



Vaughan Fire & Rescue Service
 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1
 Tel 905-832-8585 x6301
 Fire Chief Deryn Rizzi
 Email: Deryn.Rizzi@vaughan.ca



memorandum

DATE: February 10, 2020

TO: Hon. Mayor and Members of Council

FROM: Fire Chief Deryn Rizzi

RE: **COMMUNICATION – February 11, 2020 / Council Committee of the Whole (1), February 4, 2020 – Item No. 1 VMC YMCA Centre of Community and Library – Budget Amendment – Emergency Preparedness**

<p>c 7 Communication COUNCIL: Feb 11/20 CW Rpt. No. 4 Item 1</p>

Purpose:

The following memo is in response to the communication received regarding the City of Vaughan’s emergency planning efforts.

Update:

All municipalities in Ontario are required to establish and maintain an emergency management program in accordance with the requirements under the Emergency Management and Civil Protection Act (EMCPA), R.S.O. 1990, c. E.9. The purpose of this report is to advise the Mayor and Members of Council that the Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by our Community Emergency Management Coordinator and it has been determined that the City of Vaughan is in compliance with the EMCPA for 2019. The City of Vaughan has met compliance since the legislation was enacted in 2004 up to and including the end of the reporting year (2019) to the province.

The City has a Comprehensive Emergency Plan that is available to the public. The plan is required under the Act and is reviewed and revised annually as necessary. Based on feedback from the Emergency Management Team (EMT) at the November 2019 exercise, the Emergency Plan is undergoing a comprehensive review to ensure that it aligns with the changing environment of the City. A comprehensive Hazard Identification and Risk Analysis was completed in 2019 and is an annual activity of the program to review and revise it based on events that occurred over the past year.

The reference to recovery times and rankings of critical functions is part of business continuity planning. The City has conducted a comprehensive review of our business functions, identified criticality and has plans in place for these functions. Business continuity planning and disaster recovery plans (these are IT focused) are mandatory for federal and provincial ministries but **not** mandatory for municipalities.

The City of Vaughan Senior Leadership Executive Team gave the direction to implement the process in 2015 as good business practice and subsequently the Office of the Chief Information Officer (OCIO) has developed specific plans for our IT infrastructure. Business

Continuity documents and disaster recovery documents (IT response plan) contain information that needs to be protected to ensure the City is not vulnerable, therefore legislation does not require these documents to be made public.

The City's Emergency Management Coordinator (CEMC) works with all concerned, to facilitate and implement a wide variety of initiatives and ongoing activities and to strengthen the Corporation's emergency management program. The "all hazards" emergency management program strengthens the ability to prepare, mitigate, respond to, and recover from major emergencies affecting the Corporation and the residents of the City of Vaughan.

The OFMEM performs an annual year end audit of all municipal emergency management programs in Ontario. An annual statement of compliance must be submitted by the CEMC with the minutes from the Emergency Management Program Committee declaring that the Municipality has completed all of the annual requirements.

The City of Vaughan has undertaken many initiatives in 2019 to achieve compliance with the requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04. The following is a summary of activities the City has taken in 2019. Many of these activities are repetitive in nature; however, they are required by the OFMEM:

- **Community Emergency Management Coordinator (O. Reg. 380/04, s. 10(1)):**
All municipalities are required to designate an employee to perform the role of the CEMC. The Manager of Emergency Management, Sharon Walker, Fire Chief Deryn Rizzi, Deputy Fire Chief Deputy Zvanitajs and Deputy Fire Chief Doyle are designated as the CEMCs and are represented on the Municipal Control Group.
- **CEMC, and alternates, are required to complete provincial training (O. Reg. 380/04, s. Part II 10(2)):**

EM 200 – Basic Emergency Management

EM 300 – Community Emergency Management Coordinator Course

IMS 100 – Introduction to Incident Management System (available online)

IMS 200 – Basic Incident Management System

Emergency management program coordinators that have already completed this training will not be required to repeat it.

Both Deputy Fire Chiefs completed all required provincial training in 2019, and Sharon Walker, Manager of Emergency Planning and Fire Chief Deryn Rizzi already had these qualifications. Therefore all four CEMCs are compliant with the regulations.

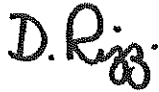
- **Community Emergency Management Program Committee (EMPC) (O. Reg. 380/04, s. 11):** The EMPC is appointed by Council Bylaw 030-2019 and it met in February, June, September and November of 2019. The City of Vaughan's EMPC is comprised of senior level staff and have a role in the City's Emergency Management Program.
- **Hazard Identification and Risk Assessment Review (HIRA) (EMPCA s.2):**
The City's EMPC conducted a comprehensive review of the City's HIRA which was completed on September 3, 2019 and presented to the EMPC on November 28, 2019.

- **Emergency Response Plan (EMCPA s. 3.1 (1), s. 3.1(6), s. 6.2):**
All municipalities are required to review their Emergency Response Plan and update it as required. The EMPC regularly reviews the City's Emergency Plan and recommend changes for future revisions. The City's current Emergency Response Plan is an all hazards plan and program designed to help guide the actions of senior officials and the public during an emergency.
- **By-Law to adopt the Emergency Response Plan (EMCPA s. 3 (1)):**
The originating By-Law is 348-2004 which was amended by 192-2005, 63-2008, 205-2010, 173-2012, 169-2014, 039-2016 and 042-2017.
- **Designated Emergency Operations Centre (EOC) (O. Reg. 380-04 s. 13 (1)):**
The City of Vaughan has designated and continues to maintain both a primary and alternate EOC on a 24 hour/ 7 day/week basis. The primary EOC is located at 2800 Rutherford Road, Vaughan and the alternate location is the Pierre Berton Resource Library. Procedures and systems are in place to run the EOC virtually through our Dashboard Program.
- **EOC Communications (O. Reg. 380/04 s. 13 (2)):**
Maintaining robust communications during a disaster can be a challenge as proven time and time again in stations across North America. The City's EOC is supported by radio communications in the event that normal day to day communications devices are not functioning properly during an emergency, along with designated land lines, a back-up mobile telephone system that runs independent of the City systems is in place. An interoperable radio system is in place for Vaughan Fire and Rescue Service firefighters.
- **Critical Infrastructure Identification (EMCPA s. 2.1 (3)):**
The EMPC reviews the categories of critical infrastructure within the City's boundaries and works with the City's Geographical Information Systems (GIS) staff to identify the location and type of critical infrastructure to be protected.
- **Annual Training for the Municipal Control Group (EMCPA s. 2.1 (2)), O. Reg. 380/04 s. 12 (3)):**
Municipal Control Group Members met the required training commitments including full participation and review in a municipal emergency exercise.
- **Annual Emergency Exercise (EMCPA s. 2.1 (2), O. Reg. 380/04 s. 12 (6)):**
An emergency exercise was performed on November 13 and 14, 2019 which included 180 members of the MCG and representatives from key stakeholder agencies. The exercise involved responding to and recovering from a North America wide incident that involved multiple infrastructure systems failing. An after-action report was generated that identified lessons learned and recommendations to enhance our emergency response plan and program. A more extensive and integrated use of the IMS evolved during this exercise.
- **Designated Emergency Information Officer (O. Reg. 380/04 s. 14 (1)):**
The City's Director of Corporate and Strategic Communications is the designated Emergency Information Officer responsible for coordinating emergency information whenever the City's Emergency Plan and EOC are activated. The designated Emergency Information Officer is a member of the City's MCG.

- **Public Education and Awareness Program (EMCPA s. 2.1 (2c)):**
Annual public education activities are important ongoing components of the City's Emergency Management Program. This past year, the primary focus for public education was on the impacts of flooding, preparing a personal plan for floods, and the overall impact of climate change. The coordination of communication through social media, television broadcasting outlets and direct attendance at community events are key aspects of the overall emergency management program.

In conclusion, the Emergency Management Program Committee reviews the City's program each year to ensure that it meets or exceeds the essential level required under legislation and regulations prior to submitting an annual statement of completion/ compliance report to Emergency Management Ontario. The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by our Community Emergency Management Coordinator and it has been determined that the City of Vaughan is in compliance with the the *Emergency Management and Civil Protection Act (EMCPA)*, for 2019.

Respectfully submitted,



Deryn Rizzi, B.A., B.Ed., MDEM, CMM III
Fire Chief

- C: Mary Reali, Deputy City Manager, Community Services
Sharon Walker, Manager of Emergency Management
Deputy Fire Chief Andrew Zvanitajs, Vaughan Fire and Rescue Service
Deputy Fire Chief Grant Moffatt, Vaughan Fire and Rescue Service
Deputy Fire Chief Mike Doyle, Vaughan Fire and Rescue Service
Assistant Deputy Fire Chief Michael Ing, Vaughan Fire and Rescue Service

- Attachments: 1. EMCPA Compliance Letter, 2019
2. EMCPA Compliance Letter, 2018
3. EMCPA Compliance Letter, 2017

Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
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Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies
et de la gestion des situations
d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



February 10, 2020

Your Worship Maurizio Bevilacqua
City of Vaughan
2141 Major Mackenzie Drive
Vaughan, ON L6A1T1

Dear Mayor:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2019.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2019. I look forward to continuing to work with you to ensure your continued compliance in 2020.

If you have any questions or concerns about this letter, please contact your Emergency Management Field Officer; their contact information is below.

Name: Katrina Grantis
Email: Katrina.Grantis@ontario.ca
Phone: 647-828-3657

Sincerely,

A handwritten signature in black ink, appearing to read "D. Browne".

Douglas Browne
Chief of Emergency Management

cc: Deryn Rizzi - CEMC
Katrina Grantis - Field Officer - Golden Horseshoe Sector

Ministry of the Solicitor General

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June 25, 2019

Your Worship Maurizio Bevilacqua
City of Vaughan
2141 Major Mackenzie Drive
Vaughan, ON L6A1T1

Dear Mayor:

It is the responsibility of municipalities to ensure they are in compliance with the Emergency Management and Civil Protection Act (EMCPA).

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2018.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2018.

I look forward to continuing to work with you to ensure your continued compliance in 2019.

If you have any questions or concerns about the compliance monitoring process, please contact your Emergency Management Field Officer.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Pegg", written over a light blue horizontal line.

Jon Pegg
Chief of Emergency Management

cc: Deryn Rizzi - CEMC
Katrina Grantis - Field Officer - Golden Horseshoe Sector

Ministry of
Community Safety and
Correctional Services

Office of the
Fire Marshal and
Emergency Management

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Ministère de la
Sécurité communautaire et
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Télééc. : 647-329-1143



August 29, 2018

Your Worship Maurizio Bevilacqua
City of Vaughan
2141 Major Mackenzie Drive,
Vaughan, ON L6A 1T1

Dear Mayor Bevilacqua:

It is the responsibility of municipalities to ensure they are in compliance with the Emergency Management and Civil Protection Act (EMCPA).

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2017.

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I look forward to continuing to work with you to ensure your continued compliance in 2018.

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Sincerely,

A handwritten signature in black ink, appearing to read "Jon Pegg".

Jon Pegg
Chief of Emergency Management

cc: Larry Bentley - CEMC
Katrina Grantis - Field Officer - Golden Horseshoe Sector