

DECISION/DIRECTION NOTE

Title:	Emergency Continuity Management Advisory Group - Terms of Reference
Date Prepared:	July 22, 2022
Report To:	Committee of the Whole
Councillor and Role:	Mayor Danny Breen, Governance & Strategic Priorities
Ward:	N/A

Decision/Direction Required: Council's approval of the Terms of Reference for the Emergency Continuity Management Advisory Group.

Discussion – Background and Current Status: The City of St. John's Emergency and Continuity Management Policy was formally approved on November 29th, 2021, and as a part of that policy, it was agreed to establish an internal Emergency Continuity Management Advisory Group.

The role of the Emergency and Continuity Management Advisory Group is to:

- review the state of Emergency and Continuity management in the City;
- provide management oversight of associated program and planning activities; and
- report to and provide advice to Council on the development and implementation of the Program and related plans and activities;
- as further detailed in the Emergency and Continuity Management Procedures.

The Emergency and Continuity Management Advisory Group is responsible for:

- providing strategic input in coordinating the development, implementation, evaluation, maintenance, and continuous improvement of the policy, Program, and related plans; and
- implementing the policy and Program elements assigned to them.

The Emergency and Continuity Management Advisory Group shall consist of the following, or their designates:

- Mayor;
- City Manager;
- City Solicitor
- Deputy City Manager, Finance and Administration;
- Deputy City Manager, Community Services;
- Deputy City Manager, Public Works;
- Deputy City Manager, Planning, Engineering and Regulatory Services;
- Manager, Emergency and Safety Services; and
- Fire Chief/Director of Regional Fire Services.

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The City Manager shall be the Chair of the Advisory Group, and the Fire Chief/Director of Fire Services and the Deputy City Manager of Finance and Administration shall be co-chairs.

Key Considerations/Implications:

1. Budget/Financial Implications: There are no new budget or financial implications associated with the Terms of Reference.
2. Partners or Other Stakeholders: Not applicable.
3. Alignment with Strategic Directions:

An Effective City: Work with our employees to improve organizational performance through effective processes and policies.

A Connected City: Develop and deliver programs, services and public spaces that build safe, healthy and vibrant communities.

4. Alignment with Adopted Plans: The City of St. John's Emergency and Continuity Management Policy, Business Continuity Plan, [City of St. John's Act](#), Emergency and Continuity Management Procedures, Emergency Management Plan and the [Emergency Services Act](#)
5. Accessibility and Inclusion: Not applicable
6. Legal or Policy Implications: Not applicable
7. Privacy Implications: Not applicable
8. Engagement and Communications Considerations: Not applicable
9. Human Resource Implications: Not applicable
10. Procurement Implications: Not applicable
11. Information Technology Implications: Not applicable
12. Other Implications: Not applicable

Recommendation:

That Council approve the Terms of Reference for the Emergency Continuity Management Advisory Group as presented.

Prepared by: Christine Carter, Legislative Assistant

Approved by:

Report Approval Details

Document Title:	Emergency Continuity Management Advisory Group Terms of Reference.docx
Attachments:	- Terms of Reference - Emergency Continuity Management Advisory Group Final.doc
Final Approval Date:	Jul 25, 2022

This report and all of its attachments were approved and signed as outlined below:

Karen Chafe - Jul 24, 2022 - 10:22 AM

No Signature found

David Day - Jul 25, 2022 - 1:26 PM