



## memorandum

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Communication		
COUNCIL:	<u>Dec 12/18</u>	
<u>CW</u>	Rpt. No. <u>29</u>	Item <u>4</u>

**DATE:** December 7, 2018

**TO:** Mayor and Members of Council

**FROM:** Deryn Rizzi, Fire Chief

**RE:** **Committee of the Whole, December 5, 2018**  
**Report Number 29, Item Number 4**  
**Emergency Management Program Committee – Revised Terms of Reference and Delegation of Authority**

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### Purpose

To provide Council with information regarding the statutory requirements under the *Emergency Management and Civil Protection Act* and Regulation 380/04 related to the Emergency Management Program Committee and the Municipal Emergency Control Group (emergency management team).

### Recommendations

Staff have reviewed the emergency management team membership and the best means to present the membership for appointment to the team; and provide the following revised recommendations:

1. That Council approve the revised Terms of Reference for the Emergency Management Program Committee (Attachment 1);
2. That Council appoint the members of the Emergency Management Program Committee as defined in the Terms of Reference (Attachment 1);
3. That Council appoint the members of the Emergency Management Team in accordance with Attachment 2; and
4. That Council approve the revised By-Law substantially in the form attached as Attachment 3.

### Background

#### Emergency Management Program Committee

The Act mandates that every municipality must have an Emergency Management Program Committee that is responsible for oversight of day to day operations of the municipal emergency management program to ensure all prescribed elements are implemented and maintained to be in compliance as stated in the revised Terms of

Reference (Attachment 1). The committee members in accordance with the Act and Regulations are appointed by Council at the start of each new term of Council for the four-year period. The Emergency Management Program Committee membership is comprised of the City Manager, Deputy City Managers, Chief Financial Officers/City Treasurer, City Solicitor, Chief of Corporate and Strategic Communications, Fire Chief, Manager of Emergency Planning, Executive Director of Vaughan Public Libraries, a representative from York Regional Police and a representative from Alectra. Each committee member has designated alternates to ensure that there is quorum at each meeting. The City Clerk's Office provides support to the committee.

The Manager of Emergency Planning provides reports to the Committee for discussion, review and approval on proposed exercises, after action reports, training, the hazard risk assessment review, critical infrastructure listing, public education initiatives, quarterly updates on the status towards achieving compliance, renovations to the emergency operations centre, development of the dashboard and emergency alerting systems and program specific projects. Other members of the committee from external agencies and City departments have reported on their joint activities with the Emergency Planning Program. The committee conducts a review of the program activities at the last meeting of each year to verify that all elements of the Act have been addressed. The Committee will forward recommendations to Council on revising the program, emergency plan and procedures and proposed action items from after action reports on exercises and emergency responses.

### Emergency Management Team

The Regulation mandates that every municipality have a municipal emergency control group (emergency management team) and the members must attend annual training and participate in the annual exercise. The emergency management team is comprised of the Members of Council, staff and external partner representatives who are tasked with managing emergency situations and recovery operations as established by the Emergency Response Plan. Personnel are selected and recruited to the emergency management team based on their knowledge and expertise in their chosen professional field that may be needed to aid in mitigating, responding to and recovering from an emergency affecting the community:

The Office of the Fire Marshall and Emergency Management Ontario issued a directive this year to designated municipal community emergency management coordinators that the language in the Regulation of

*"12 (2) The emergency control group shall be composed of,*

- (a) such officials or employees of the municipality as may be appointed by the council; and*

(b) *such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).*"

be now interpreted as "shall be appointed by Council". To meet compliance requirements, members will be appointed to the emergency management team using their position on the control group, and job title. Staff will provide updates to Council for approval and appointment; as membership to the emergency management team change.

**Attachments**

1. Emergency Management Program Committee Terms of Reference
2. Emergency Management Team Members by Position and Job Title
3. Revised Draft By-Law Emergency Management Program Committee Terms of Reference.



Deryn Rizzi  
Fire Chief



Sharon Walker  
Manager of Emergency Planning

## **TERMS OF REFERENCE**

### **Emergency Management Program Committee**

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#### **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.

## Attachment 1

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/City Treasurer  
City Solicitor  
Chief Corporate Initiatives and Intergovernmental Relations  
Director of Corporate and Strategic Communications  
Fire Chief  
Manager of Emergency Planning  
Executive Director, Vaughan Public Libraries  
Representative from York Regional Police  
Representative from Alectra

#### Alternate

Deputy City Manager  
Director  
Director  
Director  
Chief Officer/City Clerk  
Director  
Director  
Director  
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 City Clerk's Office 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).

## Attachment 1

### **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.

<b>Emergency Management Team Position</b>	<b>Corporate Job Title</b>
Head of Council	Mayor Regional Councillor Ward Councillor
EOC Director	City Manager Deputy City Manager
Liaison Officer	Manager of Emergency Planning Fire Chief Deputy Fire Chief
Strategy Section Chief	City Clerk Deputy City Clerk Manager of Elections and Special Projects
Documentation Unit	Council / Committee Administrator Manager, Archives & Records Management Services & City Archivist Council / Committee Services Coordinator
Strategy Section	Project Manager GIS Technician Systems Analyst / Project Leader Senior GIS Technician Water Resource Analyst
Operations First Response Fire Section Chief	Fire Chief Deputy Fire Chief
Operations Infrastructure Section Chief	Deputy City Manager Director in the Public Works Portfolio Director, Development Engineering
Operations Infrastructure Section Response Sector Lead	Director Environmental Services Director Transportation Services, Parks and Forestry Operations Manager Parks and Roads
Operations Infrastructure Section Mitigation/Recovery Sector Lead	Deputy City Manager Planning and Growth Management Director Infrastructure Planning Manager from Development Engineering
Operations Infrastructure Section Officers and Mapping Unit	Managers from Public Works Portfolio Managers from Development Engineering Director of Building Standards Managers from Building Standards Roads Supervisor Supervisors from Public Works Portfolio Infrastructure Coordinator Program Manager Senior Engineering Assistant Supervisors from Building Standards

Emergency Management Team Position	Corporate Job Title
Administration Section Chief	Deputy City Manager Corporate Services Chief Human Resources Officer City Solicitor Senior Manager, Real Estate Manager Human Resources
Administration Section Officers	Manager of Risk Management Manager of Human Resources Director of Transformation and Strategy Chief Human Resources Officer Legal Counsel HR Specialist - Workplace Health & Safety Risk Management Analyst Claims Analyst
Logistics Section Chief	Chief Financial Officer/City Treasurer Chief Corporate Initiatives and Intergovernmental Relations Director of Procurement
Logistics Section Officers, Procurement Unit and IT Technicians	Directors from the Office of the Chief Financial Officer and City Treasurer Portfolio Managers from the Office of the Chief Financial Officer and City Treasurer Portfolio Director of Finance & Community Spaces – Vaughan Public Libraries Procurement Analyst Buyer Procurement Business Analyst Chief Information Officer Manager from the Office of the Chief Information Officer IT Security Officer Director, Economic and Cultural Development Manager, Special Projects Economic Development Economic Development Officer Manager, Small Business and Entrepreneurship Director, Fleet Management Services Fleet Supervisor Client Support Analyst Systems Analyst/Project Leader
Operations Community Services Section Chief	Directors from Community Services Portfolio
Operations Community Services Officers	Directors from the Community Services Portfolio Managers from the Community Services Portfolio Supervisors, Community Centres Supervisor, Corporate Security



Emergency Management Team Position	Corporate Job Title
	Supervisors from By-Law and Compliance Supervisor, Animal Services Executive Director, Vaughan Public Libraries Directors from Vaughan Public Libraries Area Managers from Vaughan Public Libraries
Public Information Section Chief	Director Corporate and Strategic Communications Managers from Corporate and Strategic Communications
Public Information Section Officers	Managers from Corporate and Strategic Communications Manager Access Vaughan Manager from Vaughan Public Libraries Communications Advisor Advisor Quality Assurance Supervisor

# ***THE CITY OF VAUGHAN***

# ***BY-LAW***

## **BY-LAW NUMBER XXX-2018**

**A By-law to appoint members to the City's Emergency Management Program Committee and to update the Emergency Management Program Committee Terms of Reference and amend By-Law Number 63-2008.**

WHEREAS section 11 (1 – 6) of Regulation 380/04 of the *Emergency Management and Civil Protection Act R.S.O. 1990* as amended 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.

AND WHEREAS the City's organizational structure has changed necessitating changes to the Committee membership.

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

1. By-law Number 063-2008 be and it is hereby amended by deleting Section 1 and replacing it with the following:

The Emergency Management Program Committee for the City of Vaughan shall consist of the following members:

- The City Manager (the alternate member shall be a Deputy City Manager)
- The Deputy City Manager, Community Services (the alternate member shall be the Director of Recreation Services)
- The Deputy City Manager, Public Works (the alternate member shall be a Director from the Public Works portfolio)
- The Deputy City Manager, Planning and Growth Management (the alternate member shall be a Director from the Planning and Growth Management Portfolio)

Attachment 3

- The Deputy City Manager, Corporate Services (the alternate member shall be the City Clerk or a Chief Officer from this portfolio)
  - The Chief Financial Officer/City Treasurer (the alternate member shall be a Director from this portfolio)
  - The City Solicitor (the alternate member shall be the Director of Legal Services)
  - The Chief Corporate Initiatives and Intergovernmental Relations (the alternate member shall be the Director of Economic and Cultural Development)
  - The Director of Corporate and Strategic Communications (the alternate member shall be the Director of Corporate Communications)
  - The Fire Chief (the alternate member shall be a Deputy Fire Chief)
  - The Manager of Emergency Planning
  - The Executive Director, Vaughan Public Libraries (the alternate member shall be Director of Finance)
  - A senior staff representative from York Regional Police Services (YRPS), as selected by YRPS
  - A senior staff representative from Alectra, as selected by Alectra
2. By-law Number 063-2008 (as amended) be and it is hereby further amended by deleting the Schedule "A" Emergency Management Program Committee Terms of Reference and replacing it with the Schedule "A" Emergency Management Program Committee Terms of Reference attached hereto.

Enacted by City of Vaughan Council this XX<sup>th</sup> day of XXXX, 2018.

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Hon. Maurizio Bevilacqua, Mayor

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Todd Coles, City Clerk

Authorized by Item No. \_\_\_\_ of Report No. \_\_\_\_  
of the Committee of the Whole  
Adopted by Vaughan City Council on  
\_\_\_\_\_