

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 15, 2015

Item 19, Report No. 44, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 15, 2015.

#### **19      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 as Chair of the Emergency Management Program Committee, dated December 1, 2015:

##### **Recommendation**

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

1. That the 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**

The *Emergency Management and Civil Protection Act* (RSO 1990) and Regulation 380/04 require every municipality to 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. 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 will have all completed all of the OFMEM required mandatory training courses for CEMC's by the end November 2015.

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3. *Community Emergency Management Committee*  
The Community Emergency Management Program Committee met in February, May, September and November of 2015.
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 are amendments to the original By-Law.
5. *Current Community Risk Profile*  
A review of the Community Risk Profile was conducted jointly project with York Region Emergency Management and the municipalities of York Region on October 6, 2015.
6. *Emergency Response Plan*  
The City's Emergency Response Plan was evaluated as a component of the November 6 exercise and any revisions will be made 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 - 2015.
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*  
Protect in place training was provided to camp staff and facilities staff. Five pre-exercise training sessions were conducted for the Emergency Management Team in October. Emergency Shelter training was conducted for staff in September. To date 390 personnel have received training.
12. *Annual Exercises*  
The Program has conducted the following exercises in 2015; Protect in Place exercises at most city facilities and libraries, an emergency shelter set up exercise at Al Palladini Community Centre on September 9, 2015 and the Emergency Management Team exercise on November 6, 2015, and. Vaughan Fire and Rescue Service and the Emergency Planning program participated in a field exercises at Canada's Wonderland, CN CargoFlo, and Villa Colombo. The program participated in the PowerStream and CN Rail exercises. Selected members of the Emergency Management Team participated in the York Region exercise.

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 15, 2015**

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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 and Mae Caldarelli are the designated alternates.

**14. *Public Education and Awareness***

The program participated in eight events including Winterfest, VBEC Expo, Safety Expo, Fire Prevention Week Kick-Off and delivered 10 public education workshops. A mass training session was conducted from over 700 seniors at the Seniors Safety Information and Exhibition Fair on emergency preparedness. Emergency preparedness information is posted on [www.vaughan.ca/PrepE](http://www.vaughan.ca/PrepE). There are 14 public safety videos posted on the City's You Tube site. To date 943 citizens have participated in workshops and 47,535 pieces of literature distributed.

**15. *Business Continuity Planning Project.***

Facilitated sessions for the management staff have been conducted and 60% 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. 2015 Annual Maintenance Checklist
2. Annual Statement of Completion 2015

### **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.)

## **COMMITTEE OF THE WHOLE DECEMBER 1, 2015**

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

#### **Recommendation**

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

1. That the 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**

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3. *Community Emergency Management Committee*  
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The City's Emergency Response Plan was evaluated as a component of the November 6 exercise and any revisions will be made based on feedback from the members of the Emergency Management Team.
7. *Emergency Response Plan By-Law*  
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8. *Designated Emergency Operations Centre (EOC)*  
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The Director of Corporate Communications, Gary Williams is the designated primary Public Information Officer, Jennifer Ormston, Carmela Antolino, Anne Winstanley, Susan Davis, Thi Nguyen and Mae Caldarelli are the designated alternates.
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Exhibition Fair on emergency preparedness. Emergency preparedness information is posted on [www.vaughan.ca/PrepE](http://www.vaughan.ca/PrepE). There are 14 public safety videos posted on the City's You Tube site. To date 943 citizens have participated in workshops and 47,535 pieces of literature distributed.

*15. Business Continuity Planning Project.*

Facilitated sessions for the management staff have been conducted and 60% 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. 2015 Annual Maintenance Checklist
2. Annual Statement of Completion 2015

**Report prepared by:**

Sharon Walker, Manager Emergency Planning, Extension 6322.

Respectfully submitted,

Steve Kanellakos  
City Manager  
Chair, Emergency Management Program Committee  
Extension: 8290

## ANNUAL MUNICIPAL MAINTENANCE CHECKLIST 2015

**NAME OF COMMUNITY:** City of Vaughan

**Date submitted:**

Please submit all requested documentation below to Monique Laplante at [monique.laplante@ontario.ca](mailto:monique.laplante@ontario.ca), or via mail at the following address:

**Monique Laplante**  
**3767 Highway 69 South Floor 6**  
**Sudbury, ON**  
**P3G 1E7**

**The following information must be provided to the Monitor, Audit, and Review Unit to document compliance**

<b>CEMC DESIGNATION AND TRAINING</b> Please provide: <ol style="list-style-type: none"> <li>Names of the primary and alternate CEMCs, and their email and 24/7 phone number</li> <li>Date that they have completed the required training, including:             <ol style="list-style-type: none"> <li>EM 200 (Basic Emergency Management)</li> <li>EM 300 (CEMC Course)</li> <li>EM 240 (Note Taking Course)</li> <li>IMS 100 (Introduction to IMS)</li> <li>IMS 200 (Basic IMS)</li> </ol> </li> </ol> <p>See O. Reg. 380/04 Part II Section 10 paras 1 – 4 and Fire Marshal &amp; Chief, Emergency Management Guidance: 2015-01-08 (O. Reg 380/04 Training Requirements)</p>	Primary CEMC	Name: Larry Bentley Email: <a href="mailto:larry.bentley@vaughan.ca">larry.bentley@vaughan.ca</a> Phone: 905-832-8585 ext 6301
	Trained? Yes/date or no EM 200 (Basic Emergency Management) EM 300 (CEMC Course) EM 240 (Note Taking Course) IMS 100 (Introduction to IMS) IMS 200	January 22-23, 2009  May 20, 2009 Nov 5, 2009 Oct 9, 2015 Nov 26-27, 2015
	1 <sup>st</sup> Alternate	Name: Sharon Walker Email: <a href="mailto:sharon.walker@vaughan.ca">sharon.walker@vaughan.ca</a> Phone: 905-832-8585 ext 6322
	Trained? Yes/date or no EM 200 (Basic Emergency Management) EM 300 (CEMC Course) EM 240 (Note Taking Course) IMS 100 (Introduction to IMS) IMS 200	Dec 2 to 4, 2003  May 27-30, 2003 May 15, 2015 Jun 4, 2009 Oct 1, 2009
	2 <sup>nd</sup> Alternate	Name: Deryn Rizzi Email: <a href="mailto:deryn.rizzi@vaughan.ca">deryn.rizzi@vaughan.ca</a> Phone: 905-832-8585 ext 6305
	Trained? Yes/date or no EM 200 (Basic Emergency Management) EM 300 (CEMC Course) EM 240 (Note Taking Course) IMS 100 (Introduction to IMS) IMS 200	Jan 14, 2011  Apr 30, 2015 Nov 5, 2015 Nov 2, 2010 Jan 8, 2013

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance		
<b>EMERGENCY MANAGEMENT PROGRAM COMMITTEE</b> Please provide: <ol style="list-style-type: none"> <li>1. List or attach a list of committee members, and</li> <li>2. The dates on which the committee met.</li> </ol> See O. Reg. 380/04 Part II Section 11	Names of committee members	See attached List
	Dates of Meetings	Meetings were held on Feb 12, 2015 May 14, 2015 Sept 3, 2015 Nov 12, 2015
<b>PROGRAM BY-LAW</b> Please provide: <ol style="list-style-type: none"> <li>1. Date the current By-Law was passed and By-Law number</li> <li>2. If the by-law has been amended or replaced, provide a copy of the new version to the Monitor, Audit, and Review Unit</li> </ol> See EMCPA 2.1 (1)	Date and Number	By-Law #169-2014 Confirming by-law December 9, 2014
	If by-law has been amended or replaced; has a copy been provided to OFMEM? Yes/no	
<b>HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)</b> Please confirm: <ol style="list-style-type: none"> <li>1. The date on which the HIRA was reviewed by the Program Committee</li> <li>3. If the HIRA has been updated or amended, provide a copy to the Monitor, Audit, and Review Unit</li> </ol> See EMCPA 2.1 (3 – 8 inclusive)	On what date or dates was the HIRA reviewed and by whom.	May 14, 2015 by the Emergency Management Program Committee
	If HIRA was amended or updated, has a copy been provided to OFMEM?	October 6, 2015. Copy can be viewed by arranging an appointment with the Vaughan Emergency Planning Department
<b>EMERGENCY RESPONSE PLAN</b> Please provide: <ol style="list-style-type: none"> <li>1. The date that the plan was reviewed,</li> <li>2. By whom it was reviewed, and</li> <li>3. If amended, a copy of the revised plan, and a copy of the current by-law</li> </ol> See EMCPA Section 3 all and EMCPA Section 14 all Also O. Reg. 380/04 Part II Section 15	Date that plan was reviewed.	Nov 6, 2015
	Who reviewed the plan?	Emergency Management Team (Community Control Group)
	If plan was amended, has a copy of the new approved plan and by-law been forwarded to OFMEM and what is the date of approval/passing of revised Plan?	Revision will occur in 2016 based on recommendations
<b>EMERGENCY OPERATION CENTRE (EOC)</b> Please provide:	Location/address of EOC and alternate(s)	



The following information must be provided to the Monitor, Audit, and Review Unit to document compliance		
<ol style="list-style-type: none"> <li>1. The location/address and phone number (if available) of the designated EOC, and alternate(s)</li> <li>2. That the EOC has appropriate communications equipment</li> </ol> <p>See O. Reg. 380/04 Part II Section 13.(1) and (2)</p>	<p>Date that CEMC or Program Committee confirmed that the EOC has appropriate communications equipment and that it has been tested where possible. CEMC to explain what has changed and when changes were made.</p>	<p>Primary EOC – Joint Operations Centre 2800 Rutherford Road, Vaughan</p> <p>Alternate: Pierre Berton Resource Library 4921 Rutherford Rd, Vaughan</p>
<p><b>CRITICAL INFRASTRUCTURE(CI) LIST</b> Please provide:</p> <ol style="list-style-type: none"> <li>1. The date on which the CI list was reviewed,</li> <li>2. By whom it was reviewed, and</li> <li>3. If the CI list has been amended or updated, a copy of the revised CI list.</li> </ol> <p>See EMCPA Section (3)</p>	<p>Date that CI list was reviewed.</p>	<p>October 30, 2015</p>
	<p>Who reviewed the CI list?</p>	<p>Engineering Services, Environmental Services, Buildings and Facilities and Emergency Planning</p>
	<p>If CI list has been amended, has copy been provided to OFMEM and on what date?</p>	<p>List can be viewed by arranging an appointment with the Vaughan Emergency Planning Office</p>

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance		
<b>ANNUAL TRAINING</b> Please provide: <ol style="list-style-type: none"> <li>1. Date of training,</li> <li>2. Type of training conducted, and</li> <li>3. List of attendees</li> </ol> See EMCPA Section 2.1 (2) (b) Also EMCPA Section 3.5 Also O. Reg. 380/04 Part II Section 12 (3) Also Fire Marshal & Chief, Emergency Management Guidance: 2015-01-08 (O. Reg 380/04 Training Requirements)	Date(s) of Training	See attached List
	Type of training (including note taking, continuity of operations, and hazard-specific training) lasting at least 4 hours	Business Continuity Training was conducted separately as part of the BCP facilitated sessions. See attached Vaughan Emergency Management Course Protect in Place Pre-Exercise Training, agenda attached Emergency Shelter Training
	List of attendees	See Attached Roster and lists
<b>ANNUAL EXERCISE</b> Please provide: <ol style="list-style-type: none"> <li>1. Date of the exercise,</li> <li>2. Type of exercise conducted,</li> <li>3. Aim of the exercise,</li> <li>4. List of participants,</li> <li>5. Findings of evaluators, and</li> <li>6. Corrective Actions proposed based on findings of the evaluators.</li> </ol> See EMCPA Section 3(5) Also O. Reg. 380/04 Part II Section 12(6)	Date of Exercise	May 6/7 Sept 9 Nov 6
	Type of exercise	May – Hold and Secure Sept 9 - Emergency Shelter Nov 6 – Control Group
	Aim of exercise	May – practice hold and secure procedures in 21 City buildings Sept – set up of an emergency shelter Nov – practice/evaluate emergency plans and procedures
	List of participants	May – all City staff and participants in 21 buildings (650) Sept - Emergency Shelter see attached Nov – see attached
	Findings	May and Sept Exercises After Action reports Attached, November exercise report in development
	Corrective Actions proposed	May and Sept Exercises After Action reports Attached, November exercise report in development
<b>EMERGENCY INFORMATION OFFICER (EIO)</b> Please provide: <ol style="list-style-type: none"> <li>1. The name of the designated Emergency Information Officer.</li> </ol> See O. Reg. Part II Section 14 all	Name of EIO	Gary Williams, Jennifer Ormston, Carmela Antolino
	Date appointed	January, January 28, 2013 and January, 2014
	24/7 contact info	Personal staff information is confidential in accordance with City policies and is not shared externally
<b>PUBLIC EDUCATION</b> Please provide: <ol style="list-style-type: none"> <li>1. A description of the Public Education activities conducted by the municipality.</li> <li>2. Copies of any Public Information materials distributed or utilized.</li> </ol> See EMCPA 2.1(2) (c)	Brief description of Public Education Program	Public education program includes literature developed in house distributed at eight community events, 10 emergency preparedness workshops were conducted for community groups, the program has a website: <a href="http://www.vaughan.ca/PrepE">www.vaughan.ca/PrepE</a> ; twitter page @PrepE_Vaughan and Face Book Page: <a href="https://www.facebook.com/PrepE.Pal">https://www.facebook.com/PrepE.Pal</a> 943 citizens have participated in workshops and 47,535 pieces of literature distributed (attached).

The following information must be provided to the Monitor, Audit, and Review Unit to document compliance		
<b>ANNUAL REVIEW</b> Please provide: 1. A signed original copy of the "Emergency Management Program Statement of Completion" form and "Annual Municipal Maintenance Checklist".  See O. Reg. 380/04 Part II Section 11(6)	Date of Annual Program review by Program Committee	November 12, 2015
	Date Annual Forms submitted to OFMEM	

# Emergency Management Program 2015 Statement of Completion

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**Municipality:** City of Vaughan

**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

**OFMEM Use Only:**

Data verified by: \_\_\_\_\_

Date: \_\_\_\_\_

Head Office receipt: \_\_\_\_\_

Date: \_\_\_\_\_

Form C-2-15