

# Committee of the Whole (1) Report

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**DATE:** Tuesday, January 17, 2023

**WARD(S):** ALL

**TITLE: EMERGENCY MANAGEMENT PROGRAM COMMITTEE  
REVISED TERMS OF REFERENCE AND APPOINTMENT OF  
MEMBERS**

**FROM:**

Nick Spensieri, City Manager

**ACTION:** DECISION

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**Purpose**

To obtain approval of the revised Terms of Reference [Attachment 1] for the Emergency Management Program Committee (EMPC) and appoint members to the EMPC to maintain compliance with the *Emergency Management and Civil Protection Act* and Regulation 380/04.

**Report Highlights**

- The Terms of Reference for the EMPC have been revised to reflect the current organizational structure of the City.
- The revised Terms of Reference for the EMPC include changes to operating procedures.

**Recommendations**

1. That Council approve the revised Terms of Reference for the Emergency Management Program Committee [Attachment 1], and
2. That Council appoint the members listed by job title [Attachment 1] to the EMPC for the term of council.

**Background**

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 amended in 2008, 2016 and 2019. Since the last amendment, the City's organizational structure has been adjusted necessitating changes to the committee membership. Additionally, the operating procedures of the committee have been updated to align with corporate policy.

**Previous Reports/Authority** By-Law 63-2008, A By-law to amend By-Law Number 192-2005 to revise the City of Vaughan Emergency Management Program Committee, and to revise the City of Vaughan Emergency Plan.

[By-Law 30-2019, a By-law to amend the Emergency Management Program Committee – Terms of Reference.](#)

**Analysis and Options** The membership of the Emergency Management Program Committee has been updated to include:

1. The Emergency Management Program Committee shall consist of the following members:
  - a. The City Manager.
  - b. The Fire Chief (the alternate member shall be the Deputy Fire Chief).
  - c. The Deputy City Manager of Corporate Services (the alternate member shall be a Director).
  - d. The Deputy City Manager of Community Services (the alternate member shall be the Director).
  - e. The Deputy City Manager of Infrastructure Development (the alternate shall be a Director).
  - f. The Deputy City Manager of Public Works (the alternate members shall be one of the Director).
  - g. The Deputy City Manager of Legal and Administrative Services and City Solicitor (the alternate member shall be a Director or City Clerk).
  - h. The Deputy City Manager of Planning and Growth Management (the alternate member shall be a Director).
  - i. The Manager of Emergency Planning; (the alternate is the Emergency Planning Advisor).
  - j. The Chief, Communications and Economic Development; (the alternate shall be a Director).
  - k. One senior staff representative of Alectra Utilities, as selected by Alectra Utilities.
  - l. One representative from Vaughan Public Libraries, as selected by Vaughan Public Libraries.
  - m. A representative from York Regional Police.
2. The City Manager shall act as the Chair of the Committee.

3. The City Manager may appoint a Deputy City Manager or Fire Chief to act as Chair in their absence.

**Financial Impact** There are no unbudgeted costs associated with this item.

**Broader Regional Impacts/Considerations** York Regional Police are active members on the Committee. The Emergency Planning program staff coordinate with York Region Emergency Management on a regular basis.

**Conclusion** The revised terms of reference for the Emergency Management Program Committee reflects organizational and procedural changes. Appointment of members to the Committee will ensure that the City meets the legislated requirements of the Act and Regulations.

**For more information**, please contact: Sharon Walker, Manager of Emergency Planning, extension 6322.

**Attachment**

1. Revised Terms of Reference Emergency Management Program Committee 2022.

**Prepared by** Sharon Walker, Manager of Emergency Planning, extension 6322.

**Approved by**



Nick Spensieri, City Manager