

Item:



Committee of the Whole Report

DATE: Wednesday, December 05, 2018

WARD(S): ALL

**TITLE: EMERGENCY MANAGEMENT PROGRAM COMMITTEE -
REVISED TERMS OF REFERENCE AND DELEGATION OF
AUTHORITY**

FROM:

Daniel Kostopoulos, Chair Emergency Management Program Committee

ACTION: DECISION

Purpose

Obtain the Committee of the Whole's approval of the draft By-law attached.

This draft By-law:

- (i) includes an updated Emergency Management Program Committee ("EMPC") Terms of Reference (the "TOR") which reflects the current organizational structure;
- (ii) appoints new members to the EMPC; and
- (iii) delegates authority from Council to the EMPC to appoint members of the City's emergency management team (the "EMT") which will help ensure that personnel with the necessary skills, knowledge and ability are appointed to the EMT in a timely manner.

Report Highlights

- Updated TOR to reflect current organizational structure.
- Appointment of EMPC members to maintain compliance with the *Emergency Management and Civil Protection Act* and Regulation 380/04.
- Reduction to the administrative burden on Council by delegating Council authority to appoint members of the EMT, to the EMPC.

Recommendations

1. Approve the updated TOR.
2. Approve the EMPC membership appointments as described in the TOR.
3. Approve the delegation of authority from Council to the EMPC to appoint personnel to the EMT.
4. Approve the draft By-law attached which reflects the foregoing recommendations.

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 Regulation further mandates that the members of the Emergency Management Program Committee be appointed by Council.

The EMPC TOR were first approved by Council in 2005, then amended in 2008 and 2016. Since the last amendment, the City's organizational structure has changed necessitating changes to the EMPC membership.

Regulation 380/04 further requires that every municipality have a municipal emergency control group /EMT that is composed of officials or employees of the municipality that may be appointed by Council and such Members of Council that may be appointed by Council. Changes in membership to the Emergency Management Team occur monthly. Staff consider such appointments to be administrative in nature.

Section 23.1 of the *Municipal Act, 2001*, authorizes a municipality (Council) to delegate its powers and authorities which are administrative in nature.

1. **Previous Reports/Authority**
[By-Law 632008](#)
2. [Item No. 18 of Report No. 12](#) of the Committee of the Whole. *Revised Terms of Reference for the Emergency Management Program Committee* (adopted by City Council on March 22, 2016).

Analysis and Options

The EMPC is comprised of the Corporate Management Team, Senior Management Team and partner agencies, who are well positioned to identify personnel with the required knowledge and skills to be members of the EMT.

The City of Vaughan EMT consists of over 160 members and 39 scribes. Membership changes occur monthly and historically, assigning staff to positions on the EMT has been an administrative function performed by senior City staff. The frequency of turnover on the EMT is such that Council would be required to approve the addition of new members at every meeting which could result in a delay in training these individuals and affect the number of EMT members available to respond in an emergency.

There are currently 11 positions on the EMT that are filled by external emergency response partners (York Region – three services, Industry, Rail, Alectra, Enbridge, Toronto and Region Conservation Authority, and Red Cross). The individual/s from the partner being deployed to the Emergency Operations Centre may be different on each activation. It would not be possible for Council to appoint representatives from these partners.

Accordingly, the preferred option is that Council delegate its authority to appoint EMT members, to the EMPC.

Financial Impact

There are no financial impacts.

Broader Regional Impacts/Considerations

The EMT is comprised of City staff and personnel from external agencies such as York Region Police, York Region Community and Health Services and York Paramedic Services.

Conclusion

The appointment of EMPC and EMT teams is necessary to ensure that the City complies with the legislative requirements set out in the Emergency Management and Civil Protection Act.

Adopting the recommendations in this report will streamline the appointment process, help ensure legislative compliance and properly update the TOR.

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

Attachments

1. Revised Terms of Reference, Emergency Planning, September 20, 2018.
2. Draft By-Law to Amend the Terms of Reference and Delegate Authority to the Emergency Management Program Committee to Appoint Members to the Emergency Management Program Committee.

Prepared by

Sharon Walker, Manager of Emergency Planning, 6322