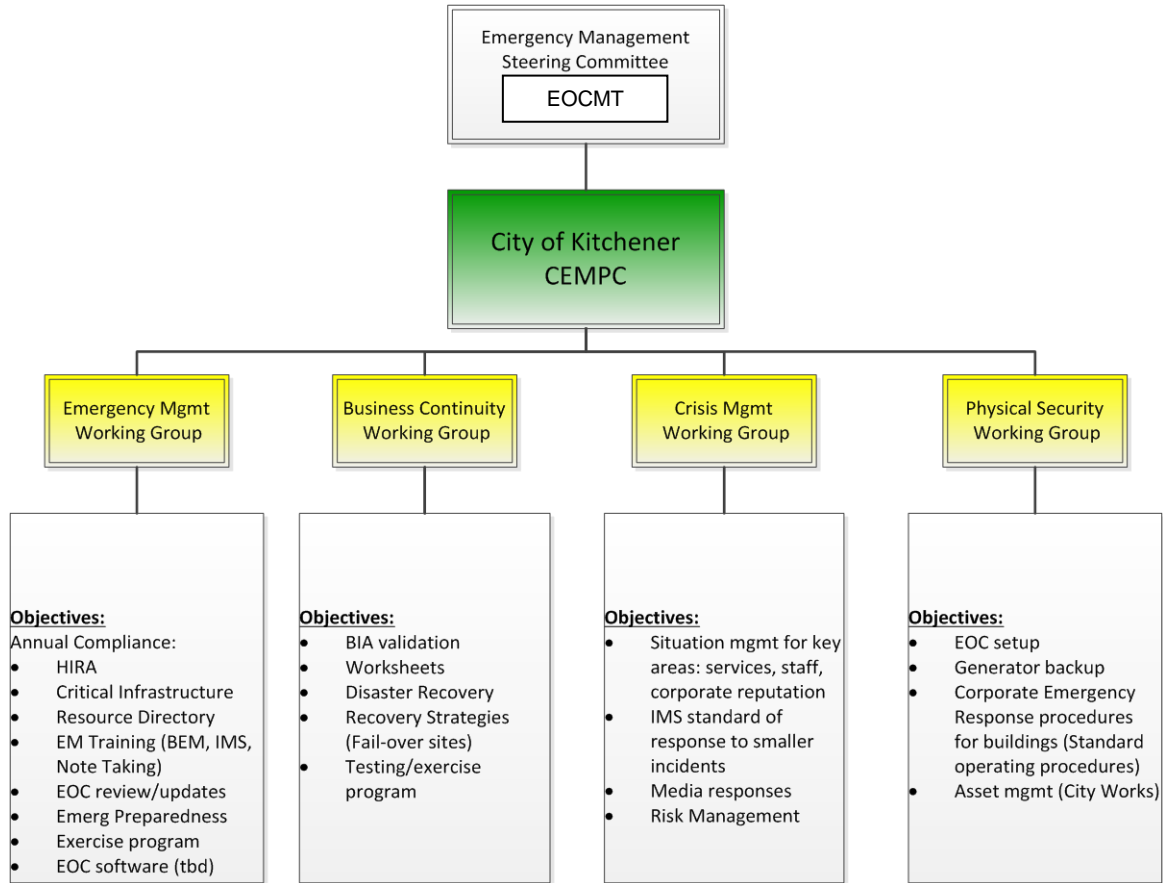
The purposes of the Community Emergency Management Program Committee (CEMPC) are:

- a) To fulfill the legislated requirements under the Emergency Management and Civil Protection Act, specifically Ontario Regulation 380/04 Subsection 11(1)
- b) To ensure the appropriate programs are in place based on the Emergency Management and Civil Protection Act and other established guidelines and standards of excellence where applicable.
- c) To lead the development of the ***Emergency Management and Business Continuity Program*** for the City of Kitchener.
- d) To participate and approve the City of Kitchener's Emergency Response Plan updates ensuring that all core components and resources are clearly identified.
- e) To advocate for the use of the Four Pillars (areas) of Organizational Resiliency: Emergency Management, Business Continuity, Crisis Management, and Physical Security to guide its work.
- f) To facilitate enhancing community safety through prevention, preparedness, response & recovery planning efforts; and to provide leadership and collaboration with all orders of government, communities, stakeholders and individuals within the municipality of the City of Kitchener.
- g) To implement and use the Incident Management System (IMS) framework as the City of Kitchener's standardized approach for all of its response, planning, and training.

2. Objectives

The CEMPC committee members are responsible for ensuring that the appropriate programs are in place based on the Emergency Management and Civil Protection Act. Members will also ensure that best practices are utilized for the other areas (i.e. Four Pillars of Resiliency) of Business Continuity, Crisis Management, and Physical Security. Specifically, the following objectives are a guide for the CEMPC:

- a) Build and strengthen interdepartmental and external emergency networks and relationships for the four pillars.
- b) Share information, and provide education and awareness among the departments, organizations and response personnel for the City of Kitchener.
- c) Develop, discuss and refine interdepartmental issues having multi-jurisdictional and/or corporate implications.
- d) Analyze and report on best practices and departmental experiences to uncover gaps and areas for improvement for the four pillars across the corporation and within departments.
- e) Act as a vehicle for the dissemination of information and awareness within the corporation and the community at large.



3. Community Emergency Management Program Committee Membership

- a) CEMC (Acts as Chair)
- b) Alternate CEMC's (alternate Chair as necessary)
- c) Committee Administrator
- d) Corporate Communications (CAO's Office)
- e) Legislative Services (FCS)
- f) Accounting (FCS)
- g) Information Technology (FCS)
- h) Human Resources (FCS)
- i) Facilities Management (INS)
- j) Operations – Environmental Services (INS)
- k) Operations – Roads and Traffic (INS)
- l) Asset Management (INS)
- m) Utilities (INS)
- n) Community Programs & Services (CSD)
- o) Equity, Diversity and Inclusion (COR)

Representatives from the following agencies will be included bi-annually and will be invited to participate in specific Working Groups where required. Other representatives will be invited as needed:

- p) Waterloo Regional Police (or alternate)

- q) Waterloo Regional Director of Emergency Medical Services (or alternate)
- r) Emergency Management Ontario
- s) Waterloo Regional Emergency Measures (or alternate)
- t) Waterloo Regional Emergency Social Services
- u) St. Mary's Hospital Emergency Planner
- v) Grand River Hospital Emergency Planner
- w) Enova Power representative
- x) Grand River Conservation Authority (GRCA)

This committee reports to the Emergency Management Steering Committee which includes EOCMT members and the Fire Chief.

4. Selection of Membership for the Working Groups

The members from each Working Group (as identified within the organizational chart in Section 2: Objectives above) will be recruited by the CEMPC membership and will be based on their subject matter expertise (SME) in the four areas of Emergency Management, Business Continuity, Crisis Management, and Physical Security.

The Working Groups will each have a designated Chair (and alternate) that will sit on the CEMPC.

5. Frequency of Meetings

The CEMPC will be held quarterly (or as needed) and will bring the external partners in bi-annually.

The Working Group members will meet bi-monthly or more often dependent on the need identified by the working group.

6. Attendance

If a member cannot attend, they may send a suitable alternate.

7. Quorum

At minimum 50% plus 1 must be represented.

8. Resources

- a) Support Staff
Staff designated as the Committee's recorder will be responsible to ensure that minutes of the CEMPC meetings are taken and distributed to the membership.
- b) Meeting locations for the CEMPC meetings will be located within one of the City of Kitchener's meeting rooms that can accommodate the membership or virtually .

9. Maintenance and Refinement of the Terms of Reference

These terms of reference shall be maintained by the CEMPC membership and shall be reviewed on an annual basis.