

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 24, Report No. 52, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 10, 2013.

24 EMERGENCY MANAGEMENT PROGRAM – ESSENTIAL LEVEL VERIFICATION

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Interim City Manager, dated November 26, 2013:

Recommendation

The Interim City Manager on behalf of the Emergency Management Program Committee recommends:

- 1) That the Mayor and the Community Emergency Management Coordinator be authorized to sign the Annual Statement of Completion referred to in Attachment 1.

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 and Twitter pages. 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. Verification documentation will be forwarded to the Office of the Fire Marshall and Emergency Management to confirm compliance.

Purpose

To verify that the City has maintained an essential level emergency management program in accordance with the *Emergency Management and Civil Protection Act* (RSO 1990).

Background - Analysis and Options

The *Emergency Management and Civil Protection Act* (RSO 1990) and Regulation 380/04 require every municipality implement and maintain an Emergency Management Program.

The Emergency Management Program Committee met on November 14, 2013 to review the report presented by the Manager of Emergency Planning outlining the City's activities to comply with the prescribed essential elements of the Act. The Emergency Management Program Committee approved the verification report that concurred that the City was in compliance.

Relationship to Vaughan Vision 2020/Strategic Plan

This report supports the strategic priorities established by Vaughan Vision 2020, in particular demonstrate excellence in service delivery, promote community safety, health and wellness; and support the professional development of staff.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

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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 the mandatory elements of an essential level emergency management program in accordance with the *Emergency Management and Civil Protection Act*.

Attachments

1. Emergency Management Program Committee – Verification Report 2013

Report prepared by:

Sharon Walker, Manager of 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.)

COMMITTEE OF THE WHOLE NOVEMBER 26, 2013

EMERGENCY MANAGEMENT PROGRAM – ESSENTIAL LEVEL VERIFICATION

Recommendation

The Interim City Manager on behalf of the Emergency Management Program Committee recommends:

- 1) That the Mayor and the Community Emergency Management Coordinator be authorized to sign the Annual Statement of Completion referred to in Attachment 1.

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 and Twitter pages. 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. Verification documentation will be forwarded to the Office of the Fire Marshall and Emergency Management to confirm compliance.

Purpose

To verify that the City has maintained an essential level emergency management program in accordance with the *Emergency Management and Civil Protection Act* (RSO 1990).

Background - Analysis and Options

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The Emergency Management Program Committee met on November 14, 2013 to review the report presented by the Manager of Emergency Planning outlining the City's activities to comply with the prescribed essential elements of the Act. The Emergency Management Program Committee approved the verification report that concurred that the City was in compliance.

Relationship to Vaughan Vision 2020/Strategic Plan

This report supports the strategic priorities established by Vaughan Vision 2020, in particular demonstrate excellence in service delivery, promote community safety, health and wellness; and support the professional development of staff.

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 the mandatory elements of an essential level emergency management program in accordance with the *Emergency Management and Civil Protection Act*.

Attachments

1. Emergency Management Program Committee – Verification Report 2013

Report prepared by:

Sharon Walker, Manager of Emergency Planning, Extension 6322

Respectfully submitted,

Barbara Cribbett
Interim City Manager
Chair, Emergency Management Program Committee
Extension: 8475

EMERGENCY MANAGEMENT PROGRAM COMMITTEE NOVEMBER 14, 2013
EMERGENCY MANAGEMENT PROGRAM – VERIFICATION REPORT 2013

Recommendation

The Manager of Emergency Planning and Fire Chief in consultation with the Interim City Manager recommend:

1. That the committee verify that the City has maintained an essential level Emergency Management Program in accordance with the *Emergency Management and Civil Protection Act*, (Attachment 1); and
2. That the report be forwarded to Council for the Mayor and Community Emergency Management Coordinator (Fire Chief) to 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, twitter account and website. In coordination with Corporate Communications, emergency management information is posted in the City's e-newsletters and media releases are issued on specific initiatives.

Purpose

To provide the Emergency Management Program Committee with the program's activities to verify that the City has maintained an essential level emergency management program in accordance with the *Emergency Management and Civil Protection Act* (RSO 1990).

Background - Analysis and Options

The *Emergency Management and Civil Protection Act* (RSO 1990) and Regulation 380/04 require every municipality implement and maintain an Emergency Management Program. Maintenance of the program involves the following essential level elements:

1. *Community Emergency Management Coordinator (CEMC)*
The City has three staff registered with Emergency Management Ontario as CEMC's. The primary CEMC is Fire Chief Larry Bentley, the first alternate CEMC is Sharon Walker - Manager of Emergency Planning, and the second alternate is John Caruso - Chief Fire Prevention Officer.
2. *CEMC Training*
Sharon Walker, John Caruso, Larry Bentley, Gary Fraser and Dave Warren have all completed the Provincial CEMC required training.

3. *Community Emergency Management Committee*
The Community Emergency Management Program Committee has met in February, May, September and November.
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 are amendments to the original By-Law.
5. *Current Community Risk Profile*
The Community Risk Profile review was conducted by the Emergency Planning Working Group on July 10, 2013. The final report has been received. The program is working in cooperation with Health and Safety to conduct site specific risk assessments on City buildings. Site assessments were conducted in coordination with Events and Parks staff of potential locations to host City events.
6. *Emergency Response Plan*
The City's Emergency Response Plan is reviewed annually and revised as necessary. The Emergency Management Team recommendations from Exercise Cascade Convalescence will be incorporated in the 2014 review of the plan as necessary.
7. *Emergency Response Plan By-Law*
By-Law 173-2012 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. ITM personnel are working on a made in Vaughan solution for a logging program and common operating dashboard.
9. *Emergency Operations Centre Communications*
The current Emergency Operations Centre is equipped with 42 computers, 43 phones, one facsimile, five printers/scanner/copiers, a Wi-Fi network, three televisions and two SMART boards.
10. *Critical Infrastructure*
The critical infrastructure database is reviewed annually in October and updated as needed.
11. *Annual Training for the Emergency Management Team (EMT) and Staff*
The Program conducted two Emergency Management Courses in 2013 for staff newly appointed of the Emergency Management Team and scribes. Pre-exercise training for the Emergency Management Team and scribes was conducted in October for 119 personnel. Training on actions to take when a City building is under threat of emergency and the emergency colour code system was developed in collaboration with Health and Safety and 905 City personnel have been trained. EOC and Emergency Shelter security training was conducted for 26 Enforcement Staff in April and May. To date 1095 City personnel have attended training. With the assistance of staff from Recreation, Human Resources, Fire Prevention, Emergency Planning and York Regional Police Emergency Response Unit; four training videos on the emergency colour code system were filmed in July.
12. *Annual Exercises*
The Program conducted the first of three emergency exercises scheduled for 2013 a notification exercise on May 3. Shelter-in-place exercises were conducted at City Hall on May 7, the Joint Operations Centre on May 9th and at community centres and Libraries on

September 10. The Emergency Management Team exercises were conducted on November 7 and November 8.

13. Designated Emergency Information/Public Information Officer

The Director of Corporate Communications Gary Williams is the designated primary Public Information Officer, Ted Hallas, Jennifer Ormston, Gloria Leonardis, Anne Winstanley and David Blumenfeld are the designated alternates.

14. Public Education and Awareness

The program has developed and distributed a youth oriented emergency preparedness workbook. The program participated in 12 public awareness events and distributed over 82,780 pieces of literature this year.

15. Emergency Management Team

A review of the Emergency Management Team identified that there is a need for additional individual and section scribes. Four new scribes were recruited, but five scribes were lost through attrition. A total of 34 new scribes need to be recruited and trained. There are four EMT positions that currently have only two staff assigned.

Relationship to Vaughan Vision 2020/Strategic Plan

This report supports the strategic priorities established by Vaughan Vision 2020, in particular demonstrate excellence in service delivery, promote community safety, health and wellness; and support the professional development of staff.

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 the mandatory elements of an essential level emergency management program in accordance with the *Emergency Management and Civil Protection Act*.

Attachments

2. 2013 Municipal Emergency Management Program Annual Maintenance Checklist
3. Emergency Management Program 2013 Statement of Completion

Report prepared by:

Sharon Walker, Manager of Emergency Planning, Extension 6322

Respectfully submitted,

Sharon Walker
Manager, Emergency Planning
Alternate CEMC
Extension: 6322

Larry Bentley
Community Emergency Management
Coordinator (CEMC)/Fire Chief
Extension 6301

EMERGENCY MANAGEMENT PROGRAM COMMITTEE NOVEMBER 14, 2013
EMERGENCY MANAGEMENT PROGRAM – VERIFICATION REPORT 2013

Recommendation

The Manager of Emergency Planning and Fire Chief in consultation with the Interim City Manager recommend:

1. That the committee verify that the City has maintained an essential level Emergency Management Program in accordance with the *Emergency Management and Civil Protection Act*, (Attachment 1); and
2. That the report be forwarded to Council for the Mayor and Community Emergency Management Coordinator (Fire Chief) to be authorized to sign the Annual Statement of Completion (Attachment 2).

Contribution to Sustainability

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Economic Impact

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Conclusion

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Attachments

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3. Emergency Management Program 2013 Statement of Completion

Report prepared by:

Sharon Walker, Manager of Emergency Planning, Extension 6322

Respectfully submitted,

Sharon Walker
Manager, Emergency Planning
Alternate CEMC
Extension: 6322

Larry Bentley
Community Emergency Management
Coordinator (CEMC)/Fire Chief
Extension 6301

2013 Municipal Emergency Management Program Annual Maintenance Checklist

The following checklist has been developed from the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.

Municipality: City of Vaughan

Sector: Lakes Sector

	Date (s) (YY/MM/DD)
1. When was the Community Emergency Management Coordinator (CEMC) appointed? (O.Reg.380/04,s.10(1))	LB 2013/03/01 SW 2004/05/31 JC 2006/10/11
2. When did the CEMC complete the required training? (O.Reg.380/04,s.10(2))	LB 2009/05/20 SW 2003/05/30 JC 2006/08/03
3. When did the municipality emergency management program committee last meet? (O. Reg. 380/04, s.11)	2013/11/14
4. What is the current by-law # and date for the municipality's adoption of its emergency management program (EMCPA s. 2)	173-2012 2012/10/30
5. When was the municipal Community Risk Profile reviewed by the Emergency Management Program Committee? (EMCPA s. 2)	2013/07/10
6. When was the municipality's Emergency Response Plan reviewed?	2013/11/08
When was the most current copy submitted to EMO if revised? (EMCPA s.3.1 (1), s.3.1(6) s. 6.2 (1))	2012/11/02
7. What is the current by-law # and adoption date for the municipality's Emergency Response Plan? (EMCPA s. 3 (1))	173-2012 2012/10/30
8. When was the municipal Emergency Operations Centre designated? (O.Reg.380/04,s.13 (1))	2010/07
9. When was the municipality's EOC communications system deemed to be appropriate? (O. Reg. 380/04,s.13 (2))	2013/11/14
10. When was the municipality's Critical Infrastructure reviewed by the Emergency Management Program Committee? (EMCPA s. 2.1 (3))	2013/10/30
11. When were the required 4 (four) hours of annual municipal training conducted for the Municipal Emergency Control Group, staff and others identified in the ER Plan? (EMCPA s.2.1(2), O. Reg. 380/04,s.12 (3))	9 training sessions conducted from 2013/11/18 to 2013/10/31
12. When was the required municipal annual Exercise for the Municipal Emergency Control Group, staff and others identified in the ER Plan? (EMCPA s.2.1(2), O.Reg.380/04 s. 12 (6))	2013/11/07 2013/11/08 2013/05/03
13. When was the municipal designated employee appointed to act as its Emergency Information Officer? (O.Reg.380/04, s. 14 (1))	2013/01/28
14. When was the Public Education Strategy completed? (EMCPA s. 2.1 (2c))	2013/10/14
15. When did the municipality's Emergency Management Program Committee conduct the Annual Review of the Program? (O.Reg.380/04,s.11 (6))	2013/11/14

Form C-1-13

Emergency Management Program 2013 Statement of Completion



Municipality: City of Vaughan

Sector: Lakes Sector

Verification:

- ☐ Please attach your completed "Municipal Annual Maintenance Checklist" and have officials sign below as indicated.

We, the undersigned, declare that The City of Vaughan
(municipality) has completed all of the necessary requirements of the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.

Community Emergency
Management Coordinator

Date

Head of Council

Date

EMO Use Only:

Data verified by (Field Officer): _____

Date: _____

Head Office receipt (EMA): _____

Date: _____