



# EMERGENCY MANAGEMENT SUBCOMMITTEE

## IAMC-TMX TERMS OF REFERENCE

### 1 MANDATE

---

The Emergency Management (EM) Subcommittee is mandated to build on the work of the Emergency Management Working Group to fulfill the IAMC's goals and purposes regarding an all-hazards approach to emergency management. These goals and purposes are set out in the IAMC-TMX Terms of Reference (specifically Section 19e), the Strategic Directions document, and Records of Decision (RODs).

### 2 PURPOSES

---

The four identified goals of the EM subcommittee are to:

1. Identify and facilitate opportunities for greater Indigenous inclusion in Emergency Management,
2. Improve Indigenous communities emergency preparedness with an all hazards approach,
3. Inform and engage the IAMC-TMX, and Indigenous Communities on issues related to Emergency Management, and
4. Inform policy development.

### 3 MEMBERSHIP

---

#### 3.1 SUBCOMMITTEE MEMBERS

Initial membership on the subcommittee will include all current members of the Emergency Management Working Group on the date at which this Terms of Reference is approved by the IAMC. Over time, members may be added or removed by the Committee through processes that it develops, which will consider subject matter expertise and regional interests. There is no maximum number of members, however at a minimum the subcommittee will strive to include the following:

- Members or representatives of Indigenous communities impacted by the Trans Mountain Expansion Project.
- An Indigenous representative from the IAMC Marine Shipping Subcommittee
- A representative from Natural Resources Canada
- A representative from the Canada Energy Regulator
- A representative of the First Nations Emergency Services Society of BC

### **3.2 RELATIONSHIP WITH INDIGENOUS COMMUNITIES**

The subcommittee recognizes the interests, rights and objectives of Indigenous Communities regarding Emergency Management, and will work to ensure collaborative, inclusive and meaningful Indigenous involvement are addressed through subcommittee work.

### **3.3 RELATIONSHIP WITH MARINE SHIPPING SUBCOMMITTEE**

The Emergency Management subcommittee recognizes that the Marine Shipping Subcommittee (MSSC) is the IAMC lead on the marine safety regime, which includes emergency management, and that there is a need for ongoing collaboration. The subcommittee will maintain open lines of communication with the MSSC about emergency management.

To ensure connectivity, at least one Indigenous representative from the MSSC will endeavor to participate in the subcommittee. Likewise, a member of the emergency management subcommittee will participate at the MSSC table 3 times per year to provide a joint update with the MSSC representative and discuss progress with respect to an all hazards approach to marine emergency management in a marine context.

Agenda items of the Emergency Management Subcommittee will consistently include MSSC to advance the emergency management needs in the marine space. Federal members of the MSSC may be invited to attend meetings on an as-needed basis.

### **3.4 RELATIONSHIP WITH OTHER IAMC – TMX SUBCOMMITTEES**

The Emergency Management subcommittee recognizes that it is important to collaborate with other subcommittees: Indigenous Monitoring, Socio-Economic, and the Operations Subcommittee's. To allow for open communications and information exchange between the listed subcommittee's, they will be provided the opportunity to attend Emergency Management subcommittee meetings, as guests, based on invitation and availability, and they will identify a member who will attend meetings on their behalf.

### **3.5 RELATIONSHIP WITH PROPONENT**

The subcommittee recognizes the importance of proactive and productive engagement with Trans Mountain Corporation (TMC) and encourages the ongoing participation of a TMC representative with the subcommittee, as appropriate, with the aim of promoting continual improvement of its safety culture and performance, and its relations and engagement with Indigenous Communities.

### **3.6 RELATIONSHIP WITH OTHER ORGANIZATIONS**

Emergency Management is a shared responsibility that relies on ongoing cooperation and communication between all levels of government – federal, provincial, and Indigenous. Therefore, the subcommittee may at times require the participation other organizations, which it will request from time-to-time on an as-needed bases. These organizations could include other federal departments (e.g. Transport Canada, Crown Indigenous Relations,



Transportation Safety Board, or Indigenous Services Canada), or provincial bodies (e.g. Emergency Management BC, Alberta Emergency Management Agency).

### **3.7 CHAIRPERSON**

Once membership of a subcommittee is established, the Committee will appoint a chairperson. The subcommittee will determine at least one person but no more than two to be appointed Chairperson(s), on a consensus basis. If consensus cannot be reached, the IAMC will determine the chairperson.

The chairperson(s) will ensure that the subcommittee functions properly, that there is full participation during meetings that all relevant matters are discussed and that effective decisions are made and carried out.

As internal spokesperson(s), the chairperson(s) will be responsible for providing updates to the Committee on the subcommittee's progress, including presentation of the work plan, bringing forward items for decision by the Committee, and making formal recommendations to the Committee on behalf of the subcommittee. The chairperson(s) will also be responsible for liaison with other subcommittees.

If the Chairperson is not a member of the IAMC Indigenous Caucus, then the Caucus will identify one member to serve as "Emergency Management Champion" to ensure that Emergency Management is represented in key IAMC discussions.

## **4 MEETINGS**

---

The subcommittee will meet every four weeks if the work requires it, or more frequently as agreed to by members.

### **4.1 QUORUM**

Quorum for subcommittee meetings requires:

- The attendance of at least 50% of the membership of the subcommittee, which must include at least two Indigenous member(s) and one Government member.
- The members of the subcommittee may participate in the meeting from separate locations by means of telephone or videoconference which allows members to be counted in the quorum accordingly.

### **4.2 DECISION MAKING**

Recommendations and decisions will be made by consensus of subcommittee members. If required, subcommittee decisions can be made by email. Meaning of consensus. For the purposes of the Committee, consensus means the general agreement of all Committee members on a course of action. Consensus does not require concurrence on every point,

but rather broad agreement on the general approach and willingness to accept the overall course of action. Points of disagreement may be identified along with an explanation as to why agreement on those points has not been possible. In order to ensure the broadest possible consideration of options and possibilities, all suggestions are considered tentative until consensus is achieved on the overall course of action.

#### **4.3 PROCEDURES**

The subcommittee will determine its own procedures, except as otherwise stated in this document.

### **5 RESPONSIBILITIES**

---

The subcommittee must nominate a Chairperson, who must be confirmed by the Committee.

The subcommittee must prepare an annual workplan which includes activities, accountabilities, budgets, and timeframes.

The chairperson(s) to provide support drafting work plans, setting meeting agenda's, drafting record of decisions, and making logistical arrangements for meetings.

The subcommittee must oversee and track progress towards completing approved workplan activities, and report to the Committee on its progress at regular intervals.

The subcommittee to provide updates, recommendations to higher level's of IAMC-TMX on critical matters or issues in relation to Emergency Management.

The subcommittee to work with the Canada Energy Regulator and Trans Mountain Corporation, and other provincial/ federal regulators as identified/invited to advance indigenous interests, and engagement regarding emergency management related objectives.

### **6 SECRETARIAT AND OTHER SUPPORTS**

---

The IAMC-TMX Secretariat will identify a Secretariat Lead or Program Manager to support the work of the subcommittee. Secretariat Leads/Program Managers will work closely with the chairperson(s) to provide support drafting work plans, setting meeting agenda's drafting record of decisions, establishing linkages with other federal departments, and making logistical arrangements for meetings.

Indigenous Caucus staff may attend meetings to support Caucus members, where and as needed.

Partner organizations in the IAMC-TMX initiative will support the work of the subcommittee.

# INDIGENOUS



Advisory and Monitoring Committee

The Subcommittee may decide to make use of third party contractors to assist in fulfilling its mandate, which will be procured following all relevant Committee and Government of Canada process.