

## **COMMITTEE OF THE WHOLE FEBRUARY 19, 2008**

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

#### **Recommendation**

The City Manager as Chair of Emergency Management Program Committee and the Manager of Emergency Planning recommend:

1. That the membership list be revised to add staff alternates;
2. That the committee adopts the revised Terms of Reference for the Emergency Management Program Committee; and
3. That Committee recommends that Council amend By-Law 192-2005.

#### **Economic Impact**

There is no economic impact.

#### **Communications Plan**

N/A

#### **Purpose**

To amend the membership list to add staff alternates.

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

*The Emergency Management and Civil Protection Act (EMCPA) Regulations* came into force December 31, 2004. The regulations establish the mandatory requirements of Emergency Management Programs for Provincial Ministries, Municipalities and other designated entities. Section 11(1-6) of the *EMCPA Regulations* identifies the composition and role of emergency management program committees.

The City of Vaughan Council enacted By Law 192-2005 (Attachment 1) on June 27, 2005 that establishes the Emergency Management Program Committee. The By-Law makes provisions for Council to appoint members, committee members appoint alternates and for the committee to identify additional members as required.

At the inaugural meeting of the Committee on September 26, 2005, it was moved and carried that a representative from the Library Board be on the committee and that the Deputy Fire Chiefs be appointed as alternates to the Fire Chief. It was also suggested but not moved that the York Regional Police and York Region Emergency Medical Services be approached to provide representatives to the committee.

During the October 17, 2005 committee meeting, staff members provided the names of their alternates to the Chair. A motion was made and carried that York Region be approached and requested that a representative attend all City of Vaughan Emergency Management Program Committee Meetings. A letter was sent by the City Manager to the CAO of York Region. The CAO of York Region denied the request as there are eleven Emergency Management Program Committees in operation in York Region, there was insufficient staff resources.

On January 29, 2007, Council appointments were made for the Emergency Management Program Committee for a term of 2006-2010.

The terms of reference for the Committee have been reviewed and revised to reflect the change in title of the Act and the addition of the designated alternates (Attachment 2).

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

This report is consistent with the priorities previously set by Council) and the necessary resources have been allocated and approved for the Emergency Management Program Committee.

### **Regional Implications**

N/A

### **Conclusion**

The revisions to the terms of reference for the Emergency Management Program Committee for the City of Vaughan reflects organizational changes and ensures that the City will meet the legislated requirements prescribed for an Emergency Management Program Committee in the *Emergency Management and Civil Protection Act and its Regulations*.

### **Attachments**

1. Emergency Management Program Committee By-Law 192-2005
2. Emergency Management Program Committee Terms of Reference, as revised.

### **Report prepared by:**

Sharon Walker  
Manager, Emergency Planning  
Extension 8301

Respectfully submitted,

Mike DeAngelis  
City Manager, Chair of Emergency Management Program Committee

Sharon Walker  
Manager, Emergency Planning

*THE CITY OF VAUGHAN*

*BY-LAW*

BY-LAW NUMBER 192-2005

A By-law to establish the City of Vaughan Emergency Management Program Committee and to revise the City of Vaughan Emergency Plan.

WHEREAS the Province of Ontario has enacted the Emergency Management Act, R.S.O. 1990, c. E.9 (the "Act");

AND WHEREAS Ontario Regulation 380/04 (the "Regulation") has been passed pursuant to the Act, which requires that an Emergency Management Program Committee be established in accordance with Section 11 of the Regulation which provides as follows:

- 11(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 the council, as may be appointed by the 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; or
  - 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.

AND WHEREAS the City of Vaughan desires to establish an Emergency Management Program Committee in accordance with the requirements of the Act and the Regulation;

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AND WHEREAS it is appropriate to revise the City of Vaughan Emergency Plan in order to reflect the establishment of the Emergency Management Program Committee;

NOW THEREFORE the Council of The Corporation of the City of Vaughan ENACTS AS FOLLOWS:

1. The Emergency Management Program Committee for the City of Vaughan (the "Committee") is hereby established consisting of the following members:
    - a. The Mayor (*ex-officio*), one Member of Council elected as a Regional Councillor, and one Member of Council elected as a Local 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, the Manager of Emergency Planning, and the Director of Corporate Communications, as such municipal employees who are responsible for emergency management functions as may be appointed by Council;
    - e. One senior staff representative of PowerStream Inc. as selected by PowerStream Inc., as such other person as may be appointed by Council.
  2. Regional Councillor Linda Jackson is hereby appointed to the Committee pursuant to section 1(a) herein as the Regional Councillor, and Regional Councillor Joyce Frustaglio is hereby appointed as the alternate Regional Councillor.
  3. Councillor Alan Shefman is hereby appointed to the Committee pursuant to Section 1(a) herein as the Local Councillor, and Councillor Sandra Yeung Racco is hereby appointed as the alternate Local Councillor.
  4. The City Manager is hereby appointed to be the Chair of the Committee.
  5. Each Committee Member in consultation with the Chair, where possible, shall designate an alternate.
  6. The Committee shall, as early as possible, 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.
  7. The Terms of Reference of the Committee shall initially be in accordance with Schedule "A" attached hereto. The structure and operations of the Committee shall be evaluated in one year to identify the need for membership amendments and/or operational changes.
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8. Section 7 of the City of Vaughan Emergency Plan is hereby deleted and replaced with Section 7 attached hereto as Schedule "B".

READ a FIRST, SECOND and THIRD time and finally passed this 27<sup>th</sup> day of June, 2005.

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Michael Di Biase, Mayor

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J. D. Leach, City Clerk

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## EMERGENCY MANAGEMENT PROGRAM COMMITTEE

### TERMS OF REFERENCE

#### 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 in accordance with the *Emergency Management and Civil Protection Act* and its Regulations (380/04 section 11 (1-6)).

#### 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, 8 of the 14 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*, it's 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

	<u>Alternates</u>
Mayor Linda D. Jackson, ex-officio	
Regional Councillor Gino Rosati.....	Regional Councillor Joyce Frustaglio
Councillor Sandra Yeung Racco.....	Councillor Bernie Di Vona
City Manager	
Deputy City Manager/ Commissioner of Finance and Corporate Services.....	Director of Finance
Commissioner of Economic/Technology Development and Corporate Communications .....	Chief Information Officer
Commissioner of Community Services.....	Director of Building and Facilities
Commissioner of Engineering and Public Works.....	Director of Public Works
Commissioner of Legal and Administrative Services, and City Solicitor .....	City Clerk
Commissioner of Planning.....	Director of Building Standards
Fire Chief as Community Emergency Management Coordinator (CEMC).....	Deputy Fire Chief
Manager of Emergency Planning as Alternate Community Emergency Management Coordinator (A/CEMC)	
Director of Corporate Communications	
Senior Staff Representative from PowerStream	
A representative from Vaughan Public Libraries	

**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**

