

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 16th that involved 25 staff from six departments. The Emergency Management Team exercise on November 9th 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 4th, 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.

CITY OF VAUGHAN

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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. 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.)

COMMITTEE OF THE WHOLE DECEMBER 6, 2016

EMERGENCY MANAGEMENT PROGRAM – ANNUAL VERIFICATION REPORT

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

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Report prepared by:

Sharon Walker, Manager Emergency Planning, Extension 6322.

Respectfully submitted,

Daniel Kostopoulos
City Manager
Chair, Emergency Management Program Committee
Extension: 8290

ANNUAL MUNICIPAL MAINTENANCE CHECKLIST 2016

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 or via mail to the following address:

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

The following information is required by the OFMEM to document compliance.																				
CEMC DESIGNATION AND TRAINING Please provide: <ol style="list-style-type: none"> Names of the primary and alternate CEMC's as well as their email and 24/7 phone number Date of completion for required training (optional for alternates), including: <ol style="list-style-type: none"> EM 200 (Basic Emergency Management) EM 300 (CEMC Course) EM 240 (Note Taking Course) IMS 100 (Introduction to IMS) IMS 200 (Basic IMS) <p>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)</p>	Primary CEMC	Name: Larry Bentley Email: larry.bentley@vaughan.ca and eoc@vaughan.ca 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 st Alternate	Name: Sharon Walker Email: sharon.walker@vaughan.ca and eoc@vaughan.ca Phone: 905-832-8585 ex 6322																			
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2 nd Alternate	Name: Deryn Rizzi Email: deryn.rizzi@vaughan.ca and eoc@vaughan.ca Phone: 905-832-8585 ex 6305																			

The following information is required by the OFMEM to document compliance.		
	Trained?	Yes No Date (if yes)
	EM 200	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Jan 14, 2011</u>
	EM 300	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Apr 30, 2015</u>
	EM 240	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Nov 5, 2015</u>
	IMS 100	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Nov 2, 2010</u>
	IMS 200	<input checked="" type="checkbox"/> <input type="checkbox"/> <u>Jan 8, 2013</u>
EMERGENCY MANAGEMENT PROGRAM COMMITTEE Please provide:	Names and positions of committee members	See attached document
1. List(or attach a list) of committee members names and positions,	Has Chair been appointed by Council?	Yes No Date (if yes) <input checked="" type="checkbox"/> <input type="checkbox"/> <u>March 1, 2016</u>
2. Has Chair been appointed by Council?		
3. Does Committee membership meet the requirements of Sentences 11.(2) and (3)? (CEMC and Senior Municipal Official)	Membership requirements met?	Yes No Date (if yes) <input checked="" type="checkbox"/> <input type="checkbox"/> <u>Nov 17, 2016</u>
4. The dates on which the committee met, and	Dates of Meetings	Feb. 11, Apr 14, Jun 9, Sept 15, Nov 17, 2016
5. Has the committee submitted a report to council?	Report to Council? Or minutes sent to Council?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/> If yes, attach copy of report/minutes.
See O. Reg. 380/04 Part II Section 11		
PROGRAM BY-LAW Please provide:	Date and Number	Mar 22, 2016 Bylaw #039-2016 (confirming by-law)
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), and	If by-law has been amended or replaced; has a copy been provided to OFMEM?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/> Hard copy included in verification submission
2. If the by-law has been amended or replaced, please provide a copy of the new version to OFMEM		
See EMCPA 2.1 (1)		
HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA) Please confirm:	On what date was the HIRA reviewed by Program Committee?	Review Date Reviewer
1. The date on which the HIRA was reviewed by the Program Committee and		<u>Sept 15, 2016</u> <u>EMPC</u>
		<u>Aug 23, 2016</u> <u>Sharon Walker</u>

The following information is required by the OFMEM to document compliance.		
2. If the HIRA has been updated or amended, please provide a copy to OFMEM See EMCPA 2.1 (3 – 8 inclusive)	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
EMERGENCY RESPONSE PLAN Please provide:	What is the number and date of approval of Plan Bylaw?	Number Date <u>169-2014</u> <u>Dec 9, 2014</u>
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),	Does the plan assign responsibilities to municipal employees for the implementation of the plan?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>
2. Confirmation that the plan assigns responsibilities to municipal employees for the implementation of the plan,	Does the plan contain notification procedures?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>
3. Confirmation that the plan contains notification procedures,	Does the plan govern the provision of necessary services during an emergency?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>
4. Confirmation that the plan governs the provision of necessary services during an emergency,	Does the plan govern the procedures for an emergency response?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>
5. Confirmation that the plan governs the procedures for an emergency response,	Date that plan was reviewed.	Date The plan has been undergoing a comprehensive review throughout 2016
6. The date that the plan was reviewed by Program Committee, and	If plan was amended, has a copy of the new approved plan and by-law been forwarded to OFMEM?	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> Plan has not been amended
7. If amended, submit a copy of the revised plan, and a copy of the current by-law to OFMEM See EMCPA Section 3 all and EMCPA Section 14 all Also O. Reg. 380/04 Part II Section 15		
EMERGENCY OPERATIONS CENTRE (EOC) Please provide:	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
1. The location/address and contact information (telephone, facsimile, email) of the designated EOC, and alternate locations, and		

The following information is required by the OFMEM to document compliance.		
2. Confirmation that the EOC has appropriate communications equipment See O. Reg. 380/04 Part II Section 13.(1) and (2) and CEMC Handbook	Does the EOC have appropriate communications equipment?	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>
CRITICAL INFRASTRUCTURE (CI) LIST Please provide: 1. The date on which the CI list was reviewed by the Program Committee, and 2. If the CI list has been amended, a copy of the revised CI list. See EMCPA Section 2.1 (3)	Date that CI list was reviewed.	October to November 2016
	Who reviewed the CI list?	Emergency Planning, Environmental Services, Facilities Maintenance 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
MECG ANNUAL TRAINING Please provide: 1. Date of training, 2. Type of training conducted, and 3. List of attendees 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). If Note Taking and Continuity of Operations training was not done in 2015 it must be done in 2016.	Date(s) of Training	Vaughan EOC Orientation Mar 4, 2016 EMT: October 25, 26, 27, 28, Nov 3 and 4 Emergency Shelter: Sept 7 and 9
	Description of training (must last at least 4 hours)	Vaughan EOC Orientation (7 hours) EMT training Emergency Shelter Training
	List of attendees, names and positions	See Attached Rosters
MECG ANNUAL EXERCISE Please provide: 1. Date of the exercise, 2. Type of exercise conducted, 3. Aim of the exercise, 4. List of participants, (names and positions), 5. Findings of evaluators, and 6. Corrective Actions proposed based	Date of Exercise	Nov 9, 2016 See attached for a list of additional exercises conducted
	Type of Exercise	Table Top Discussion Additional live field exercises also conducted.
	Aim of exercise	To practice situation size up and incident action planning
	List of participants	See attached
	Findings	After Action Report for Annual Exercise will be submitted once approved by the EMPC

The following information is required by the OFMEM to document compliance.		
on findings of the evaluators. See EMCPA Section 3(5) Also O. Reg. 380/04 Part II Section 12(6) and CEMC Handbook	Corrective Actions proposed	After Action Report for annual exercise will be submitted once approved by the EMPC
EMERGENCY INFORMATION OFFICER (EIO) Please provide: 1. The name of the Emergency Information Officer designated by Council. See O. Reg. Part II Section 14 all	Name of EIO	Gary Williams Jennifer Ormston Carmela Antolino
PUBLIC EDUCATION 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	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 . 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.
ANNUAL REVIEW 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 17, 2016

Emergency Management Program Annual Statement of Completion 2016



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