

## 1. GENERAL INFORMATION

Advisory Group Name	Emergency and Continuity Management Advisory Group
Reporting to	Committee of the Whole
Date of Formation	April 2022
Meeting Frequency	Minimum of 2 times per year, typically once every six months
Staff Lead	Manager of Emergency and Safety Services
Staff Liaison	Others as required as per Section 3.1.2
Council Member Champion	Mayor Danny Breen

## 2. PURPOSE

The Emergency and Continuity Management Advisory Group will provide program goals, objectives and performance measures to the City’s Emergency and Continuity Management program. At a minimum, the Group will.

- 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.

Advisory group recommendations to Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. The purpose of the Emergency and Continuity Management Advisory Group in relation to specific City policies, plans and strategies is as follows:

Advisory Group Relationship to Strategic Plan:

- The policy aligns with the “An Effective City” strategic direction in the Strategic Plan and is part of an activity detailed in the 2020 Action Plan:
  - Goal - Work with our employees to improve organizational performance through effective processes
  - Initiative - Improve processes, policy, and procedures related to emergency and safety services

Applicable Legislation/City Bylaws:

- [City of St. John's Act](#)
- [Emergency Services Act](#)

Other City Plans:

- City of St. John's Emergency and Continuity Management Program
- City of St. John's Business Continuity Plan
- Emergency and Continuity Management Policy
- Emergency and Continuity Management Procedures
- City of St. John's Emergency Management Plan

### 3. MEMBERSHIP AND COMPOSITION

#### 3.1 Composition

- a) The Advisory Group shall consist of the following, or their designates:
- i. Mayor
  - ii. City Manager
  - iii. City Solicitor
  - iv. Deputy City Manager (DCM), Finance and Administration
  - v. DCM, Community Services
  - vi. DCM, Public Works
  - vii. DCM, Planning, Engineering and Regulatory Services
  - viii. Manager, Emergency and Safety Services
  - ix. Fire Chief/Director of Regional Fire Services

#### 3.1.2 Staff and Council Members (Ex-Officio Members)

##### Staff Lead (1 member)

The Manager, Emergency and Safety Services is the staff lead to the advisory. Other staff support/attendance may be requested by the Lead Staff where required.

##### Group Chair

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

##### Council (1 member)

The Mayor will act as Advisory Group spokesperson/champion.

## 4. ROLES, RESPONSIBILITIES AND REPORTING

### 4.1 Roles and Responsibilities

**As a Municipal advisory body, Advisory Group roles include:**

- Advising and making recommendations to standing group(s) of council, in a manner that will support City policy matters relevant to the group's defined [Purpose](#).
- Working within given resources.

#### **Shared Member Responsibilities**

##### **Conduct**

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Advisory group members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other group members.

##### **Preparation**

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

##### **Agendas**

- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory group meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda at the discretion of the Staff Lead.

##### **Subcommittees**

When deemed necessary, the Committee may strike a subcommittee or working group to deal with specific issues or deliverables. Subcommittees shall have at least one advisory committee member.

Composition may also include other members of the public and organizational representatives.

Subcommittees shall meet as an independent group, and reporting to the advisory committee as deemed necessary by the committee Chair or Lead Staff.

## 4.2 Member Roles and Responsibilities

### 4.2.1 City Staff

#### Chair

- The presiding officer of an advisory group will be referred to as "Chair". The role of the Chair will be filled by the City Manager or delegate.
- Uphold advisory group processes and functions in accordance with all terms presented, maintaining productivity and focus.
- Where appropriate, support the Lead Staff in fulfilling group requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).
- Review advisory group terms of reference with Staff Lead at the end of each term and be prepared to propose amendments as needed.

#### Staff Lead

- Ensure the group is informed about City policy, procedure and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist group where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair for distribution.
- Incorporate input from the advisory group into the Emergency and Continuity Management program where appropriate (e.g. projects, staff updates, publications)

#### Staff Liaisons

- Represent interests of department.
- Act as a subject matter expert.

#### City Clerk

- To be responsible for administrative functions related to advisory group operation, establishment, review, and term amendments. This includes leading or supporting day-to-day group activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory group agendas and reporting forms (i.e. meeting notes/minutes).

**4.2.2 Council**

The Mayor will sit on the advisory group as the Advisory Group Champion. In accordance with the role of advisory groups (i.e. to advise council through Committee of the Whole), and to promote and enhance the group’s advisory function, council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the group and council.

In cases where an item of group business (as detailed in a given meeting agenda) would benefit from having more than one council representative attend, it will be the responsibility of the Chair and/or Staff Lead to inform council.

**4.3 Reporting**

The Emergency and Continuity Management Advisory Group shall report through the Committee of the Whole to City Council; however, depending on the issue, reports may be directed to another standing group or directly to Council where appropriate.

**5. OTHER GOVERNANCE**

**5.1 Review of Terms**

Considering recommendations from the Group Chair and Council Champion, the Lead Staff will review Advisory Group Terms of Reference documents every two years. The purpose of this review will be to ensure that the operations and function of each group are still aligned with its defined purpose (i.e. the advisory group remains relevant to City Plans). A review template will be used to maintain consistency. Through this review process amendments to advisory groups will be proposed and adjustments made to Terms of Reference as required.

**5.2 Meetings and Schedules**

Advisory Groups are to formally meet at least three times per year. The exact frequency of advisory group meetings will be determined by the Chair and the Lead Staff.

Unless otherwise specified (generally one week prior to a meeting) advisory group meetings shall be held at City Hall and shall be closed to the public.

**Alternative Meeting Formats:**

To facilitate participation and scheduling, remote meeting formats such as video conference and/or teleconference will be employed as determined to be effective and feasible by the Group Chair.

**5.3 Conflicts of Interest and Confidentiality**

**Conflicts of Interest**

A conflict of interest refers to situations in which personal, occupational, or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the group activities. A conflict of interest may be real, potential, or perceived in nature. Conflict of Interest may occur when a Group member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the Group member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Group agenda or Group discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Group.

**Confidentiality**

All Group members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Emergency and Continuity Management Advisory Group.

**Staff Lead Name: David Day**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Chair Name: Kevin Breen**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_