

CITY OF VAUGHAN

**EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2017**

Item 16, Report No. 44, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 11, 2017.

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

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Chair of the Emergency Management Program Committee, dated December 5, 2017:

**Recommendation**

The Chair of the Emergency Management Program Committee recommends:

1. That Council authorize the Mayor and the Fire Chief, as the Community Emergency Management Coordinator, to sign the Annual Statement of Completion (Attachment 2) for 2017 and annually, moving forward.

**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 the PrepE Facebook page and program website. In coordination with Corporate Communications, emergency management information is provided through 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 mandatory elements (Attachment 1):

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 the mandatory training courses for CEMC's.

**CITY OF VAUGHAN**

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Item 16, CW Report No. 44 – Page 2

3. *Community Emergency Management Committee*  
The Community Emergency Management Program Committee met in February, May, June, September and November of 2017.
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 042-2017 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, 2017.
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 042-2017 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. An electronic documentation program has been developed and launched in 2017.
9. *Emergency Operations Centre Communications*  
The current Emergency Operations Centre is equipped with 42 computers, 48 phones, five printers/scanner/copiers, three televisions and two secure Wi-Fi systems.
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 13<sup>th</sup> and 15<sup>th</sup>. Eight pre-exercise training sessions for the Emergency Management Team and two scribe training sessions were conducted in November. To date 162 personnel have received training.
12. *Annual Exercises*  
An emergency shelter exercise was held at Father Ermanno Bulfon Community Centre on September 20<sup>th</sup> that involved 13 staff from three departments. The Emergency Management Team exercise on November 15<sup>th</sup> and 16<sup>th</sup> involved 110 staff and external agency representatives. Code White drills were conducted at 24 sites during the week of August 1<sup>st</sup> to 4<sup>th</sup> and August 24<sup>th</sup> that involved over 4,285 staff and patrons. The program and Vaughan Fire and Rescue Service has participated in three exercises with the Toronto Transit Commission related to the opening of the subway.
13. *Designated Emergency Information/Public Information Officer*  
The following staff are designated as Public Information Officers: Carmela Antolino, Susan Davis, Thi Nguyen, Alessandra Pompeo and Mae Caldarelli.

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2017**

Item 16, CW Report No. 44 – Page 3

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

The program participated in Winterfest, Public Works Day and Seniors Safety Day delivered sixteen public education workshops/events. Emergency preparedness information is posted on [www.vaughan.ca/PrepE](http://www.vaughan.ca/PrepE). There are 20 public safety videos posted on the program's YouTube site. To date, 623 citizens have participated in workshops and 44,020 pieces of literature distributed.

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

Workbooks have been reviewed by departments with updates submitted to Emergency Planning.

### **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. Annual Municipal Maintenance Checklist 2017.
2. Annual Statement of Completion 2017.

### **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.)

**EMERGENCY MANAGEMENT PROGRAM – ANNUAL VERIFICATION REPORT**

**Recommendation**

The Chair of the Emergency Management Program Committee recommends:

1. That Council authorize the Mayor and the Fire Chief, as the Community Emergency Management Coordinator, to sign the Annual Statement of Completion (Attachment 2) for 2017 and annually, moving forward.

**Contribution to Sustainability**

N/A

**Economic Impact**

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**Communications Plan**

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Sharon Walker, Larry Bentley, and Deryn Rizzi have completed the mandatory training courses for CEMC's.
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### **Regional Implications**

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### **Attachments**

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### **Report prepared by:**

Sharon Walker, Manager Emergency Planning, Extension 6322.

Respectfully submitted,

Daniel Kostopoulos  
Chair  
Emergency Management Program Committee  
Extension 8290

## ANNUAL MUNICIPAL MAINTENANCE CHECKLIST 2017

**NAME OF COMMUNITY:****Date submitted:**

Please submit all requested documentation below to the Office of the Fire Marshal and Emergency Management (OFMEM) by email at [OFMEM-FAS-AA@ontario.ca](mailto:OFMEM-FAS-AA@ontario.ca) or via mail to the following address:

Director, Emergency Management  
Office of the Fire Marshal and Emergency Management  
25 Morton Shulman Avenue, 5<sup>th</sup> floor  
Toronto ON M3M 0B1

The following information is required by the OFMEM to document compliance.																				
<b>CEMC DESIGNATION AND TRAINING</b> Please provide:  1. Names of the primary and alternate CEMC's as well as their email and 24/7 phone number  2. Date of completion for required training ( <b>optional for alternates</b> ), including: a. EM 200 (Basic Emergency Management) b. EM 300 (CEMC Course) c. EM 240 (Note Taking Course) d. IMS 100 (Introduction to IMS) e. IMS 200 (Basic IMS)  See O. Reg. 380/04 Part II Section 10 paras 1 – 4 and Fire Marshal & Chief, Emergency Management Guidance: 2015-01-08 (O. Reg 380/04 Training Requirements)	Primary CEMC	Name: Larry Bentley Email <a href="mailto:larry.bentley@vaughan.ca">larry.bentley@vaughan.ca</a> and <a href="mailto:eoc@vaughan.ca">eoc@vaughan.ca</a> Phone: 905-832-8585 ex 6301																		
	Date designated by municipality Bylaw/Resolution number if applicable.	Date March 1, 2013																		
	Trained?	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>Date (if yes)</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><u>Jan 22-23, 2009</u></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><u>May 20, 2009</u></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><u>Oct 9, 2015</u></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><u>Nov 5, 2009</u></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><u>Nov 26-27, 2009</u></td> </tr> </tbody> </table>	Yes	No	Date (if yes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Jan 22-23, 2009</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>May 20, 2009</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Oct 9, 2015</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Nov 5, 2009</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Nov 26-27, 2009</u>
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1 <sup>st</sup> Alternate	Name: Sharon Walker Email: <a href="mailto:sharon.walker@vaughan.ca">sharon.walker@vaughan.ca</a> and <a href="mailto:eoc@vaughan.ca">eoc@vaughan.ca</a> Phone: 905-832-8585 ex 6322																			
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<b>EMERGENCY MANAGEMENT PROGRAM COMMITTEE</b> Please provide: <ol style="list-style-type: none"> <li>List (or attach a list) of committee members names and positions,</li> <li>Has Chair been appointed by Council?</li> <li>Does Committee membership meet the requirements of Sentences 11.(2) and (3)? (CEMC and Senior Municipal Official)</li> <li>The dates on which the committee met, and</li> <li>Has the committee submitted a report to council?</li> </ol> See O. Reg. 380/04 Part II Section 11	Names and positions of committee members  Has Chair been appointed by Council?  Membership requirements met?  Dates of Meetings  Report to Council? Or minutes sent to Council?	See attached document  <table border="0"> <tr> <td>Yes</td> <td>No</td> <td>Date (if yes)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><u>March 1, 2016</u></td> </tr> </table> <table border="0"> <tr> <td>Yes</td> <td>No</td> <td>Date (if yes)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><u>Nov 23, 2017</u></td> </tr> </table> Mar 2, Apr 13, Jun 8, Sept 21, Nov 23, 2017  Yes No <input checked="" type="checkbox"/> <input type="checkbox"/> If yes, attach copy of report/minutes.	Yes	No	Date (if yes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>March 1, 2016</u>	Yes	No	Date (if yes)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Nov 23, 2017</u>						
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<b>PROGRAM BY-LAW</b> Please provide: <ol style="list-style-type: none"> <li>Date the current by-law was passed and by-law number (the municipality may have one bylaw adopting both the Emergency Plan and Program together or they may have two separate bylaws), and</li> <li>If the by-law has been amended or replaced, please provide a copy of the new version to OFMEM</li> </ol> See EMCPA 2.1 (1)	Date and Number  If by-law has been amended or replaced; has a copy been provided to OFMEM?	Mar 22, 2016 Bylaw #039-2016 (confirming by-law)  <table border="0"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>														
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<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 and</li> <li>2. If the HIRA has been updated or amended, please provide a copy to OFMEM</li> </ol> See EMCPA 2.1 (3 – 8 inclusive)	On what date was the HIRA reviewed by Program Committee?	Review Date      Reviewer <u>Nov 23, 2017</u> <u>EMPC</u>
	If HIRA was amended or updated, has a copy been provided to OFMEM?	Yes    No <input type="checkbox"/> <input checked="" type="checkbox"/> HIRA may be viewed under supervision of the Manager of Emergency Planning as per City Policy

The following information is required by the OFMEM to document compliance.		
<b>EMERGENCY RESPONSE PLAN</b> Please provide: <ol style="list-style-type: none"> <li>1. Date the current by-law was passed and by-law number (the municipality may have one bylaw adopting both the Emergency Plan and Program together or they may have two separate bylaws),</li> <li>2. Confirmation that the plan assigns responsibilities to municipal employees for the implementation of the plan,</li> <li>3. Confirmation that the plan contains notification procedures,</li> <li>4. Confirmation that the plan governs the provision of necessary services during an emergency,</li> <li>5. Confirmation that the plan governs the procedures for an emergency response,</li> <li>6. The date that the plan was reviewed by Program Committee, and</li> <li>7. If amended, submit a copy of the revised plan, and a copy of the current by-law to OFMEM</li> </ol> See EMCPA Section 3 all and EMCPA Section 14 all Also O. Reg. 380/04 Part II Section 15	What is the number and date of approval of Plan Bylaw?	Number      Date <u>042-2017</u> <u>April 19, 2017</u>
	Does the plan assign responsibilities to municipal employees for the implementation of the plan?	Yes      No <input checked="" type="checkbox"/> <input type="checkbox"/>
	Does the plan contain notification procedures?	Yes      No <input checked="" type="checkbox"/> <input type="checkbox"/>
	Does the plan govern the provision of necessary services during an emergency?	Yes      No <input checked="" type="checkbox"/> <input type="checkbox"/>
	Does the plan govern the procedures for an emergency response?	Yes      No <input checked="" type="checkbox"/> <input type="checkbox"/>
	Date that plan was reviewed.	Date The plan underwent a comprehensive review throughout 2016
	If plan was amended, has a copy of the new approved plan and by-law been forwarded to OFMEM?	Yes      No <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>EMERGENCY OPERATIONS CENTRE (EOC)</b> Please provide: <ol style="list-style-type: none"> <li>1. The location/address and contact information (telephone, facsimile, email) of the designated EOC, and alternate locations, and</li> <li>2. Confirmation that the EOC has appropriate communications equipment</li> </ol> See O. Reg. 380/04 Part II Section 13.(1) and (2) and CEMC Handbook	Location/address of EOC and alternate locations(s)	Primary EOC Joint Operations Centre 2800 Rutherford Road, Vaughan  Alternate EOC Pierre Berton Resource Library 4921 Rutherford Road, Vaughan
	Does the EOC have appropriate communications equipment?	Yes      No <input checked="" type="checkbox"/> <input type="checkbox"/>

The following information is required by the OFMEM to document compliance.		
<b>CRITICAL INFRASTRUCTURE (CI) LIST</b> Please provide: <ol style="list-style-type: none"> <li>The date on which the CI list was reviewed by the Program Committee, and</li> <li>If the CI list has been amended, a copy of the revised CI list.</li> </ol> See EMCPA Section 2.1 (3)	Date that CI list was reviewed.	August to September 2017
	Who reviewed the CI list?	Emergency Planning, Environmental Services, Facilities Maintenance and Asset Management and Infrastructure Delivery
	If CI list has been amended, has a copy been provided to OFMEM and on what date?	For security reasons, the list may be viewed by arranging and appointment with the Vaughan Emergency Planning Office
<b>MECG ANNUAL TRAINING</b> Please provide: <ol style="list-style-type: none"> <li>Date of training,</li> <li>Type of training conducted, and</li> <li>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). <b>If Note Taking and Continuity of Operations training was not done in 2015 it must be done in 2016.</b>	Date(s) of Training	EMT: November 2, 3, 9, 10 and 14 Scribe Training Nov 6 and 10 Emergency Shelter: Sept 13 and 15
	Description of training (must last at least 4 hours)	Vaughan Emergency Plan Update, Geo-Cortex, Common Operating Dashboard and Grid Ex IV
	List of attendees, names and positions	See Attached Rosters
<b>MECG ANNUAL EXERCISE</b> Please provide: <ol style="list-style-type: none"> <li>Date of the exercise,</li> <li>Type of exercise conducted,</li> <li>Aim of the exercise,</li> <li>List of participants, (names and positions),</li> <li>Findings of evaluators, and</li> <li>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) and CEMC Handbook	Date of Exercise	Nov 15 and 16, 2017
	Type of Exercise	Functional exercise Additional live field exercises also conducted.
	Aim of exercise	To practice and integrated response with Alectra
	List of participants	See attached
	Findings	After Action Report for Annual Exercise will be submitted once approved by the EMPC
	Corrective Actions proposed	After Action Report for annual exercise will be submitted once approved by the EMPC
<b>EMERGENCY INFORMATION OFFICER (EIO)</b>	Name of EIO	Carmela Antolino

The following information is required by the OFMEM to document compliance.		
Please provide: 1. The name of the Emergency Information Officer designated by Council. See O. Reg. Part II Section 14 all		
<b>PUBLIC EDUCATION</b> Please provide: 1. A description of the Public Education activities conducted by the municipality, and 2. Copies of any Public Information materials distributed or utilized. See EMCPA 2.1(2) (c)	Brief description of Public Education Program	<a href="http://www.vaughan.ca/PrepE">www.vaughan.ca/PrepE</a> . There are 21 public safety videos posted on the program's You Tube site, Updated webpage, <a href="http://www.vaughan.ca/PrepE">www.vaughan.ca/PrepE</a> , 44,020 pieces of literature distributed and 16 Events/workshops conducted
<b>ANNUAL REVIEW</b> Please provide: 1. Date of Annual Review, and 2. 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 Date Annual Forms submitted to OFMEM	Nov 23, 2017

# Emergency Management Program Annual Statement of Completion 2017

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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 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-2-16