

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2012**

Item 35, Report No. 48, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 11, 2012.

**35      EMERGENCY MANAGEMENT PROGRAM – ESSENTIAL LEVEL VERIFICATION**

**The Committee of the Whole recommends:**

- 1)      That the Emergency Management Program Committee recommendation of November 9, 2012, be approved; and**
- 2)      That the report of the Manager of Emergency Planning and the Fire Chief, dated November 27, 2012, be received.**

**Recommendation**

The Manager of Emergency Planning and the Fire Chief, on behalf of the Emergency Management Program Committee forward the following recommendation for Council's consideration:

- 1)      The Emergency Management Program Committee recommendation of November 9, 2012 (Item 1, Report No.5):
  - (1)      That the report on verification of maintaining an essential level Emergency Management Program in accordance with the *Emergency Management and Civil Protection Act*, be received; and
  - (2)      That this report be forwarded to Council for approval and the Mayor and Community Emergency Management Coordinator (Fire Chief) be requested 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 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.

**Purpose**

To provide the Emergency Management Program Committee with information on 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).

## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2012**

Item 35, CW Report No. 48 – Page 2

#### **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 four staff registered with Emergency Management Ontario. The primary CEMC is Fire Chief Greg Senay, the first alternate CEMC is Sharon Walker - Manager of Emergency Planning, the second alternate is John Caruso - Chief Fire Prevention Officer and the third alternate is Deputy Fire Chief Larry Bentley.
2. *CEMC Training*  
Sharon Walker, John Caruso and Larry Bentley have all completed the Provincial CEMC required training.
3. *Community Emergency Management Committee*  
The Community Emergency Management Program Committee met in February, May, June, September and November of 2012.
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 and 205-2010 are amendments to the original By-Law.
5. *Current Community Risk Profile*  
The Community Risk Profile is reviewed annually and revised to reflect new and/or changing risk in the City. No revisions were required in 2012.
6. *Emergency Response Plan*  
The Plan was reviewed and revised in 2012. The revised Plan was approved by Council on October 30, 2012.
7. *Emergency Response Plan By-Law*  
By-Law 205-2010 amended the previous by-laws to enact the revised Emergency Response Plan. The revised emergency plan was approved by Council on October 30, 2012.
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.
9. *Emergency Operations Centre Communications*  
The current Emergency Operations Centre is equipped with 42 computers, 43 phones, one facsimile, five printers/scanner/copiers, three televisions and two SMART boards,
10. *Critical Infrastructure*  
The Critical infrastructure database was reviewed and updated in October.
11. *Annual Training for the Emergency Management Team (EMT) and Staff*  
The Program conducted the 12 training sessions for staff that included;
  - 1 Vaughan Emergency Management Sessions for Staff – 7 hours
  - 4 Emergency Management Team Pre-Exercise Training Sessions – 3 hours
  - 2 Scribe Practice Sessions – 3 hours
  - 12 staff will be trained by November 9, 2012.

## CITY OF VAUGHAN

### **EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2012**

Item 35, CW Report No. 48 – Page 3

#### *12. Annual Exercises*

The Program conducted three planned emergency exercises in May, September and November. The first exercise was a surprise notification drill conducted on May 25, 2012. The second exercise was establishing an emergency shelter sleeping area at Garnet Williams Community Centre conducted on June 7, 2012. The third was a simulation cell exercise conducted jointly with the town of Richmond Hill on an emergency event that impacted both municipalities simultaneously on November 9, 2012. The Program and Vaughan Fire and Rescue Services participated in evacuation exercises at Villa Colombo and Sherwood Court long term care facilities.

#### *13. Designated Emergency Information/Public Information Officer*

The staff of the Corporate Communications department are designated as Public Information Officers, including Ted Hallas, Robert Kubinski, Gloria Leonardis, Anne Winstanley and David Blumenfeld.

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

The program added three new emergency preparedness public awareness videos for the PrepE campaign. The videos ran on multimedia screens at City Hall, You Tube and on PrepE's Facebook page. The @PrepE\_Vaughan twitter account was launched in June, where emergency preparedness information is posted two to three times a week. The Program has participated in nine events, conducted seven workshops and distributed over 42,530 pieces of literature and preparedness items. There were a total of 237 participants trained through the workshops. The videos have been viewed over 1430 times on You Tube. The PrepE Facebook site materials have received over 17,100 impressions and have 66 likes. There has been a 7% decrease in materials distributed over the same time frame in 2011. An emergency preparedness public service announcement aired on the Jewel 88.5 during Emergency Preparedness Week May 7 to 12, 2012.

#### *15. Miscellaneous*

On Friday June 15, 2012 the City dealt with a small scale emergency of a natural gas leak in the vicinity of Langstaff Road and Highway 27. The emergency situation required the evacuation of homes in the immediate area and establishing an emergency shelter at the Woodbridge Memorial Pool and Arena. The City with the assistance of Red Cross sheltered 70 residents and 15 pets for a period of six hours. In total 29 City Staff and 7 Red Cross volunteers were deployed to the emergency shelter. An after action report on the response was provided to the Committee with lessons learned. Emergency Shelter Plans, set up procedures and emergency shelter kits have been developed for each Community Centre.

Documentation of the program activities that demonstrate maintaining an essential level emergency management program in accordance with the Act and Regulations is submitted to Emergency Management Ontario annually prior to December 31.

#### **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.

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2012**

Item 35, CW Report No. 48 – Page 4

**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. Form C-1-12 Checklist
2. Form C-2-12 Annual 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.)

**EMERGENCY MANAGEMENT PROGRAM – ESSENTIAL LEVEL VERIFICATION****Recommendation**

The Manager of Emergency Planning and the Fire Chief, on behalf of the Emergency Management Program Committee forward the following recommendation for Council's consideration:

- 1) The Emergency Management Program Committee recommendation of November 9, 2012 (Item 1, Report No.5):
  - (1) That the report on verification of maintaining an essential level Emergency Management Program in accordance with the *Emergency Management and Civil Protection Act*, be received; and
  - (2) That this report be forwarded to Council for approval and the Mayor and Community Emergency Management Coordinator (Fire Chief) be requested 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 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.

**Purpose**

To provide the Emergency Management Program Committee with information on 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 four staff registered with Emergency Management Ontario. The primary CEMC is Fire Chief Greg Senay, the first alternate CEMC is Sharon Walker - Manager of Emergency Planning, the second alternate is John Caruso - Chief Fire Prevention Officer and the third alternate is Deputy Fire Chief Larry Bentley.

2. *CEMC Training*  
Sharon Walker, John Caruso and Larry Bentley have all completed the Provincial CEMC required training.
3. *Community Emergency Management Committee*  
The Community Emergency Management Program Committee met in February, May, June, September and November of 2012.
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 and 205-2010 are amendments to the original By-Law.
5. *Current Community Risk Profile*  
The Community Risk Profile is reviewed annually and revised to reflect new and/or changing risk in the City. No revisions were required in 2012.
6. *Emergency Response Plan*  
The Plan was reviewed and revised in 2012. The revised Plan was approved by Council on October 30, 2012.
7. *Emergency Response Plan By-Law*  
By-Law 205-2010 amended the previous by-laws to enact the revised Emergency Response Plan. The revised emergency plan was approved by Council on October 30, 2012.
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.
9. *Emergency Operations Centre Communications*  
The current Emergency Operations Centre is equipped with 42 computers, 43 phones, one facsimile, five printers/scanner/copiers, three televisions and two SMART boards,
10. *Critical Infrastructure*  
The Critical infrastructure database was reviewed and updated in October.
11. *Annual Training for the Emergency Management Team (EMT) and Staff*  
The Program conducted the 12 training sessions for staff that included;
  - 1 Vaughan Emergency Management Sessions for Staff – 7 hours
  - 4 Emergency Management Team Pre-Exercise Training Sessions – 3 hours
  - 2 Scribe Practice Sessions – 3 hours
  - 12 staff will be trained by November 9, 2012.
12. *Annual Exercises*  
The Program conducted three planned emergency exercises in May, September and November. The first exercise was a surprise notification drill conducted on May 25, 2012. The second exercise was establishing an emergency shelter sleeping area at Garnet Williams Community Centre conducted on June 7, 2012. The third was a simulation cell exercise conducted jointly with the town of Richmond Hill on an emergency event that impacted both municipalities simultaneously on November 9, 2012. The Program and Vaughan Fire and Rescue Services participated in evacuation exercises at Villa Colombo and Sherwood Court long term care facilities.

**13. Designated Emergency Information/Public Information Officer**

The staff of the Corporate Communications department are designated as Public Information Officers, including Ted Hallas, Robert Kubinski, Gloria Leonardis, Anne Winstanley and David Blumenfeld.

**14. Public Education and Awareness**

The program added three new emergency preparedness public awareness videos for the PrepE campaign. The videos ran on multimedia screens at City Hall, You Tube and on PrepE's Facebook page. The @PrepEvaughan twitter account was launched in June, where emergency preparedness information is posted two to three times a week. The Program has participated in nine events, conducted seven workshops and distributed over 42,530 pieces of literature and preparedness items. There were a total of 237 participants trained through the workshops. The videos have been viewed over 1430 times on You Tube. The PrepE Facebook site materials have received over 17,100 impressions and have 66 likes. There has been a 7% decrease in materials distributed over the same time frame in 2011. An emergency preparedness public service announcement aired on the Jewel 88.5 during Emergency Preparedness Week May 7 to 12, 2012.

**15. Miscellaneous**

On Friday June 15, 2012 the City dealt with a small scale emergency of a natural gas leak in the vicinity of Langstaff Road and Highway 27. The emergency situation required the evacuation of homes in the immediate area and establishing an emergency shelter at the Woodbridge Memorial Pool and Arena. The City with the assistance of Red Cross sheltered 70 residents and 15 pets for a period of six hours. In total 29 City Staff and 7 Red Cross volunteers were deployed to the emergency shelter. An after action report on the response was provided to the Committee with lessons learned. Emergency Shelter Plans, set up procedures and emergency shelter kits have been developed for each Community Centre.

Documentation of the program activities that demonstrate maintaining an essential level emergency management program in accordance with the Act and Regulations is submitted to Emergency Management Ontario annually prior to December 31.

**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. Form C-1-12 Checklist
2. Form C-2-12 Annual Statement of Completion

**Report prepared by:**

Sharon Walker, Manager of Emergency Planning, Extension 6322

Respectfully submitted,

Sharon Walker  
Manager, Emergency Planning  
Extension: 6322

Greg Senay  
Fire Chief  
Extension 6301



## 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:** GTA

	Date Confirmed by EMPC
1. Does the municipality have a Community Emergency Management Coordinator (CEMC)? (O.Reg.380/04,s.10(1))	Nov 9, 2012
2. Has the CEMC (and any alternates) completed the required training? (O.Reg.380/04,s.10(2))	Nov 9, 2012
3. Does the municipality have a community emergency management program committee and has it met? (O.Reg. 380/04, s.11)	Nov 9, 2012
4. Does the municipality have a current by-law adopting its emergency management program? (EMCPA s. 2)	Nov 9, 2012
5. Has the municipality's Community Risk Profile been reviewed and is it current? (EMCPA s. 2)	Nov 9, 2012
6. Has the municipality's Emergency Response Plan been reviewed and has a copy been submitted to EMO if revised? (EMCPA s.3.1 (1), s.3.1(6) s. 6.2 (1) )	Nov 9, 2012
7. Is the municipality's by-law adopting its emergency response plan current? (EMCPA s. 3 (1))	Nov 9, 2012
8. Does the municipality have a designated Emergency Operations Centre? (O.Reg.380/04,s.13 (1))	Nov 9, 2012
9. Does the municipality's EOC have appropriate communications systems? (O. Reg. 380/04,s.13 (2))	Nov 9, 2012
10. Has the municipality's Critical Infrastructure Identification been reviewed and is the list current? (EMCPA s. 2.1 (3))	Nov 9, 2012
11. Has the municipality conducted its required annual training for the Community Control Group and staff? (EMCPA s.2.1(2), O.Reg. 380/04,s.12 (3))	Nov 9, 2012
12. Has the municipality conducted its required annual Exercise for the Community Control Group? (EMCPA s.2.1(2), O.Reg.380/04 s. 12 (6))	Nov 9, 2012
13. Has the municipality designated an employee to act as its Emergency Information Officer? (O.Reg.380/04, s. 14 (1))	Nov 9, 2012
14. Has the municipality completed a Public Education program? (EMCPA s. 2.1 (2c))	Nov 9, 2012
15. Has the municipality's Emergency Management Program Committee conducted an Annual Review of the Program? (O.Reg.380/04,s.11 (6))	Nov 9, 2012

Annual Emergency  
Management Program  
Statement of Completion



**Municipality:** City of Vaughan

**Sector:** GTA

**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: \_\_\_\_\_