



## Community Emergency Management Program Committee (CEMPC) – Terms of Reference

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### 1.0 Authority

In accordance with the Emergency Management and Civil Protection Act, and Ontario Regulation 380/04 Section 11, a Municipality must form a committee responsible with developing and maintaining an emergency management strategy and providing the necessary equipment and training to respond to significant emergencies and disasters.

### 2.0 Purpose, Mandate and Scope

The purpose of the Community Emergency Management Program Committee is to oversee the development, implementation and maintenance of the Cobourg Community Emergency Management Program in accordance with Regulation 380/04 and in accordance with the Term of Council Priorities to continue to ensure the safety and well-being of Cobourg citizens.

The Community Emergency Management Program Committee possesses the legislated accountability to annually review the Cobourg Community Emergency Management Program to verify compliance with the Emergency Management and Civil Protection Act. The review and commentary of the Program shall be submitted to Emergency Management Ontario (EMO).

The Community Emergency Management Program Committee shall be responsible for:

- The annual review of the Municipality's Emergency Management Program and make recommendations, if applicable, for program changes or enhancements to the Council.
- Address business that is presented by the Community Emergency Management Coordinator (CEMC) and Emergency Planner.
- Remain familiar with the contents of the Program and routinely be prepared to offer suggestions for changes and improvements.
- Review and comment on emergency management related matters and documents that are periodically presented to the Committee.
- As individuals or as a group of Committee Members participate in research, development, and implementation of new concepts and documents.
- Designate and assign Committee Members and/or staff to function as Sub-Committees to assist the Committee as required with special projects.

### **3.0 Composition and Terms of Appointments**

The Community Emergency Management Program Committee (CEMPC) shall be comprised of:

Mayor  
Coordinator of Protection Services  
Chief Administrative Officer  
Fire Chief CEMC – Chair of CEMPC  
Emergency Planner – CEMC Alternate  
Deputy Chief of Fire – Alternate CEMC  
Police Chief or Alternate  
Director of Public Works  
Director of Corporate Services  
Director of Community Services  
Municipal Clerk

Council may also appoint such other persons who are either:

- Officials or employees of any level of government who are involved in emergency management.
- Representatives of organizations outside government who are involved in emergency management.
- Persons representing industries that may be involved in emergency management.

The Term of Appointment for Council Representatives shall be for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

### **4.0 Reporting Structure**

The CEMPC shall report to the Municipal Council. Recommendations for Council's consideration are to be presented to Council in a Memo/Staff Report format.

### **5.0 Meeting Frequency**

Meetings are to be held at least twice per year. Notice will be provided 48 hours in advance. Meeting times will be determined by consensus of the Committee.