



CATCA National Committee for Disaster Preparedness and Response - Terms of Reference

Committee Name: CATCA National Committee for Disaster Preparedness and Response

Type: Advisory

Purpose /Responsibilities:

- To lead efforts in addressing the challenges posed by natural disasters, public health crises, and other emergencies.
- To promote the safety and resilience of CATCA members and their families by advocating for effective disaster preparedness and response strategies.

Responsibilities:

- **Engagement:** Foster dialogue with like-minded organizations, including the NATCA Disaster Response Committee, to enhance collaborative disaster response efforts.
- **Advocacy:** Work with NavCanada to strengthen disaster preparedness plans, response policies, and equitable access to relief resources for employees and their families.
- **Support:** Provide guidance to other unions in developing workplace-specific emergency plans and negotiating disaster-related contract provisions.
- **Partnerships:** Build relationships with community organizations, emergency management agencies, and stakeholders to enhance collective disaster response capabilities.
- **Monitoring:** Stay informed about emerging threats such as climate events, pandemics, and technological hazards to proactively address potential challenges.
- **Learning:** Incorporate lessons learned from past events into future preparation and response efforts.

Authority:

- The committee will make recommendations to the CATCA Executive Board regarding disaster preparedness and response strategies.

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Composition:

- **Number of Members:** At least 4 members.
- **Eligibility:** Open to all CATCA members, with a focus on those with expertise in disaster response and preparedness.
- **Selection:** Members will be appointed by the CATCA Executive Board.
- **Chair:** The committee will elect a Chair from among its members.

Meetings:

- **Frequency:** The committee will meet at least quarterly.
- **Format:** Meetings will be conducted via teleconference or in-person as needed.

Budget:

- A budget that is appropriate for the year and events will be allocated to support the committee's activities, including funding for in-person meetings when able.
- Additional funding may be sought to assist members affected by the disasters. Since disasters do not occur on a regular basis, we cannot guarantee with certainty the costing but will endeavour to provide financial assistance to the committee to meet and be prepared and be present when they occur.

Deliverables:

- Bi-annual communication with CATCA membership to promote awareness of disaster preparedness and response initiatives.
- Development of actionable recommendations for improving disaster response strategies within CATCA.

Review:

- The Terms of Reference will be reviewed annually by the committee and amended as necessary.
- The Executive Board will review the ToR in the fall before the end of the term to ensure they are set for the next term.
- Any amendments to these Terms of Reference may be proposed by committee members and must be approved by the CATCA National Board.
- All amendments must remain consistent with the committee's primary purpose: providing disaster relief and supporting CATCA members with information and guidance during emergencies or similar events.