

Emergency Management Program Committee

Terms of Reference

Term	Description
Goals	As a provincially mandated body the Emergency Management Program Committee oversees the implementation and operation of the City's Emergency Management Program as required by the <i>Emergency Management and Civil Protection Act</i> .
Objectives	<p>The committee ensures the continual development of programs to increase municipal preparedness, improve municipal emergency response, mitigate risks and hazards, and recover from emergencies.</p> <p>The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to Council for its revision if necessary.</p>
Membership	<p>Mayor, or designate</p> <p>City Manager</p> <p>Fire Chief (or alternate)</p> <p>Cambridge Deputy City Manager, Corporate Enterprise (or alternate)</p> <p>Cambridge Deputy City Manager, Community Development (or alternate)</p> <p>Cambridge Deputy City Manager, Infrastructure Services (or alternate)</p> <p>Cambridge Deputy City Manager, Corporate Services (or alternate)</p> <p>City Solicitor (or alternate)</p> <p>City Clerk (or alternate)</p> <p>Director of Corporate Communications (or alternate)</p> <p>Chief Financial Officer (or alternate)</p> <p>Assistant Deputy Fire Chief (CEMC or alternate)</p> <p>The Assistant Deputy Fire Chief maintains a list of alternates.</p>
Co-Chairs	<p>City Manager (or alternate)</p> <p>Assistant Deputy Fire Chief (CEMC)</p>

Term	Description
Meetings	Meetings may be held at a minimum of once a year.
Minutes	Minutes will be taken and shared via email to all members. Minutes will be reviewed for approval at the start of each meeting.
Accountability	<p>This is a standing committee required by the provincial <i>Emergency Management and Civil Protection Act</i> and approved by Council.</p> <p>This committee is accountable to Council and shall advise Council on the development and implementation of the municipality's emergency management program as required.</p>
Agenda	The agenda will be prepared by the Assistant Deputy Fire Chief in consultation with the committee members.
Attendance	If the primary representative cannot attend, they should send a suitable alternate.
Quorum	At minimum 50% plus 1 must be represented.
History	<p>Author(s) of Terms of Reference: Gina Cliffe</p> <p>Date the EMPC approved: June 9, 2015</p> <p>Updated: May 25, 2019</p> <p>Update: November 15, 2020</p> <p>Updated: Dec 1, 2022</p> <p>Updated: November 30, 2023</p> <p>Updated: September 17, 2024</p>