

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 22, 2016

Item 18, Report No. 12, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on March 22, 2016.

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REVISED TERMS OF REFERENCE FOR THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Acting Chair of the Emergency Management Program Committee, dated March 1, 2016:

Recommendation

The Acting Chair of the Emergency Management Program Committee recommends:

1. That Council approve the revised Terms of Reference (Attachment 1) of the Emergency Management Program Committee; and
2. That Council appoint the members listed in the revised Terms of Reference to the Emergency Management Program Committee, in accordance with Regulation 380/04 of the *Emergency Management and Civil Protection Act*.

Contribution to Sustainability

Not applicable.

Economic Impact

There are no costs associated with this report.

Communications Plan

The revised Terms of Reference, as approved by Council will be circulated to committee members and included in the update of the Emergency Response Plan. The Emergency Response Plan is posted on the City of Vaughan website.

Purpose

To update the Emergency Management Program Committee Terms of Reference to reflect the current organizational structure and policy.

Background - Analysis and Options

Regulation 380/04 of the Emergency Management and Civil Protection Act mandates that every municipality shall have an Emergency Management Program Committee for the purposes of advising Council on the development and implementation of the municipality's program, making recommendations for revision where necessary and to conduct the annual program review or verification.

The terms of reference of the Emergency Management Program Committee were first approved by Council in 2005 and later amended in 2008. Since the last amendment, the City's policy on committees has been revised and changes have been made to the City's organizational structure.

The Terms of Reference as such has been updated to reflect membership changes and to align with current policy.

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At the February 11, 2016 meeting, the members of the committee reviewed and approved the revised Terms of Reference for the Emergency Management Program Committee.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report is consistent with the Term of Council Service Excellence Strategy Map priority of continue to ensure the safety and well-being of citizens.

Regional Implications

York Regional Police have members on the committee who collaborate with the program on joint public safety initiatives.

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.

Attachment

1. Revised Terms of Reference for the Emergency Management Program Committee.

Report prepared by:

Sharon Walker, Manager of Emergency Planning, Extension 6322.

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

**REVISED TERMS OF REFERENCE
FOR THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

Recommendation

The Acting Chair of the Emergency Management Program Committee recommends:

1. That Council approve the revised Terms of Reference (Attachment 1) of the Emergency Management Program Committee; and
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Contribution to Sustainability

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Report prepared by:

Sharon Walker, Manager of Emergency Planning, Extension 6322.

Respectfully submitted,

Paul Jankowski
Acting Chair, Emergency Management Program Committee

TERMS OF REFERENCE**Emergency Management Program Committee****(revised January 2016)**

Background

Provincial legislation requires that every municipality form a committee responsible for overseeing the annual emergency management program in the community. The Province sees the Emergency Management Program Committee as a critical management team that oversees the development, implementation and maintenance of a municipality's emergency management program; and ensures that the program responds to changes in the community such as new construction, installations, transportation systems, environmental conditions, etc.

The Emergency Management and Civil Protection Act (R.S.O. 1990), Section 9

"(d) Establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an emergency;" and

Regulation (380/04, Section 11) further defines the committee and mandates that:

"(1) Every municipality shall have an emergency management program Committee

(2) The committee shall be composed of,

- a) The municipality's emergency management program coordinator;*
- b) A senior municipal official appointed by council;*
- c) Such members of the council as may be appointed by council;*
- d) Such municipal employees who are responsible who are responsible for emergency management functions, as may be appointed by council; and*
- e) Such other persons as may be appointed by council.*

(3) The persons appointed under clause (2) may only be.

- a) Officials or employees of any level of government who are involved in emergency management;*
- b) Representative 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 council on the development and implementation of the municipality's emergency management program.

(6) The committee shall advise the council on the development and implementation of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary."

Mandate / Objectives

The committee oversees the development, implementation and maintenance of the emergency management program in accordance with Regulation 380/04 and in accordance with the Term of Council Priorities; continue to ensure the safety and well-being of citizens.

Objectives

1. Monitor and ensure program activities are delivered in accordance with the Act and Regulations.
2. Support the program in responding and adapting to current and emerging risks that could impact the community.
3. Share expertise and knowledge to promote emergency preparedness and public safety.
4. Review and make recommendations on the City's Emergency Response Plans.
5. Review and make recommendation on program initiatives.
6. Review after action reports for exercises and emergency responses and make recommendations on emergency management enhancements and corrective actions based on lessons learned.
7. Review and makes recommendations on the City's business continuity planning initiatives.

8. Conduct an annual emergency management program review to verify that the program is operating in compliance with the Act and Regulations; and
9. Make recommendations to council.

Term

The Emergency Management Program Committee shall submit its findings and recommendations annually at the December meeting of Council and as determined by the Chair. Members are appointed at each new term of Council.

Membership

The membership shall be comprised of:

Primary

City Manager (Chair)
Deputy City Manager, Community Services
Deputy City Manager, Public Works
Deputy City Manager, Planning and Growth Management
Chief Financial Officer/City Treasurer
City Clerk
City Solicitor
Chief Human Resources Officer
Chief Information Officer
Director of Corporate Communications
Fire Chief
Manager of Emergency Planning
Executive Director, Vaughan Public Libraries
Representative from York Regional Police
Representative from PowerStream

Alternate

Deputy City Manager
Director
Director
Director
Director
Deputy City Clerk
Deputy City Solicitor
Manager
Manager
Manager
Deputy Fire Chief

Director of Finance

Meeting Procedures

The proceedings of the Emergency Management Program Committee are to be governed by the City's Procedural By-law.

Agendas and Reporting

Agendas shall be prepared by the Office of the City Clerk in consultation with the Committee Chair.

Agendas shall be issued to the committee members one week prior to the scheduled date of meeting, or as soon as practicable.

The Committee Chair shall submit a report in the City's committee report format to the Committee of the Whole when recommendations made require Council approval.

Meetings

Meeting dates will be determined at the last meeting of the year for the following year by consensus of the committee. The committee shall meet quarterly and may schedule additional meetings as determined by the Chair.

Meetings are to be open to the public in accordance with the *Municipal Act*, 2001. Meetings shall be closed to the public where information being discussed meets the "confidentiality for defense" criteria stated in the *Emergency Management and Civil Protection Act*, 1990 Section 2.1 (3-8).

Notice of Meetings

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

Quorum

The majority of members, including the Chair, shall constitute quorum.

Staff Resources

The Office of the City Clerk is responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the Emergency Management Program Committee. The committee is comprised of staff from the City and external agencies.

Authority

The Emergency Management Program Committee possesses the legislated accountability to annually review the municipality's emergency management program to verify compliance with the Act and Regulations, and to make recommendations for program changes or enhancements to the Council.

The Emergency Management Program Committee may not commit expenditures save for those specifically delegated by Council.

Amendment / Expansion of Terms of Reference

The Committee Chair shall make recommendations to Council for amendments and/or expansion of the Terms of Reference as required.