

## COMMITTEE OF THE WHOLE

MAY 2, 2005

### EMERGENCY MANAGEMENT PROGRAM COMMITTEE

(Referred from the Committee of the Whole (Working Session) meeting of April 26, 2005)

The Committee of the Whole (Working Session), at its meeting of April 26, 2005, recommended:

That this matter be referred to the Committee of the Whole meeting of May 2, 2005.

Council, at its meeting of April 25, 2005, adopted the following:

That this matter be referred to the Committee of the Whole (Working Session) meeting of April 26, 2005.

The Committee of the Whole (Working Session), at its meeting of April 12, 2005, recommended:

- 1) That the recommendation contained in the following report of the Fire Chief and the Manager of Emergency Planning, dated April 12, 2005, be approved, subject to deleting "12" where it appears in Clause 1;
- 2) That the following members of Council be appointed to the committee:
  - i) Regional Councillor Linda Jackson;
  - ii) Regional Councillor Joyce Frustaglio as the alternate regional councillor;
  - iii) Councillor Sandra Yeung Racco; and
  - iv) Councillor Alan Shefman;
- 3) That the Director of Corporate Communications be appointed as a member; and
- 4) That the Committee review additional members required, such as representatives from TransCanada Pipelines, CN Rail, CP Rail, York Region District School Board, York Catholic District School Board, York Region Community Services and Housing, Hospital Health Services and the industry, and that this be done early in the process.

### Report of the Fire Chief and Manager of Emergency Planning dated April 12, 2005

#### Recommendation

The Fire Chief and Manager of Emergency Planning in consultation with the City Manager and Senior Management Team recommends;

1. That Council adopt and enact a By-Law to establish an Emergency Management Program Committee for the City of Vaughan consisting of the following 12 members:
  - a. A Member of Council elected at large and a Ward Councillor as such members of Council as may be appointed by Council;
  - b. The City Manager as the Senior Municipal Official as a required appointment by Council,
  - c. The Fire Chief in his role as Community Emergency Management Program Coordinator as a statutory appointment;
  - d. The Commissioner of Community Services, the Commissioner of Economic/Technology Development and Communications, the Commissioner of Engineering and Public Works, the Commissioner of Finance and Corporate Services, the Commissioner of Legal and Administrative Services, the

- Commissioner of Planning and the Manager of Emergency Planning as such municipal employees who are responsible for emergency management functions as may be appointed by Council
- e. That Council request PowerStream to appoint a senior staff representative to the committee.
  2. That Council appoint the City Manager as the Chair of the Emergency Management Program Committee
  3. That each committee member in consultation with the Chair, where possible, designate an alternate delegate
  4. That the structure and operations of the Committee be evaluated one year after its inception to identify the need for membership amendments and/or operational changes.
  5. That Section 7.1.1 and 7.1.2 of the City of Vaughan Emergency Plan By-Law 348-2004 be amended.

### **Purpose**

To enact a By-Law to establish an Emergency Management Program Committee to be in compliance with the *Emergency Management Act – Regulations* Section 11.

### **Background - Analysis and Options**

The *Emergency Management Act (EMA) Regulations* came into force December 31, 2004. Section 11 of the regulations establishes the mandatory requirements of Emergency Management Programs Committees for Municipalities.

*Section 11(1-6) EMA Regulations states,*

- (1) *“Every municipality shall have an emergency management program committee.*
- (2) *“The committee shall be composed of*
  - a. *the municipality’s emergency management program co-coordinator;*
  - b. *a senior municipal official appointed by the council*
  - c. *such members of council, as may be appointed by council;*
  - d. *such municipal employees who are responsible for emergency management functions, as may be appointed by the council; and*
  - e. *such other persons as may be appointed by the council*
- (3) *The persons appointed under clause (2) (e) may only be,*
  - a. *officials or employees of any level of government who are involved in emergency management;*
  - b. *representatives of organizations outside government who are involved in emergency management;*
  - c. *persons representing industries that may be involved in emergency management*
- (4) *The council shall appoint one of the members of the committee to be the chair of the committee.*
- (5) *The committee shall advise the council on the development and implementation of the municipality’s emergency management program.*
- (6) *The committee shall conduct an annual review of the municipality’s emergency management program and shall make recommendations to the council for its revision if necessary.*

The EMA Regulations requires Emergency Management Program Committees to have a minimum of two members and further allows an unlimited number of members be appointed by Council.

A survey of 16 Greater Toronto Area municipalities regarding the structure and operations of their Emergency Management Program Committees indicated that 9 of the 16 municipalities contacted, had a committee structure in place. The remaining 7 municipalities, which include Mississauga, Markham, King, Region of York, East Gwillimbury, Whitchurch-Stouffville and

Georgina, are in the process of identifying committee members and operational structure. Committee membership, Chairs, meeting frequency and terms of reference varied between the communities. The following are the key findings noted from discussions with the GTA municipalities:

1. Committees sizes ranged from 16 to 30 members
2. Four of the nine communities with committees in place are in the process of evaluating their committee structures (Toronto, Brampton, Richmond Hill and Hamilton)
3. Meeting frequency varies from monthly to two meetings per year
4. Committee Chairs vary –
  - a. 2 Committees are chaired by the Community Emergency Management Coordinator,
  - b. 1 Committee is chaired by the Mayor,
  - c. 1 Committee is chaired by the Regional Chair
  - d. 1 Committee is chaired by a Ward Councillor
  - e. 2 Committees are chaired by the Chief Administrative Officer
  - f. 2 Municipalities have not yet appointed Committee Chairs
5. All 9 Community Emergency Management Program Committees report to Council either directly or through a Standing Committee of Council
6. Attachment 1 Table outlines the information collected on GTA Emergency Management Program Committees.

### **The City of Vaughan Emergency Management Program Committee**

Staff suggests the mandate of the committee be that it functions as an accountable body that guides and oversees the development, implementation, and maintenance of the Emergency Management Program to improve public safety and create a disaster-resilient community.

Staff further suggests that the committee would be accountable to Council and that the City Manager be appointed as the Committee Chair.

### **Expectations of Members**

- To attend meetings 3 to 6 times per year as directed by the Chair
- Complete tasks as assigned
- Provide expertise related to knowledge of local area, industrial facilities, transportation systems, climate conditions, land use, location and nature of local infrastructure, special needs of the population, tactical emergency response needs, municipal resources, communications systems and emerging trends
- To achieve quorum, 7 of the 12 members must be in attendance
- Report and make recommendations to Council on program activities for Council approval and/or endorsement
- Direct program staff and Emergency Planning Working Group to implement program recommendations

At this time, staff suggests that no other external agency representatives be appointed. This will provide the opportunity for the Emergency Management Program Committee to operate for a period of one year in overseeing, and making such recommendations to revise the program and corporate policy regarding emergency management activities. After one year of operation, the committee members will evaluate the committee structure and operations and make recommendations to Council regarding any membership and operational changes, which may be required.

### **Relationship to Vaughan Vision 2007**

This report is consistent with the priorities previously set by Council to develop and implement an emergency management program to comply with the *Emergency Management Act* (VVA-2-1).

The necessary resources have been allocated and approved for the Emergency Management Program Committee.

### **Conclusion**

An Emergency Management Program Committee is a mandatory requirement under the *Emergency Management Act Regulations*. Under the Regulations,

1. The Fire Chief as Community Emergency Management Coordinator (CEMC) is a statutory appointment
2. Council must appoint a senior municipal official and a Committee Chair.
3. Council may appoint others to the Committee

Staff has respectfully recommended a committee structure and membership in accordance with the *Emergency Management Act Regulations*.

### **Attachments**

1. GTA Community Emergency Management Program Committees
2. Emergency Management Program Description
3. Draft Terms of Reference for the City of Vaughan Emergency Management Program Committee
4. Amended Section of the City of Vaughan Emergency Plan.

### **Report prepared by:**

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**GTA COMMUNITY EMERGENCY MANAGEMENT COMMITTEES**

	<b>Toronto</b>	<b>Brampton</b>	<b>Richmond Hill</b>
<b>Members</b>	<ul style="list-style-type: none"> <li>• Mayor</li> <li>• Ward Councillor</li> <li>• CAO</li> <li>• Commissioner Works and Emergency Services</li> <li>• Commissioner Community and Neighbourhood Services</li> <li>• Commissioner Urban Development Services</li> <li>• Commissioner Economic Development, Culture and Tourism</li> <li>• Commissioner Corporate Services</li> <li>• Chief Financial Officer/Treasurer</li> <li>• Medical Officer of Health</li> <li>• Fire Chief</li> <li>• Chief Emergency Medical Services</li> <li>• City Solicitor</li> <li>• Manager, Office of Emergency Management</li> <li>• Police Chief</li> <li>• GM of TTC</li> <li>• TRCA Representative</li> <li>• Port Authority Representative</li> <li>• Hydro One Representative</li> <li>• Enwave Representative</li> <li>• Enbridge Representative</li> <li>• Bell Representative</li> <li>• Insurance Bureau of Canada Representative</li> <li>• St. John Ambulance</li> <li>• Toronto District School Board</li> <li>• Toronto Catholic School Board</li> <li>• Ontario Hospital Association</li> <li>• Toronto District Health Council</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Ward Councillors</li> <li>• Emergency Measures Supervisor</li> <li>• Executive Director of Management Services</li> <li>• District Chief Fire and Emergency Services</li> <li>• Chief Information Officer</li> <li>• Manager Corporate Communications</li> <li>• City Clerk</li> <li>• Manager Recreation Services</li> <li>• Operations Supervisor Works and Transportation</li> <li>• Constable Emergency Measures Peel Police</li> <li>• Director Ambulance and Emergency Programs Region of Peel</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor</li> <li>• 2 Alternate Mayors</li> <li>• CAO</li> <li>• Commissioner Corporate Services</li> <li>• Director of Communications</li> <li>• City Clerk</li> <li>• Director Human Resources</li> <li>• Director Information Technology</li> <li>• Commissioner Engineering and Public Works</li> <li>• Director Asset Management</li> <li>• Director Roads, Water Wastewater</li> <li>• Commissioner Finance</li> <li>• Director Financial Services</li> <li>• Director Revenue</li> <li>• City Solicitor</li> <li>• Commissioner Parks Recreation and Culture</li> <li>• Director Parks and Recreation</li> <li>• 3 Recreation facilities Staff</li> <li>• Fire Chief</li> <li>• Deputy Chief/CEMC</li> <li>• 2 Fire Public Ed Officers</li> <li>• 2 Fire Operations Officers</li> <li>• 2 Training Officers</li> <li>• Commissioner Planning and Development</li> </ul>
<b>No. Members</b>	28	16	30
<b>Chair</b>	Mayor	Ward Councillor	CAO
<b>Alternate Chair</b>		Ward Councillor	Deputy Chief/CEMC
<b>Meeting Frequency</b>	Twice yearly and as called by the Chair	5 times per year	Twice yearly
<b>Reports To</b>	Council through the Community Services Committee	Council through Community Services Committee	Council and Senior Management Team
<b>Committee Status</b>	Under review due to internal restructuring	Under review as council size will be increasing	Membership under review
<b>Other Comments</b>	Have Terms of Reference	Have Terms of Reference	Have Terms of Reference

	<b>Georgina</b>	<b>Hamilton</b>	<b>Newmarket</b>
<b>Members</b>	<ul style="list-style-type: none"> <li>• Mayor</li> <li>• Deputy Mayor</li> <li>• CAO</li> <li>• Deputy Fire Chief/Community Emergency Management Coordinator</li> <li>• Director Administrative Services</li> <li>• City Clerk</li> <li>• Manager of Finance</li> <li>• Manager of Human Resources</li> <li>• Manager Law Enforcement</li> <li>• Manager of Purchasing</li> <li>• Manager of Tax and Water</li> <li>• Fire Chief</li> <li>• Manager Information Technology</li> <li>• Director of Engineering and Public Works</li> <li>• Director of Leisure Services</li> <li>• Director of Planning and Building</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Municipal Official – not identified</li> <li><b>All department representatives are managers or supervisors</b></li> <li>• Hamilton Police</li> <li>• Emergency Medical Services</li> <li>• Fire Services</li> <li>• Public Health and Community Services</li> <li>• Public Works</li> <li>• Human Resources</li> <li>• Corporate Communications</li> <li>• Community Emergency Management Coordinator</li> <li>• Utilities Representatives (3)</li> <li>• Port Authority</li> <li>• Hamilton District School Board</li> <li>• Hamilton Catholic School Board</li> <li>• Hamilton Airport</li> <li>• Community Awareness and Emergency Response Committee Member</li> <li>• Hospitals Representative</li> <li>• Industry Representative</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor</li> <li>• CAO</li> <li>• Fire Chief/CEMC</li> <li>• Director Public Works and Environmental Services</li> <li>• Director of Corporate Services</li> <li>• Town Clerk</li> <li>• Director Finance</li> <li>• Director Building and By-Law</li> <li>• Director Parks Recreation and Culture</li> <li>• Commissioner Legal, Development Services and Town Solicitor</li> <li>• Director Planning</li> <li>• Manager Purchasing</li> <li>• Manager Telecommunications and Information Technology</li> <li>• Manager Corporate Communications</li> <li>• General Manager Newmarket Hydro</li> <li>• Region of York Police</li> <li>• Director Emergency Management Region of York</li> <li>• South Lake Regional Health Centre</li> </ul>
<b>No. Members</b>	16	19	18
<b>Chair</b>	CAO	To Be Determined	Fire Chief/CEMC
<b>Alternate Chair</b>			
<b>Meeting Frequency</b>	Not determined as of yet	Monthly	2 to 3 times per year
<b>Reports To</b>	Council	Council through Community Control Group	Council
<b>Committee Status</b>	Newly established	Under review and redevelopment	Handle most business through email
<b>Other Comments</b>	No Terms of Reference	Draft Terms of Reference	No Terms of Reference

	<b>Aurora</b>	<b>Region of Peel</b>	<b>Region of Halton</b>
<b>Members</b>	<ul style="list-style-type: none"> <li>• Mayor</li> <li>• CAO</li> <li>• Fire Chief/CEMC</li> <li>• Director Public Works and Environmental Services</li> <li>• Director of Corporate Services/Town Clerk</li> <li>• Director Finance</li> <li>• Director Building and By-Law</li> <li>• Director Leisure Services</li> <li>• Town Solicitor</li> <li>• Director Planning</li> <li>• Manager Purchasing</li> <li>• Manager Telecommunications and Information Technology</li> <li>• Communications Marketing Coordinator</li> <li>• General Manager Aurora Hydro</li> <li>• Region of York Police</li> <li>• Director Emergency Management Region of York</li> <li>• Regional Health Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Chair</li> <li>• 4 Regional Councillors</li> </ul> <p><b>Departmental Representatives are Managers or Directors</b></p> <ul style="list-style-type: none"> <li>• Ambulance Service</li> <li>• Emergency Management Coordinator</li> <li>• Peel Regional Police</li> <li>• Health Department</li> <li>• Long Term Care</li> <li>• Financial Services</li> <li>• Purchasing Services</li> <li>• Regional Clerks</li> <li>• Access Peel</li> <li>• Legal Services</li> <li>• Public Works</li> <li>• Corporate Energy Information Technology</li> <li>• Human Resources</li> <li>• Social Services</li> <li>• Planning</li> <li>• Executive Office</li> <li>• Corporate Communications</li> <li>• Property Services</li> <li>• Housing</li> <li>• Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Chair</li> <li>• 4 Regional Councillors</li> <li>• Regional CAO</li> <li>• Police Chief</li> <li>• Regional Fire Coordinator</li> <li>• Commissioner of Social and Community Services</li> <li>• Commissioner and Medical Officer of Health</li> <li>• Commissioner Planning and Public Works</li> <li>• Commissioner Corporate Services and Regional Treasurer</li> <li>• Director Land Ambulance Service</li> <li>• Senior Policy Advisor-Emergency Planning</li> <li>• Community Emergency Management Coordinator</li> <li>• CAO Burlington or alternate</li> <li>• CAO Oakville or alternate</li> <li>• CAO Milton or alternate</li> <li>• CAO Halton Hills or alternate</li> <li>• Halton Conservation Authority</li> <li>• Halton Healthcare Services</li> <li>• Joseph Brant Memorial Hospital</li> <li>• William Osler Heath Centre</li> <li>• Community Care Access Centre</li> </ul> <p><b>Each appointee also has a designated alternate</b></p>
<b>No. Members</b>	17	21	24
<b>Chair</b>	Fire Chief/CEMC	To be determined	Regional Chair
<b>Alternate Chair</b>			
<b>Meeting Frequency</b>	2 to 3 times per year	6 Times per year	Quarterly
<b>Reports To</b>	Council	Council through the Emergency and Protective Services Committee	Council through Administration and Finance Standing Committee
<b>Committee Status</b>	Handle most business through email	Committee Structure recently revised but not appointed by council as of yet	Each member has been appointed by Council
<b>Other Comments</b>	No Terms of Reference	Regional Chair and 4 Regional Councillors only attend one meeting per year.	Have Terms of Reference

## **City of Vaughan Emergency Management Program**

The Emergency Management Act requires every municipality to develop and implement an Emergency Management Program. The Ministry of Community Safety and Correctional Services has established standards by which the Essential, Enhanced and Comprehensive Levels of an Emergency Management Program are measured. The Act identifies the mandatory components of an Emergency Management Program. The City of Vaughan Emergency Management Program incorporates these standards and components, into our program. The program activities include, but are not limited to

### Administration

- Designation of a Community Emergency Management Coordinator in alternates
- Formulation of a Community Emergency Management Committee that will be responsible for assisting in the development, implementation and evaluation of the Emergency Management Program
- Ensuring the primary and alternate Emergency Operations Centres are equipped for effective operations
- Designation of a Public Information Officer and Centre
- Annual Program review.

### Emergency Plan

- Formulation of a plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency
- Annual review and if necessary revision of the plan
- Development of supporting plans for high risks
- Development of response strategies for identified hazards
- Development and implementation of an Incident Management System within the structure of the plan
- Development of a supporting plan for the dissemination of emergency information
- Development of prevention/mitigation strategies and plans for identified high risks
- Development of a recovery plan for high risks
- Development of a community evacuation plan

### Training and Exercise Program

- Implementation of a staff-training program for the Emergency Management Team in the strategies and methodologies of emergency planning, response and recovery.
- Development and implementation of an emergency exercise program to test the Emergency Plan and train the Emergency Management Team on identified risks in the community
- Designing varying degrees of complex exercises based upon identified hazards

### Hazard Identification, Risk Assessment and Critical Infrastructure Identification

- Identification of potential hazards and risks in the community which could cause an emergency
- Identification of critical infrastructure in the community that could be impacted by an emergency
- Reassessment and updating yearly
- Development and implementation of guidelines for risk-based land use planning
- Designation of dangerous goods routes

### Public Awareness and Education Program

- Development and implementation of public awareness initiatives to promote personal emergency preparedness



- Development and implementation of a public education program based on identified risks and management strategies.

## **EMERGENCY MANAGEMENT PROGRAM COMMITTEE TERMS OF REFERENCE – DRAFT**

### **MANDATE**

The committee functions as an accountable body that guides and oversees the development, implementation, and maintenance of the Emergency Management Program to improve public safety and create a disaster-resilient community.

### **EXPECTATIONS OF MEMBERS**

- To attend meetings 3 to 6 times per year as directed by the Chair
- Complete tasks as assigned
- Provide expertise related to knowledge of local area, industrial facilities, transportation systems, climate conditions, land use, location and nature of local infrastructure, special needs of the population, tactical emergency response needs, municipal resources, communications systems and emerging trends
- To achieve quorum, 7 of the 12 members must be in attendance
- Report and make recommendations to Council on program activities for Council approval and/or endorsement
- Direct program staff and Emergency Planning Working Group to implement program recommendations

### **OBJECTIVES**

- Oversee the development, implementation and maintenance of the City of Vaughan Emergency Management Program.
- Ensure that program activities are provided in accordance with the *Emergency Management Act*, its Regulations, other relevant legislation, corporate policies and procedures and industry standards.
- Annually review the program and make recommendations for program revisions to Council as needed.
- Oversees and receives reports on the activities of the Emergency Planning Working Group
- Provide guidance and assistance in setting priorities and goals for the Emergency Management Program.
- Provide recommendations on personnel, resources and equipment needs for the Emergency Management Program
- Reviews and makes recommendations on corporate emergency and business continuity plans
- Selected members may be required to represent the City's Emergency Management interests on the Region of York Emergency Management Program Committee
- Review emergencies or incidents incorporating lessons learned from the responses into procedures to prevent, mitigate, prepare for, respond to and recover from emergency situations.

### **ACCOUNTABILITY**

To Council

### **MEMBERSHIP**

- A Member of Council elected at large
- A Member of Council elected as a Ward Councillor
- City Manager
- Commissioner of Community Services
- Commissioner of Economic/Technology Development and Communications
- Commissioner of Engineering and Public Works

- Commissioner of Finance and Corporate Services
- Commissioner of Legal and Administrative Services
- Commissioner of Planning
- Fire Chief as Community Emergency Management Coordinator (CEMC)
- Manager of Emergency Planning as Alternate Community Emergency Management Coordinator (A/CEMC)
- Senior Staff Representative from PowerStream

**CHAIR**

The City Manager as appointed by Council

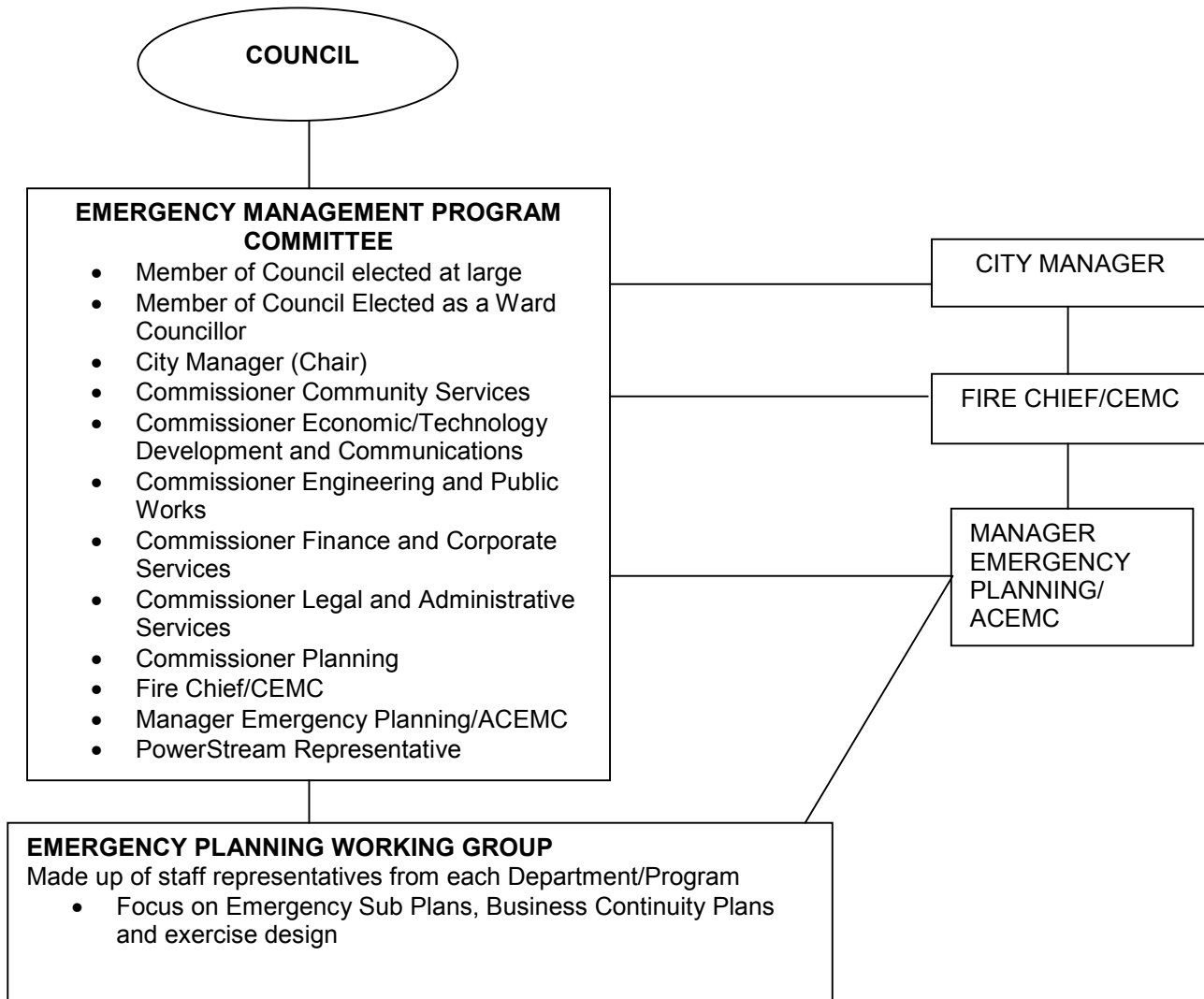
**MEETING FREQUENCY**

3 to 6 times per year as directed by the Committee Chair

**EMERGENCY MANAGEMENT PROGRAM FLOW CHART**

**Committee Reporting Structure**

**Staff Reporting Structure**



**City of Vaughan Emergency Plan Section 7 Amendments****SECTION 7 – PLAN MAINTENANCE****7.1 EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

1. The Emergency Management Program Committee is comprised of ~~Senior Management Staff, the Fire Chief, the Manager of Emergency Planning, representatives of the Region of York, representatives from Non-Governmental Organizations as designated in this Emergency Plan and a representative from the private sector.~~ *a Member of Council elected at large, a Member of Council elected as a Ward Councillor, the City Manager, the Commissioner of Community Services, the Commissioner of Economic/Technology Development and Communications, the Commissioner of Engineering and Public Works, the Commissioner of Finance and Corporate Services, the Commissioner of Legal and Administrative Services, the Commissioner of Planning, the Fire Chief/CEMC, the Manager of Emergency Planning/ACEMC and a senior staff representative of PowerStream as appointed by Council.*
2. The City Manager ~~or designate will act as appointed by Council shall act~~ as the Chair of the Committee.
3. The Committee is responsible for overseeing the formulation, development, implementation and evaluation of the City's Emergency Management Program.
4. The Committee is responsible for reviewing, updating, and approving emergency response plans and sub-plans for the City and recommending adoption of the City's Emergency Plan by Council.

**7.2 PLAN MAINTENANCE AND REVISION**

1. The City's Emergency Plan will be maintained and distributed by the Manager of Emergency Planning.
2. Proposed administrative changes will be forwarded to the Emergency Management Program Committee for review and approval and the Committee will recommend context changes for approval by Council.

**7.3 TESTING OF THE EMERGENCY PLAN**

1. The City's Emergency Plan will be tested in whole or in part once per year.
2. Testing of Departmental Response Plans may be done separately or in conjunction with the City's Emergency Plan.
3. The Emergency Notification Plan will be tested at a minimum of once per year.

**7.4 EMERGENCY MANAGEMENT TRAINING**

1. Emergency Management Team members and alternates must attend yearly training on emergency management theory and practices.
2. City Staff will receive yearly orientations on the Emergency Plan and departmental response plans.
3. Each EMT member and alternate is responsible for reviewing the plan on a regular basis to ensure complete understanding of the process, procedures, roles and responsibilities.