

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 9, 2014**

Item 29, Report No. 41, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 9, 2014.

**29                    EMERGENCY MANAGEMENT PROGRAM ANNUAL VERIFICATION**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Interim City Manager as the Chair of the Emergency Management Program Committee, dated December 2, 2014:

**Recommendation**

The Interim City Manager as the 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, 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**

The purpose of this report is to provide an update on the program's activities to verify that the City has maintained an essential level emergency management program (Attachment 1) 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. 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*  
The Fire Chief, Manager of Emergency Planning Deputy Chief Fraser and Platoon Chief Warren completed the Provincial CEMC course.
3. *Community Emergency Management Committee*  
The Community Emergency Management Program Committee is scheduled to meet in February, May, September and November.

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 9, 2014**

Item 29, CW Report No. 41 – Page 2

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*  
A review of the Community Risk Profile was conducted on October 29, 2014 through a joint project with York Region Emergency Management and the municipalities in York Region.
6. *Emergency Response Plan*  
The City's Emergency Response Plan is reviewed annually and revised as necessary. The plan has been revised in 2014 to reflect the approved recommendations made from exercise Cascade Convalescence, the Ice Storm response and exercise Mayhem.
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. The designated alternate EOC is located at the Pierre Berton Library, 4921 Rutherford Road.
9. *Emergency Operations Centre Communications*  
The current Emergency Operations Centre is equipped with 42 computers, 43 phones, one facsimile, five printers/scanner/copiers, two Wi-Fi networks, three televisions and two SMART boards. Cellular repeaters have been installed at the Joint Operations Centre by Bell.
10. *Critical Infrastructure*  
The list of critical infrastructure was reviewed and updated in consultation with Buildings and Facilities, Public Works and Engineering.
11. *Annual Training for the Emergency Management Team (EMT) and Staff*  
The Program conducted the Vaughan Emergency Management Course on March 28, 2014 and September 30, 2014 for City staff and response partners. A VEM course is scheduled for November 25, 2014 for new EMT members, new scribes, and as a refresher for existing members. Pre-exercise training for the Emergency Management Team and scribes was conducted in April, May and October. Protect in Place training sessions were conducted for camp counselors and staff. Plume modelling software training was conducted for Station 7-3 crews in October and will be provided to Station 7-9 crews in December. To date 459 employees have attended training.
12. *Annual Exercises*  
Three emergency exercises were conducted in 2014; Protect in Place exercises at 14 city facilities on August 27<sup>th</sup> and 28<sup>th</sup>, Emergency Management Team exercise on May 9<sup>th</sup> and the York Region exercise on October 10<sup>th</sup>.
13. *Designated Emergency Information/Public Information Officer*  
The Director of Corporate Communications, Gary Williams is the designated primary Public Information Officer, Jennifer Ormston, Gloria Leonardis, Anne Winstanley, Susan Davis, Mae Caldarelli and Thi Nguyen are the designated alternates.

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 9, 2014

Item 29, CW Report No. 41 – Page 3

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

The program participated in 12 events and conducted five workshops training 733 citizens. To date the program has distributed over 102,007 pieces of public awareness information which is an increase of 23% over 2013. Emergency Preparedness information is posted on [www.vaughan.ca/PrepE](http://www.vaughan.ca/PrepE). The program's "Disaster Preparedness Workbook for Teens" was selected as the winner of the IAEM-Canada Public Awareness Award for 2014.

#### **Relationship to Vaughan Vision 2020/Strategic Plan**

This report supports the strategic priorities established by Vaughan Vision 2020, in particular;

Service Excellence:	Demonstrate excellence in service delivery, Promote community safety, health and wellness; and
Staff Excellence:	support the professional development of staff.

The program develops plans and procedures and conducts training to ensure that staff can efficiently and effectively manage emergency situations under challenging conditions with the goal of protecting the health and safety of our 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 successfully maintained and exceeded the mandatory elements of an emergency management program as prescribed by the Act and Regulations.

#### **Attachments**

1. 2014 Municipal Emergency Management Program Annual Maintenance Checklist
2. Emergency Management Program 2014 Statement of Completion

#### **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 DECEMBER 2, 2014**

### **EMERGENCY MANAGEMENT PROGRAM ANNUAL VERIFICATION**

#### **Recommendation**

The Interim City Manager as the 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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#### **Regional Implications**

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#### **Attachments**

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2. Emergency Management Program 2014 Statement of Completion

#### **Report prepared by:**

Sharon Walker, Manager of Emergency Planning, Extension 6322

Respectfully submitted,

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

## ANNUAL MUNICIPAL MAINTENANCE CHECKLIST

**NAME OF COMMUNITY: City of Vaughan**

**Date submitted:**

<b>The following information must be provided to the Field Officer to document compliance</b>		
<p><b>CEMC DESIGNATION AND TRAINING</b> Provide to the Field Officer:</p> <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</li> </ol> <p>See O. Reg. 380/04 Part II Section 10 paras 1 – 4</p>	Primary CEMC	Name: Larry Bentley Email: <a href="mailto:eoc@vaughan.ca">eoc@vaughan.ca</a> Phone: 905-832-8585 ext 6301
	Trained? Yes/date or no	Yes, 05-20-2009
	1 <sup>st</sup> Alternate	Name: Sharon Walker Email: <a href="mailto:eoc@vaughan.ca">eoc@vaughan.ca</a> Phone: 905-832-8585 ext 6322
	Trained? Yes/date or no	Yes 05-30-2003
	2 <sup>nd</sup> Alternate	Name: Deryn Rizzi Email: <a href="mailto:eoc@vaughan.ca">eoc@vaughan.ca</a> Phone: 905-832-8585 ext 6305
	Trained? Yes/date or no	no
<p><b>EMERGENCY MANAGEMENT PROGRAM COMMITTEE</b> Provide to the Field Officer:</p> <ol style="list-style-type: none"> <li>List or attach a list of committee members, and</li> <li>The dates on which the committee met.</li> </ol> <p>See O. Reg. 380/04 Part II Section 11</p>	Names of committee members	See Attached
	Dates of Meetings	February 13, 2014, May 8, 2014, September 11, 2014, and November 13, 2014
<p><b>PROGRAM BY-LAW</b> Provide to the Field Officer:</p> <ol style="list-style-type: none"> <li>Date the current By-Law was passed and By-Law number</li> <li>If the by-law has been amended or replaced, provide a copy of the new version to the Field Officer</li> </ol> <p>See EMCPA 2.1 (1)</p>	Date and Number	Original By-Law 348-04, most recent amendment 173-2012
	If by-law has been amended or replaced; has a copy been provided to OFMEM? Yes/no	No changes to the by-law in 2014
<p><b>HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)</b> Confirm to the Field Officer:</p> <ol style="list-style-type: none"> <li>The date on which the HIRA was reviewed by the Program Committee</li> <li>If the HIRA has been updated or amended, provide a copy to the Field Officer.</li> </ol> <p>See EMCPA 2.1 (3 – 8 inclusive)</p>	On what date or dates was the HIRA reviewed and by whom.	May 8, 2014 Emergency Management Program Committee  October 29, 2014 – York Region CEMC'S
	If HIRA was amended or updated, has a copy been provided to OFMEM?	Modifications made, report pending, available for viewing through the Emergency Planning Office

<b>The following information must be provided to the Field Officer to document compliance</b>		
<b>EMERGENCY RESPONSE PLAN</b> Provide to the Field Officer: <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.	May 9, 2014 to current
	Who reviewed the plan?	Sharon Walker Manager of Emergency Planning
	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?	Amendments have been made and document in approval process to Emergency Management Program Committee on November 13, 2014, Committee of the Whole/Council Dec 2014 or January 2015.
<b>EMERGENCY OPERATION CENTRE (EOC)</b> Provide to the Field Officer: <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> See O. Reg. 380/04 Part II Section 13.(1) and (2)	Location/address of EOC and alternate(s)	<b>Primary:</b> 2800 Rutherford Road, Vaughan, ON L4K 2N9 905-303-2051 <b>Alternate:</b> Pierre Berton Resource Library 4921 Rutherford Road, Vaughan
	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 to FO what has changed when changes made.	Equipment is tested every month by the Emergency Planning Program staff
<b>CRITICAL INFRASTRUCTURE(CI) LIST</b> Provide to the Field Officer: <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> See EMCPA Section (3)	Date that CI list was reviewed.	August 19 to September 19, 2014
	Who reviewed the CI list?	Buildings and Facilities Public Works Emergency Planning Engineering
	If CI list has been amended, has copy been provided to OFMEM and on what date?	Available for viewing through the Emergency Planning Office

<b>The following information must be provided to the Field Officer to document compliance</b>		
<b>ANNUAL TRAINING</b> Provide to the Field Officer: <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)	Date(s) of Training	Apr 23, 24, 25, 28; May 1, 2, 5, 7; October 10 (York Region)
	Type of training	Risk Management and Documentation, Exercise outline, priority setting, incident action planning, scribe
	List of attendees	See attached
<b>ANNUAL EXERCISE</b> Provide to the Field Officer: <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 9, 2014 August 27 and 28, 2014 October 10, 2014
	Type of exercise	Table top and EOC evacuation (May) Protect in Place Drills – 14 City Buildings (August) York Region Ballroom (October)
	Aim of exercise	May - The aim of the exercise was to provide the Emergency Management Team (EMT) with the opportunity to practice prioritization, coordination, communication, interoperability, develop incident action plans and establish the alternate emergency operations centre.  August – to practice protect in place procedures for Building Specific Emergencies  October – to practice recovery planning
	List of participants	See attached
	Findings	See After Action Report to Emergency Management Program Committee
	Corrective Actions proposed	See Action Items Report attached to After Action Report to Emergency Management Program Committee
<b>EMERGENCY INFORMATION OFFICER (EIO)</b> Provide to the Field Officer: <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, Ted Hallas, Jennifer Ormston,
	Date appointed	January 2014
	24/7 contact info	Due to confidentiality requirements and corporate policies, personal information on employees cannot be released and such release of this information is prohibited under Section 2.1(6)b of the Act
<b>PUBLIC EDUCATION</b> Provide to the Field Officer: <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>	Brief description of Public Education Program	PrepE Public Education Initiative includes 10 public safety videos, workbooks, activity books, pens, magnets, website: <a href="http://www.vaughan.ca/PrepE">www.vaughan.ca/PrepE</a> , workshops, social media sites @PrepEvaughan on twitter and PrepE Facebook page. The

<b>The following information must be provided to the Field Officer to document compliance</b>		
See EMCPA 2.1(2) (c)		program participates in or supports through providing awareness materials to community events such including, Winterfest, Woodbridge Fair, Safety Expo, Fire Prevention Kick-Off, EP Week, Seniors Safety Expo, school fairs, sporting events, protect in place training, Junior Firefighter event, school visits by councillors, career fair, Conferences and Canada Day. The program participated in 17 events/workshops training 733 citizens and distributed 102,007 pieces of public awareness literature
<b>ANNUAL REVIEW</b> Provide to the Field Officer 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 13, 2014
	Date Annual Forms submitted to Field Officer	

# Emergency Management Program 2014 Statement of Completion

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Municipality: City of Vaughan

Sector: Golden Horseshoe

**Verification:**

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

**We**, the undersigned, declare that 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: \_\_\_\_\_