

SCHEDULE C: MILTON EMERGENCY MANAGEMENT PROGRAM COMMITTEE TERMS OF REFERENCE



1. Council Mandate

The Milton Emergency Management Program Committee is an Advisory Committee authorized by Milton Town Council. The Committee has been established by Milton Town Council in accordance with these adopted Terms of Reference and Subsection 11(1) of Ontario Regulation 380/04 under the *Emergency Management and Civil Protection Act*. The Committee shall report to Milton Town Council.

2. Goal

The goal of the Milton Emergency Management Program Committee is to advise and assist the Town of Milton with respect to the Municipal Emergency Management Program.

3. Scope and Purpose

The purposes of the Milton Emergency Management Program Committee are:

- a) To provide guidance and assistance in setting priorities and goals for the Emergency Management Program.
- b) To provide recommendations on personnel, resources and equipment for the Program.
- c) To make available the goals of the program to all agencies, volunteers, groups and staff.
- d) To ensure the co-operation and coordination of all emergency management initiatives in areas under their influence.
- e) To monitor, evaluate and provide feedback on the various Emergency Management Programs.
- f) To approve in principle, the emergency plans and protocols prior to submission to Milton Town Council for approval or, where Council approval is not required, prior to finalization.
- g) To consider emergency management issues and receive updates as may be brought forward by Municipal Departments and the other organizations represented on the Committee from time to time

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4. Composition

The Committee shall be comprised of the following members (or their designates):

- a) Chief Administrative Officer
- b) Commissioner, Community Services
- c) Commissioner, Corporate Services
- d) Commissioner, Development Services
- e) Chief Financial Officer/Treasurer
- f) Fire Chief/ Alternate Community Emergency Management Coordinator
- g) Deputy Fire Chief/ Community Emergency Management Coordinator
- h) Executive Advisor, Mayor and Chief Administrative Officer
- i) Director of Strategic Communications
- j) Director, Strategic Initiatives & Business Development
- k) Commanding Officer 1 District, Halton Regional Police Service
- l) President and CEO, Milton Hydro
- m) Director, Parks & Operations, Conservation Halton
- n) Chief of Emergency Management, Halton Region

5. Frequency of Meetings

Committee meetings should generally be scheduled throughout the year, and at a minimum shall meet once in the calendar year. The Chair may call a meeting at any other time deemed necessary.

6. Committee Chair

The Chair of the Committee will be the Chief Administrative Officer or designate.

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7. Role of the Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee.

8. Support Staff

Staff support will be provided by the Executive Assistant, Mayor and Chief Administrative Officer, including the taking of minutes, the distribution of minutes and agendas, and the general administrative co-ordination of meetings. Staff support for working groups that are expressly established by these Terms of Reference or by Milton Town Council will be assessed at the time of establishment.

9. Committee Records

Staff will co-ordinate and retain committee records including Agendas, Minutes, Subcommittee Reports, Annual Reports and Aims and Objectives.

The Committee shall prepare and review, at minimum, an annual report including, but not limited to, achievements reached during the year and a work plan for the upcoming year.

10. Maintenance and Refinement of Terms of Reference

These Terms of Reference shall be maintained by the Committee.

Amendments to these Terms of Reference may be proposed by the Committee, through Staff, to Milton Town Council. Only Milton Town Council may approve changes to these Terms of Reference.