



**TERMS OF REFERENCE  
Emergency Management Program Committee**

**Revised 2019**

**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 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 the 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**

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
- Deputy City Manager, Corporate Services & Chief Financial Officer
- Deputy City Manager, Administrative Services and City Solicitor
- Deputy City Manager, Infrastructure Development

**Alternate**

- Deputy City Manager
- Director
- Director
- Director
- Chief Officer/City Clerk
- Director
- Director

Director of Corporate and Strategic Communications  
Fire Chief  
Manager of Emergency Planning  
Chief Executive Officer, Vaughan Public Libraries  
Representative from York Regional Police  
Representative from Alectra Utilities

Manager  
Deputy Fire Chief  
  
Director of Finance, VPL

### **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 distributed to the committee members one week prior to the scheduled date of the 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, and 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 document through the Office of the City Clerk, Council Secretariat.

### **Quorum**

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

**Staff Resources**

The City Clerk's Office 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.