

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 13, 2016**

Item 30, Report No. 43, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 13, 2016.

**30      EMERGENCY MANAGEMENT PROGRAM – ANNUAL VERIFICATION REPORT**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the City Manager, dated December 6, 2016:

**Recommendation**

The City Manager as Chair of the Emergency Management Program Committee recommends:

1. That Mayor and Community Emergency Management Coordinator (Fire Chief) be authorized to sign the Annual Statement of Completion (Attachment 2).

**Contribution to Sustainability**

N/A

**Economic Impact**

There are no costs associated with this report.

**Communications Plan**

The achievements of the Emergency Planning Program are published in the Vaughan Fire and Rescue Service Annual Report. Emergency preparedness information is posted on PrepE's Facebook page. In coordination with Corporate Communications, emergency management information is posted on the City's website, e-newsletters and media releases are issued on specific initiatives.

**Purpose**

To provide the Emergency Management Program Committee with an update on the program's activities to maintain an essential level emergency management program in accordance with the *Emergency Management and Civil Protection Act* (RSO 1990, amended 2006) and its regulations.

**Background - Analysis and Options**

1. *Community Emergency Management Coordinator (CEMC)*  
The City has three staff registered with Emergency Management Ontario. The primary CEMC is Fire Chief Larry Bentley, the first alternate CEMC is Sharon Walker – Manager of Emergency Planning, and the second alternate is Deryn Rizzi – Deputy Fire Chief.
2. *CEMC Training*  
Sharon Walker, Larry Bentley, and Deryn Rizzi have completed all of the mandatory training courses for CEMC's.
3. *Community Emergency Management Committee*  
The Community Emergency Management Program Committee met in February, May, June, September and November of 2016.

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4. *Emergency Management Program By-Law*  
By-Law 348-2004 The Emergency Management Program and Plan By-Law was enacted by Council on December 6, 2004. By-Laws 192-2005, 63-2008, 205-2010, 173-2012, 169-2014 and 039-2016 are amendments to the original By-Law.
5. *Current Community Risk Profile*  
A review of the Community Risk Profile was conducted jointly with York Region Emergency Management and the municipalities of York Region on August 23, 2016.
6. *Emergency Response Plan*  
The City's Emergency Response Plan was evaluated as a component of the November 9 exercise and any revisions will that be made are based on feedback from the members of the Emergency Management Team.
7. *Emergency Response Plan By-Law*  
By-Law 169-2014 amended the previous by-laws to enact the revised Emergency Response Plan.
8. *Designated Emergency Operations Centre (EOC)*  
The City's designated Emergency Operations Centre is located at 2800 Rutherford Road, Joint Operations Centre. The EOC is maintained in a state of readiness with active telecommunications systems, furnishings and computers in place. Through the EOC Technology Review Project, it was identified that there is a need for a common operating picture and integrated logging solution that will begin development in Q4 - 2016.
9. *Emergency Operations Centre Communications*  
The current Emergency Operations Centre is equipped with 42 computers, 43 new phones, one facsimile, five printers/scanner/copiers, three televisions two secure Wi-Fi systems, cable television and two SMART boards.
10. *Critical Infrastructure*  
The critical infrastructure database was reviewed in October and updated as needed.
11. *Annual Training for the Emergency Management Team (EMT) and Staff*  
Training was conducted for departments involved in establishing Shelters on September 7 and 9. Five pre-exercise training sessions were conducted for the Emergency Management Team in October. The EOC Orientation course was conducted in March. To date 390 personnel have received training.
12. *Annual Exercises*  
An emergency shelter exercise was held at the Maple Community Centre on September 16<sup>th</sup> that involved 25 staff from six departments. The Emergency Management Team exercise on November 9<sup>th</sup> involved 130 staff and external agency representatives. Code Black drills were conducted at 22 sites during the week of August 15 to 19 that involved over 2910 staff and patrons. In July, August and September 50 basic field exercises in hazardous materials response were conducted for 224 firefighters. On October 4<sup>th</sup>, 14 and 11 members of the EMT participated in a joint table top exercise with Enbridge Gas and in the York Region exercise on November 18, 2016. VFRS and Emergency Planning participated in four field exercises with retirement facilities and an industry throughout September and October involving 225 staff and residents. In total 83 exercises involving over 3,565 staff and residents were conducted in 2016.

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**13. Designated Emergency Information/Public Information Officer**

The Director of Corporate Communications, Gary Williams is the designated primary Public Information Officer, Jennifer Ormston, Carmela Antolino, Anne Winstanley, Susan Davis, Thi Nguyen, Alessandra Pompeo and Mae Caldarelli are the designated alternates.

**14. Public Education and Awareness**

The program participated in Winterfest and Public Works Day delivered nine public education workshops. In partnership with Human Resources and York Regional Police District 4, a new PrepE public safety video was created – Be Crosswalk Wise. Emergency preparedness information is posted on [www.vaughan.ca/PrepE](http://www.vaughan.ca/PrepE). There are 21 public safety videos posted on the program's You Tube site. To date 263 citizens have participated in workshops and 32,877 pieces of literature distributed.

**15. Business Continuity Planning Project.**

Facilitated sessions for the management staff have been conducted and 97% of the departments have submitted their completed workbooks.

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

This report supports the Term of Council Priority of continue to ensure the safety and well-being of citizens.

**Regional Implications**

Joint training, exercises and public education initiatives with York Region Departments assists the Region with maintaining an essential level emergency management program.

**Conclusion**

The City has met compliance by achieving the mandatory elements of an essential level emergency management program in accordance with the *Emergency Management and Civil Protection Act*.

**Attachments**

1. 2016 Annual Maintenance Checklist
2. Annual Statement of Completion 2016

**Report prepared by:**

Sharon Walker, Manager 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.)