

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: B. General Administration	Effective Date: July 1, 2010
Topic: 2. Administration	
Subject: 2.14. Emergency Planning Committee	
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Terms of Reference

1. COMPOSITION OF THE COMMITTEE

The Emergency Planning Committee (the "Committee") is created by and responsible to the Board of the Manitoulin-Sudbury DSB.

The Committee shall be comprised of Board members and be elected by the Board of Directors of the Manitoulin-Sudbury DSB. The number of directors on the Emergency Planning Committee shall change from time to time.

Effective March 1, 2010 there shall be 5 members of the Committee plus the Board Chair who shall sit as an ex-officio member. The quorum at a meeting shall be 3 members.

2. MANDATE OF THE COMMITTEE

The Committee shall monitor, evaluate, advise and make recommendations to the Manitoulin-Sudbury DSB with respect to policies and strategic matters related to an Emergency Response Plan for the Manitoulin-Sudbury DSB, the Business Continuity Plans of the Manitoulin-Sudbury DSB departments and the interrelationship of those plans with municipal Emergency Response Plans.

3. TERMS OF REFERENCE

The duties and responsibilities of the Committee shall include the following:

1. Ensure that Manitoulin-Sudbury DSB has an appropriate Emergency Response Plan
2. Ensure each department has an adequate and appropriate Business Continuity Plan
3. Ensure there is effective communication with member municipalities to remove any confusion related to the Manitoulin-Sudbury DSB role with regards to municipally declared emergencies
4. Identify ways in Manitoulin-Sudbury DSB could support local municipal emergency planning

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4. ORGANIZATION AND PROCEDURES

- The committee will meet from time to time at the call of the Chair.
- The Chair of the Board and the Chair of the Committee shall, in consultation with the Chief Administrative Officer set the agenda, which shall then be circulated among the Committee members.
- The Executive Assistant shall act as secretary of the Committee.
- The Committee will annually review its own terms of reference to ensure they continue to be appropriate, assess its own performance, establish an annual work plan and make recommendations to Manitoulin-Sudbury DSB Board as required.

5. REPORTING

The Chair of the Committee shall provide an oral report with respect to its activities, discussions and recommendations as appropriate.