

COMMITTEE OF THE WHOLE – MARCH 22, 2011

CONSIDERATION OF AD HOC COMMITTEES

Distributed March 4, 2011

1. Task Force on Advisory Committees meeting of February 24, 2011 (Report No. 2)

Distributed March 18, 2011

2. Heritage Vaughan Committee meeting of February 16, 2011 (Report No. 1)
3. Emergency Management Program Committee meeting of February 14, 2011 (Report No. 1)

Please note there may be further Communications.

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CITY OF VAUGHAN

REPORT NO. 2 OF THE

TASK FORCE ON ADVISORY COMMITTEES

*For consideration by the Committee of the Whole
of the City of Vaughan
on March 22, 2011*

The Task Force on Advisory Committees met at 3:48 p.m., on Thursday, February 24, 2011.

Present: Councillor Alan Shefman, Chair
Regional Councillor Gino Rosati (4:03 p.m.)
Councillor Tony Carella
Councillor Sandra Yeung Racco

Also Present: Regional Councillor Deb Schulte (3:56 p.m.)
Councillor Marilyn lafrate (3:58 p.m.)

The following items were dealt with:

1 DISPOSITION OF FORMER ADVISORY COMMITTEES AND SELECTED NEW MANDATES

The Task Force on Advisory Committees advises that:

1. Staff were requested to submit, to the next meeting of the Task Force on Advisory Committees, proposed terms of reference for the following:
 - a) Council / School Board Liaison Committee;
 - b) Streetscape/Beautification Committee;
 - c) Community Equity and Diversity Committee;
 - d) Safe City / Pedestrian Street Safety / Recreation Sports Injury Prevention Committee; and
2. That Council will be requested to modify the Task Force's reporting date from March 22, 2011 to to April 12, 2011.

2 RESPONSES TO TASK FORCE ON ADVISORY COMMITTEES RESPECTING SPECIFIED TERMS OF REFERENCE

The Task Force on Advisory Committees advises that the City Clerk was requested to provide revised terms of reference arising from the comments made by the committee.

3 POTENTIAL ENGAGEMENT FORMATS FOR LIAISING WITH YORK REGION DISTRICT SCHOOL BOARD, THE YORK CATHOLIC DISTRICT SCHOOL BOARD AND THE CITY OF VAUGHAN

Disposition of the item was dealt with under Item #1.

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FOR CONSIDERATION BY COUNCIL ON APRIL 5, 2011

4 V.A.C.E (VAUGHAN ARTS CENTRE OF EXCELLENCE)

This matter was deferred to the next meeting of the Task Force on Advisory Committees.

5 ECONOMIC DEVELOPMENT AND/OR TOURISM DEVELOPMENT PROJECTS

Disposition of the item was dealt with under Item #1.

The meeting adjourned at 5:35 p.m.

Respectfully submitted,

Councillor Shefman, Chair

CITY OF VAUGHAN
REPORT NO. 1 OF THE
HERITAGE VAUGHAN COMMITTEE

*For consideration by the Committee of the Whole
of the City of Vaughan
on March 22, 2011*

The Heritage Vaughan Committee met at 7:00 p.m., on February 16, 2011.

Present:

John Mifsud, Chair
Robert Stitt, Vice-Chair
Roger Dickinson
Rosario Fava
Richard Hahn
Councillor Marilyn Iafrate
Tony Marziliano
Gianni Mignardi
Nick Pacione
Fadia Pahlawan
Christine Radewych
Regional Councillor Deb Schulte
Councillor Alan Shefman
Rajbir Singh
Claudio Traverso

The following item was dealt with:

1. **The Carville Post Office, 1076 Rutherford Road, Block 11, Part of Lot 16, Concession 2, Proposed Restoration and Relocation within a Proposed New Development on the Subject Site
Files: DA.10.108, Z.09.016
Applicant: Nine-Ten West Limited**

The Heritage Vaughan Committee recommends:

- 1) **That Heritage Vaughan approve the relocation of the subject building to the location identified in the submitted site plan dated February 16, 2011;**
- 2) **That Heritage Vaughan receive the proposed Condition Survey by McGillivray Architect in association with Unterman-McPhail dated November 2010;**
- 3) **That Heritage Vaughan approve a Heritage Permit for actions to address the immediate Priorities identified in the Condition Survey as described in the Analysis portion of this report, so that they may be implemented as soon as possible, prior to the relocation of the building;**

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- 4) That staff continue to work with the applicant and consultants in the review of the Condition Survey as it informs the future Conservation Plan;
- 5) That Heritage Vaughan approve the proposed restoration of the subject building to reflect the 1920s historic images in principle, as proposed in the Restoration Strategy for the Carville General Store by McGillivray Architect, dated February 2, 2011;
- 6) That Heritage Vaughan request that a comprehensive Conservation Plan for the building be submitted by the owner prior to the issuance of a Heritage Permit;
- 7) That a letter of credit be obtained from the owner to ensure the building is preserved and maintained during and after its relocation;
- 8) That the applicant provide a full set of final drawings, including site plan and all elevations for final approval by Cultural Services staff prior to the issuance of a Heritage Permit;
- 9) That the applicant provide samples of building materials and paint samples for consideration and approval by Cultural Services staff at a time when this information is known to the applicant;
- 10) That staff review with the applicant recommendations submitted by Heritage Vaughan member Richard Hahn at the meeting with respect to building details (i.e. handrail, grading, foundation finish chimney; and
- 11) That Planning staff consider the parking allocation for the historic structure for pedestrian safety.

Contribution to Sustainability

N/A

Economic Impact

N/A

Communications Plan

N/A

Purpose

The purpose of this report is to provide Members of Council with the report of the Heritage Vaughan Committee of February 16, 2011.

Background – Analysis and Options

The subject building at 1076 Rutherford Road, also known as the Carville Post Office is:

- a) Not individually designated under Part IV of the Ontario Heritage Act
- b) Not designated as part of a Heritage Conservation District under Part V of the Ontario Heritage Act.

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- c) Included in the City of Vaughan Heritage Inventory as a property of interest. This identification ensures that any future planning or building application involving this structure requires approval from Heritage Vaughan.

Brief History of the Site:

- a) Built by Thomas Cook as a general store in ca. 1845 and operated as a store until 1916.
- b) The Carville post office was operated from the building from 1865 to 1913.
- c) Contextually, it was once part of the larger village of Carville which was established by the Thomas and William Cook brothers.
- d) Architecturally, the building is a one-and-one half storey, front gable roof, a simple/modest design with classical style detailing added during a major renovation of the building around the 1920s, when the building was extensively remodeled and many of the window and door openings were relocated.
- e) Original building features include the gable roof eave returns, interior beaded board paneling on the first floor, interior staircase handrail, original attic windows and original frame construction.

Current Proposal by Applicant:

The applicant has proposed the relocation, restoration and integration of the subject building as a part of proposed new commercial plaza development on the site.

On January 20th 2011, the applicant submitted the required documents for the subject Site Plan application, specifically:

- a) A Building Condition Survey of the existing structure
- b) A full set of elevation drawings, floor plans
- c) A site plan indicating where the subject building is to be relocated,
- d) A rationale for the choices made for the revitalization process titled "Outline Specifications and Restoration Strategy for the Carville General Store"

These documents have been prepared by McGillivray-Architect, an architectural practice accredited by the Canadian Association of Professional Heritage Consultants (CAPHC), in association with Unterman-McPhail Associates.

Please see the below for detailed discussion and analysis of the submitted materials:

1. Proposed relocation of the subject building

The new submittal proposes a specific new location for the building to be moved to. The intent to relocate the subject building within the new development has been approved in principle previously by the Heritage Vaughan committee at the November 2009 meeting, although a specific location was not approved.

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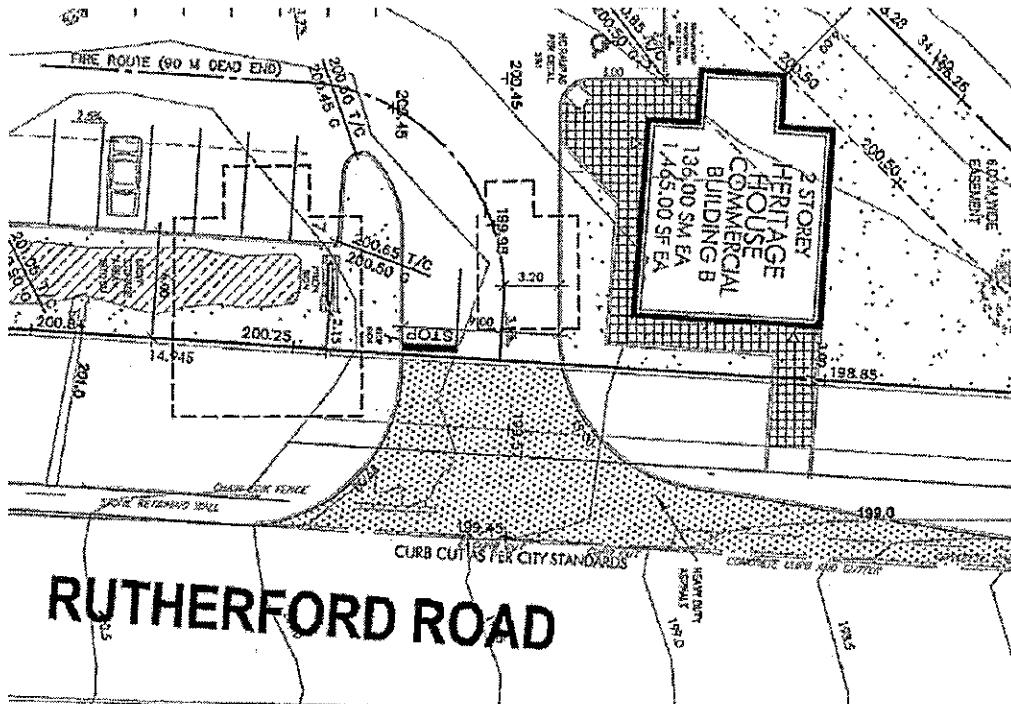


Fig. 1
Excerpt
from the
submitted
site plan,
indicating
the
existing

and proposed location for the subject building. Please see the attached full Site Plan in Appendix I

The building is proposed to be relocated back from the road to a location roughly 100 ft. east of its current location. (Please see attached Site Plan)

The proposed new location would mitigate many of the issues that currently threaten the long term preservation of the Carville Post Office:

- a) In its new location it will no longer be obstructing the York Region the right-of-way road widening.
- b) Although in-situ preservation is preferred, relocation within the site will mean that it will remain as a contributing part of the Carville community.
- c) The use of heritage buildings within new development is considered good heritage conservation practice.
- d) The building has the opportunity in its new location at the south east corner of the proposed development to continue to contribute significantly to the surrounding streetscape. It will act as a focal point for pedestrians, and a welcoming walking entrance separate from the parking lot that fronts the new development.
- e) Continuous and meaningful use is the best way to ensure the long term preservation of a heritage property. The proposed new use of the space as a medical doctor or dentist's office will not only ensure the revitalization and renovation of the heritage structure, but this new use is also harmonious with the proposed development of the remainder of the site as a pharmacy.
- f) There are risks involved any time a heritage building is moved. A Conservation Plan that, amongst other things, details the mitigation of such risks and outlines sympathetic renovation of the building would help to ensure the successful conservation and continued use of the building.
- g) A letter of Credit is also required to ensure that the building is preserved and maintained during and after its relocation. This requires that the property owner secure a deposit of \$100.00 per square foot to insure the safety of the building.

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The applicant has indicated, in the "Outline Specifications and Restoration Strategy for the Carville General Store" that:

Grades are suggested to reduce the exposure of foundation wall bringing the building closer to grade as per the photographs prior to the building being raised. This also reduces the amount of ramping required for wheelchair access. It may be necessary to use retaining walls along the street frontage. The final finish floor elevation of the building will depend on foundation construction conditions where the sill plate/beam meets the foundation wall.

The final grading, treatment of the new foundation and relationship with will be subject to approval by Cultural Services at the building permit stage.

2. Building Condition Survey – Review and Conclusions

As part of the requirements of the proposed relocation and revitalization process, a Building Condition Survey report was completed for the subject property. This Building Condition Survey reviews the current condition of the building in order to prepare a short term plan for its conservation, as well as to inform the revitalization process that will be reflected in a future Conservation Plan.

Ultimately, a comprehensive Conservation Plan for the building will have to be submitted prior to the issuance of a Heritage Permit for the relocation and restoration of the subject building.

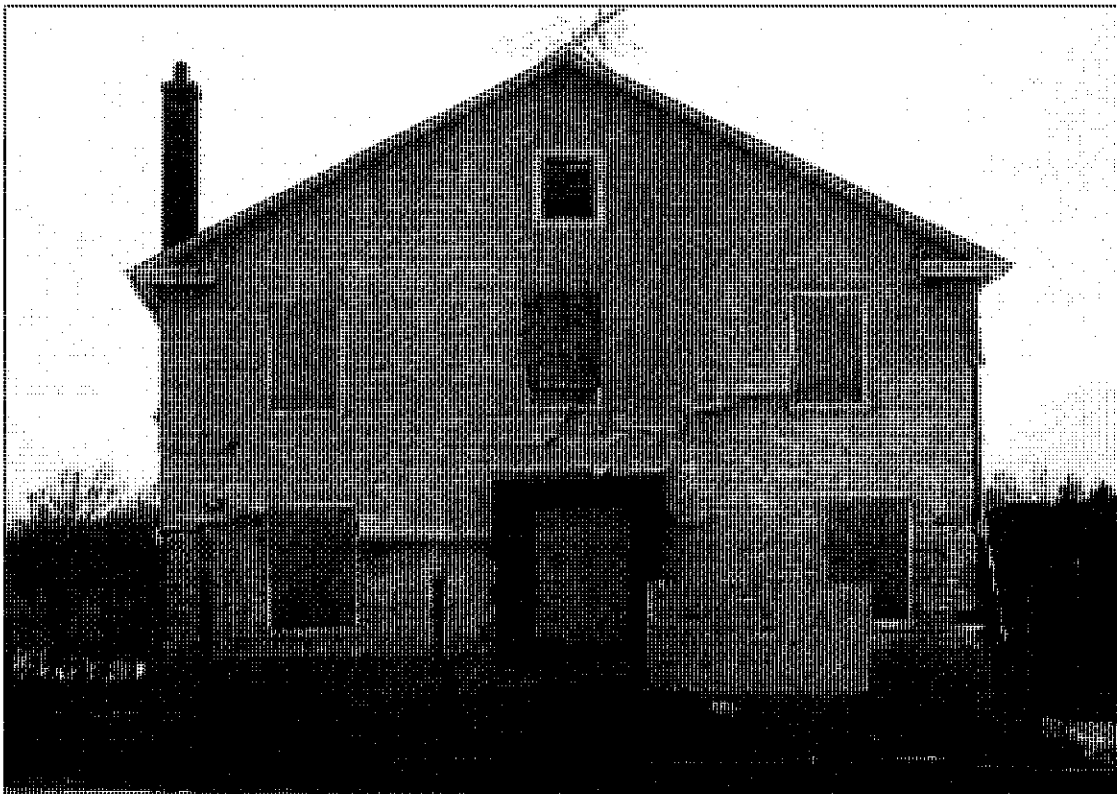


Fig. 2 Existing condition of the front elevation, 1076 Rutherford Road.

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Section Three of the Building Condition Survey identifies Priorities and Phasing for work proposed to be done to the subject building, which have been organized into a five year plan, and include immediate, short term, medium term and long term priorities summarized below:

Immediate priorities (to be corrected as soon as possible)

The report identifies the following immediate priorities, areas that are of the greatest immediate concern that should be corrected as soon as possible such as items related to concerns of public safety, and significant heritage features that are in immediate danger of significant or complete loss. Because of the immediate nature of these items, the following are presented for consideration for the approval of a Heritage Permit:

- a) Temporary roof repair, ventilation, rodent control and eavestrough repair.
- b) Protection of exterior wall surfaces from damp and other sources of damage.
- c) Discourage vandalizing by maintenance of building security, and the addition of security lighting, building protection barriers, fencing and grounds.
- d) Maintenance of some form of ventilation to prevent high levels of humidity. Monitor basement to prevent or control flooding and damp.
- e) Control of rodents and other pests

Short Term (to be addressed within 1 to 5 years):

- a) Obtain Structural evaluation and reinforce areas of concern prior to moving the building
- b) Complete a Designated Substances Survey and clean up debris and other materials of potential concern ("*...complete clean up of subject building...*" Executive Summary of said report)

Medium and Long Term Priorities (to be addressed within 3 to 5 years):

- a) Complete restoration/renovation of the building

In its Executive Summary, the report also notes the following medium and long term goals for the subject building:

- b) That any original exterior details, especially the identified classical details and any details currently concealed by the unsympathetic aluminum siding, be protected as a part of the restoration process.
- c) That any original interior features, especially the doors and trim, be protected as a part of the restoration process.

3. Proposed Alterations to Existing Building

As identified in the submitted drawings, and as described in the "Outline Specifications and Restoration Strategy for the Carville General Store", the applicant has chosen a restoration period based on the provided circa 1920s photographs of the building prior to and during the major renovation undertaken at that time.

The 1920s historical photographs show the earliest and most complete documented information available of the front elevation, as well as the two side elevations.

The applicant has based the proposed restoration on both the 1920 photographs and the current form of the building, which still shows evidence of the original form in its structure.

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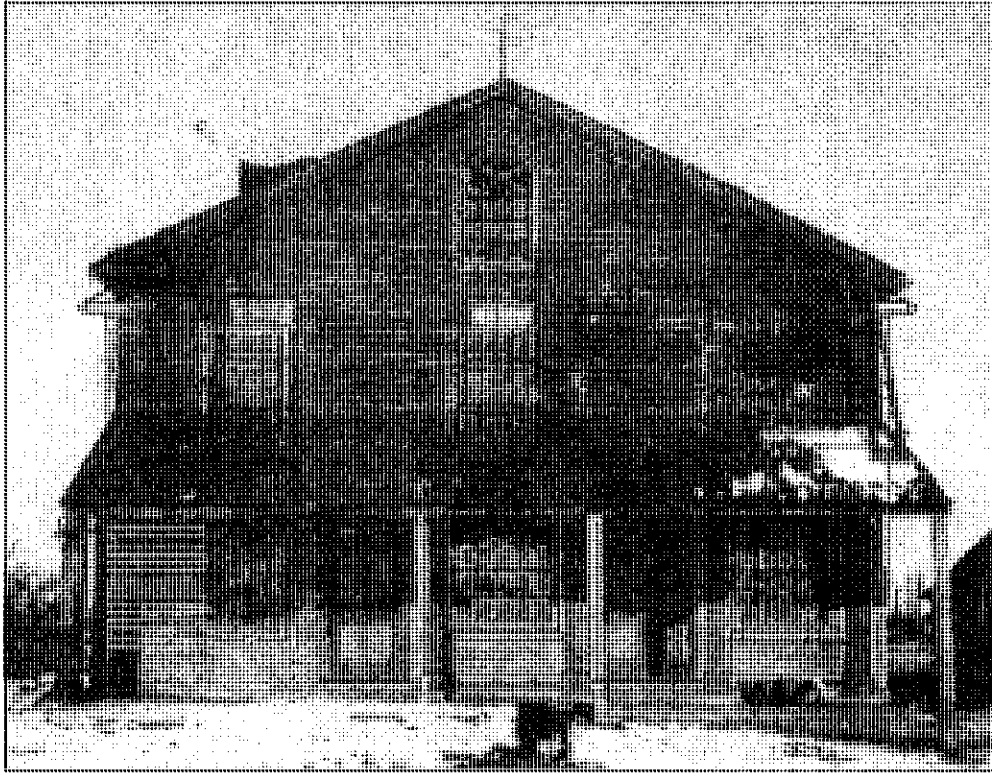


Fig. 3 Proposed alterations superimposed over the historic 1920s photograph.

To assist the interpretation, the applicant scaled up the available historic images and superimposed the image over a scale drawing.

Cultural Services has prepared an analysis of the each elevation as well as the alteration rationale provided by the applicant:

Front Elevation (South)

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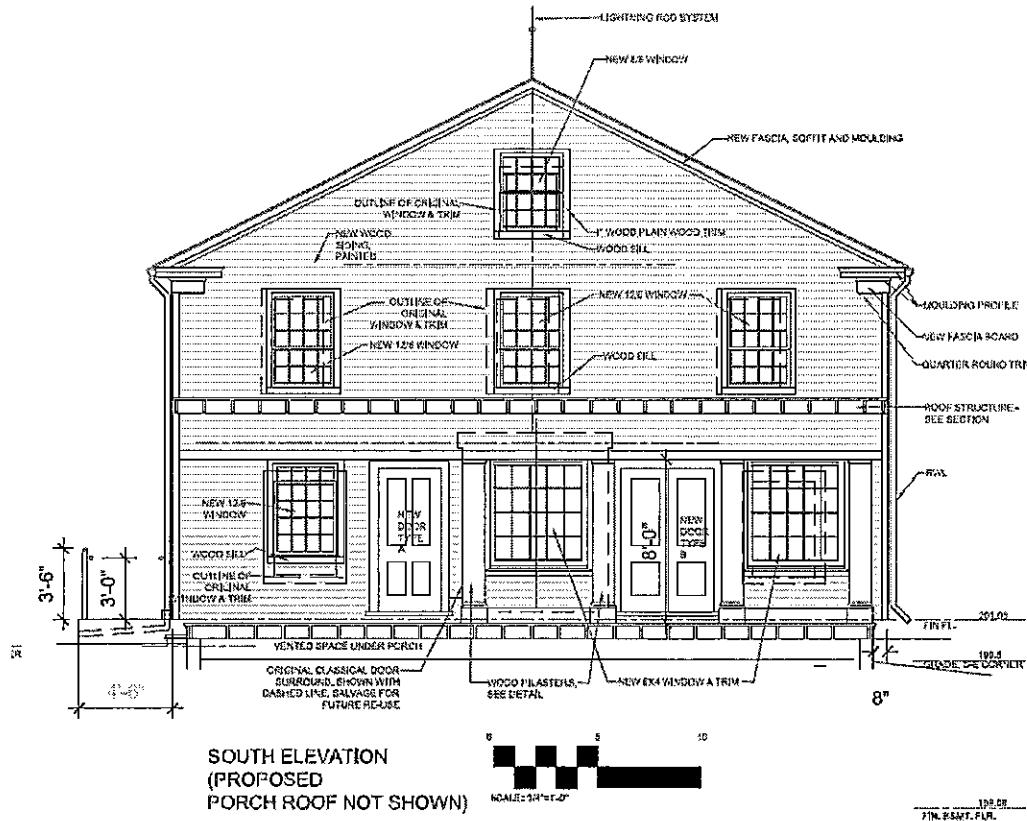


Fig. 4 South (Front) Elevation, proposed alterations.

Windows:

The window openings on the front elevation are proposed to correspond to the locations, sizes and styles as seen in the 1920's photographs.

The new windows of the Front (South) elevation consist of:

- a) A 12/8 sash window on the west side of the lower floor, this corresponds with the traditionally residential third section of the façade, and aligns with the 1920s historic window location, size and style.
- b) Three 12/8 sash windows on the second floor correspond with the location, size and style of the windows seen in the 1920's photographs.
- c) Two fixed 5X4 commercial windows on either side of the commercial swinging doors on the commercial two-third section of the subject building. These proposed windows correspond with the location, size and style of the windows seen in the 1920's photographs.
- d) The centre commercial window, on the west side of the commercial door, corresponds with the existing entranceway. This window was adapted during the 1920s renovations to be the central door opening we see evident today.
- e) A new 8/8 window in the front gable, which has been centred to align with the opening as seen in the 1920s photo, however, the proposed window is larger than the historic opening, which was probably used as a grain elevator access. Despite this, the proposed window style, size and location are in keeping with the character of the subject building.
- f) The window trim, sash and casings are proposed to be similar to what is evident in the 1920s photographs, made of wood, painted white or off-white.

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- g) Durable outside wood replica windows, thermopane, with full muntins, as custom manufactured by Marvin or Ridley Windows is proposed. This is supported by Cultural Services.

The applicant has also stated that if during the renovations the original openings surmised from the historic photographs support the assumptions made that have guided the choices of window size, style and locations are incorrect the proposed windows will be revised to reflect a more accurate form.

- a) Cultural Services recommends that this approach be taken for all aspects of the restoration.

Siding:

The Building Condition Survey identified the existing wood siding under the exterior aluminum siding to be in good condition, however, due to the profile of the siding and a lack of weathered aging under the painted surface, it was determined that the siding was not original.

- a) The applicant has proposed the removal of the aluminum and replacement of all existing wood siding.
- b) The new proposed siding is 4.5" (visible face) bevel lap painted wood siding, as is historically appropriate and evidenced by the historic 1920s photographs.
- c) The original siding had corner trim, which may exist under the current siding.
- d) The sheathing under the existing wood siding is most likely original, and will be retained.
- e) The applicant has indicated that consideration may be given to insulating the building from the exterior which will dictate replacement of the sheathing as well.

i. The extraction of the original exterior sheathing is not recommended as it is likely a significant structural component as well as character defining element of the construction techniques employed at the time. If exterior insulation is the path chosen it will be required to be done while keeping this integral component.

- f) The original trim may still exist under the current siding. Cultural Services recommends that the applicant look for evidence of the original wood siding, as the existing siding is being replaced, and document any findings to be submitted to Cultural Services.

Roofing:

- a) The applicant has proposed that the roof be resingled in a cedar-shake or replica cedar shake style of roofing, installed on existing wood sheathing.
- b) Flashings are proposed to be lead coated copper (preferred) or copper.
- c) Eavestroughs and downpipes are proposed to be refinished aluminum, 5" trough, 3" x 3" downpipes, the colour is to match selected trim colour.

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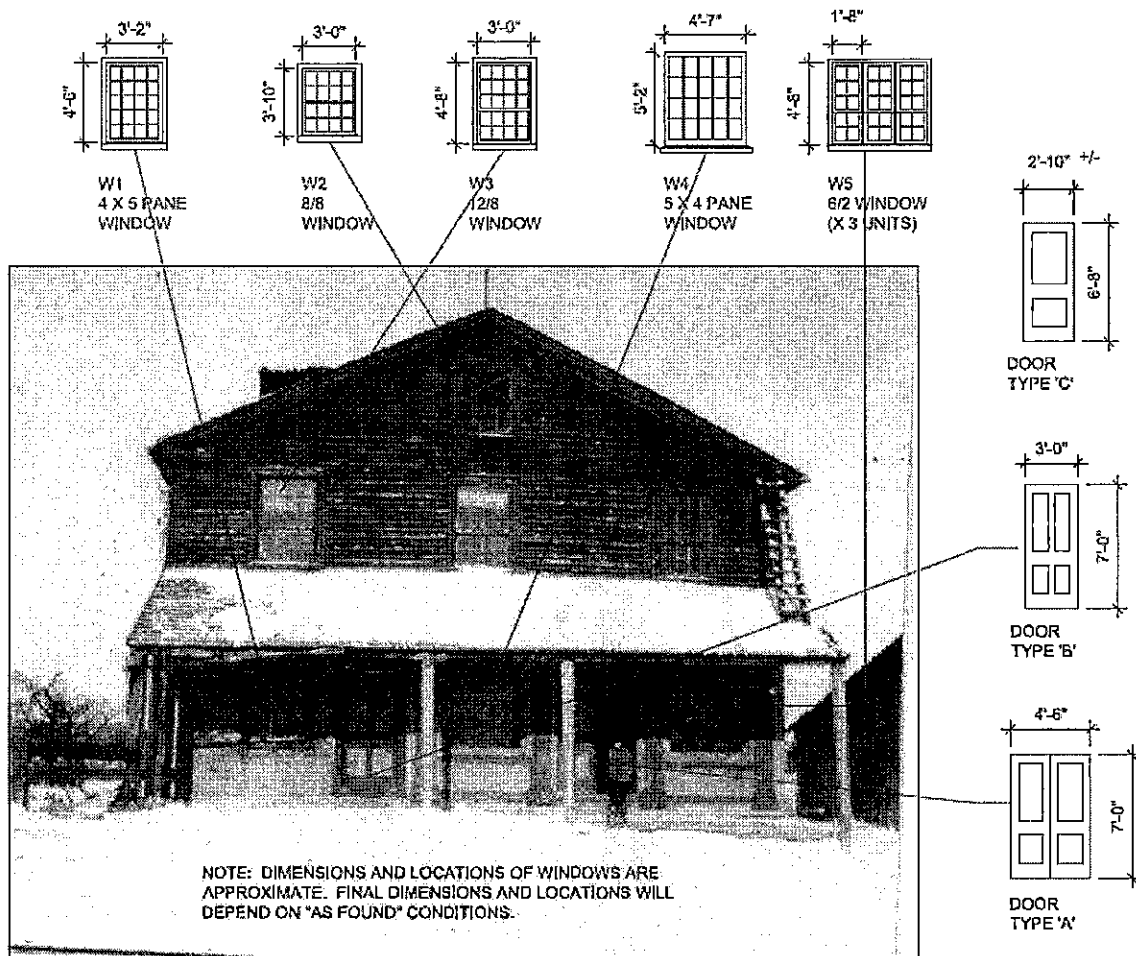


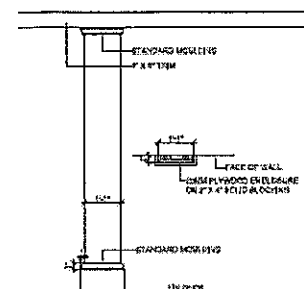
Fig. 5 Proposed window and door types and locations.

Doors:

- a) The proposed doors on the front elevation correspond with the locations and sizes of the doors evident in the 1920s photograph.
- b) The design proposed for the doors consist of a four paneled residential door, and two two-paneled commercial swinging doors.
- c) The doors evident in the historic photographs are both six-paneled. The proposed door shows four panels. This differs from the style of door found in the historic photographs, such a departure is not encouraged.
- d) Cultural Services requests a record of the dimensions of the original doors, as scaled from the historic 1920s photo, in order to justify the decision to make both doors the same height.

Decorative features:

- a) The proposed elevation reinstates the wood decorative pilasters on the commercial side of the building, as seen in the 1920s historic photo.



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Fig. 6 Pilaster design detail.

- b) These pilasters are to be of a simple, understated classical design, and be made of painted wood.
- c) The gable return is identified by the applicant as being indistinct in the photos. Appropriate off-the-shelf trim is proposed to be added.

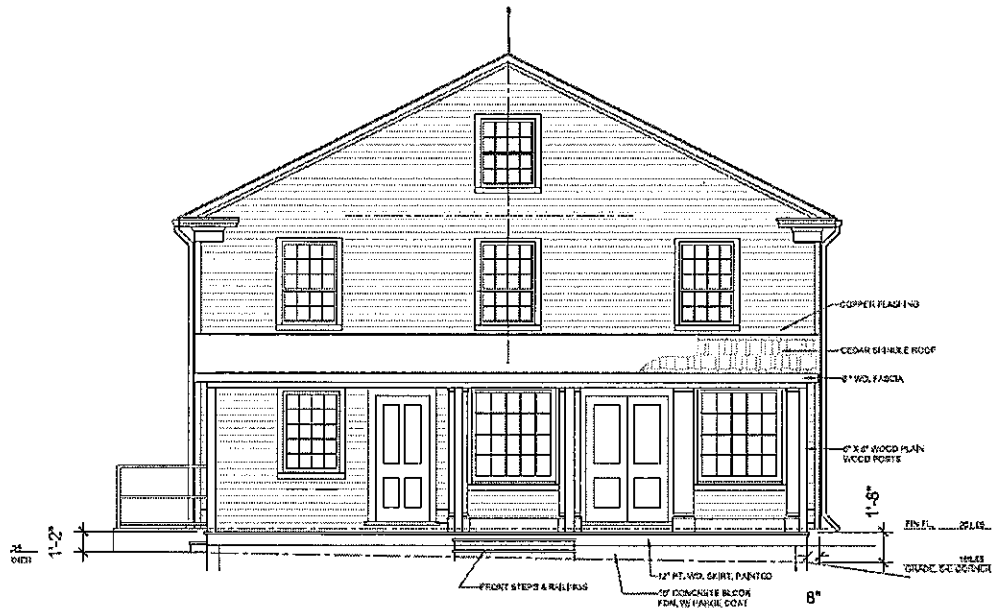


Fig. 7 Front (South) Elevation, proposed alterations with verandah roof detail.

Verandah:

- a) The verandah proposed is of simple and understated design, to reflect the porch seen in the historic 1920s photographs.
- b) The verandah posts are proposed to be made of painted, pressure treated wood.

Chimney:

- a) There is no chimney evident in the proposed drawings.
- b) The existing chimney is not the original but was added circa 1926 (See image).
- c) The original chimney, which is visible in the 1920s historic photo was larger and located on the west side of the roof.
- d) The applicant is required to clarify the intention regarding the 1926 chimney. Cultural Services staff recommends that the 1926 chimney be retained..

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East Elevation

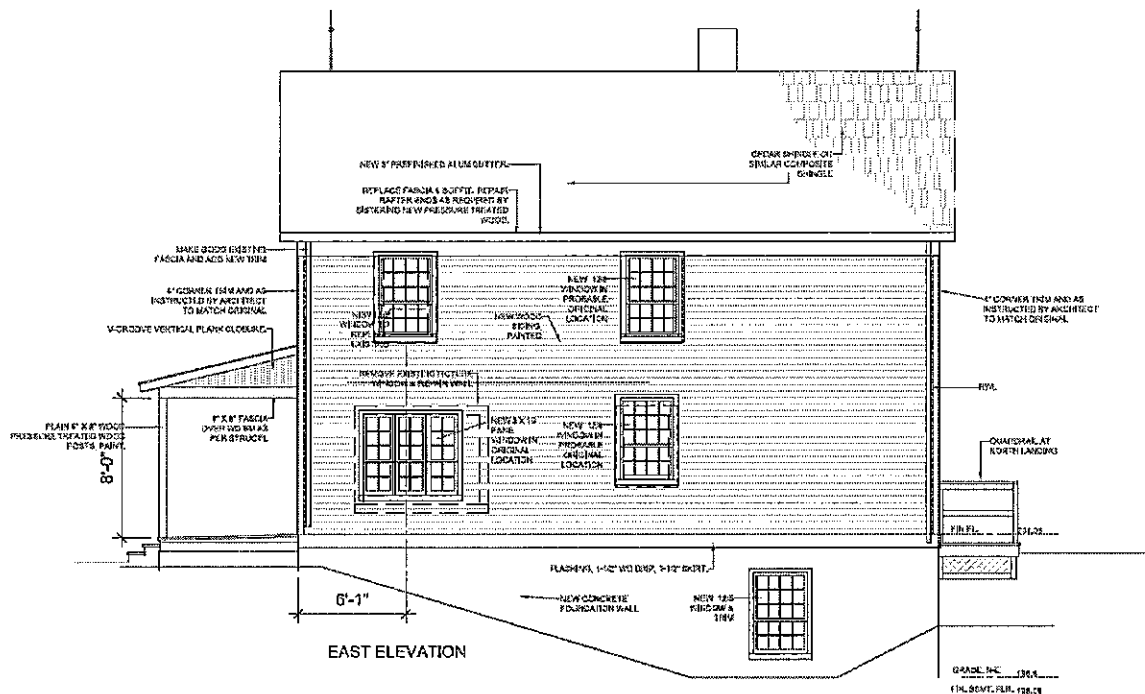


Fig. 8 East Elevation, proposed alterations.

- a) There is a large window opening evident in the 1920s historic photo of the east elevation, which seems to be a three section window with 2x5 panes per section. The proposed new window aims to replicate the size, style and location of the historic window.
- b) More investigation is required to determine the appropriate details of this window. The photos seem to indicate that these may not have the middle rail and that they may be four panes high.
- c) There is only one second floor window found in the 1920s historic photograph on the east elevation, however, the applicant has proposed that 12/8 windows that are the same size and style as the windows on the front elevation be installed in the existing openings.
- d) The window on the second floor on the south end window will not represent an original opening. However, because an opening exists, and because the proposed window style is of a sympathetic size, style and location, this proposed extra window is sympathetic to the existing building.
- e) Because of the relocation of the building and re-grading at the site, an additional 12/8 window will be installed in the basement, embedded in the new foundation. Although this window opening will be new, its size and style is sympathetic to the existing structure.

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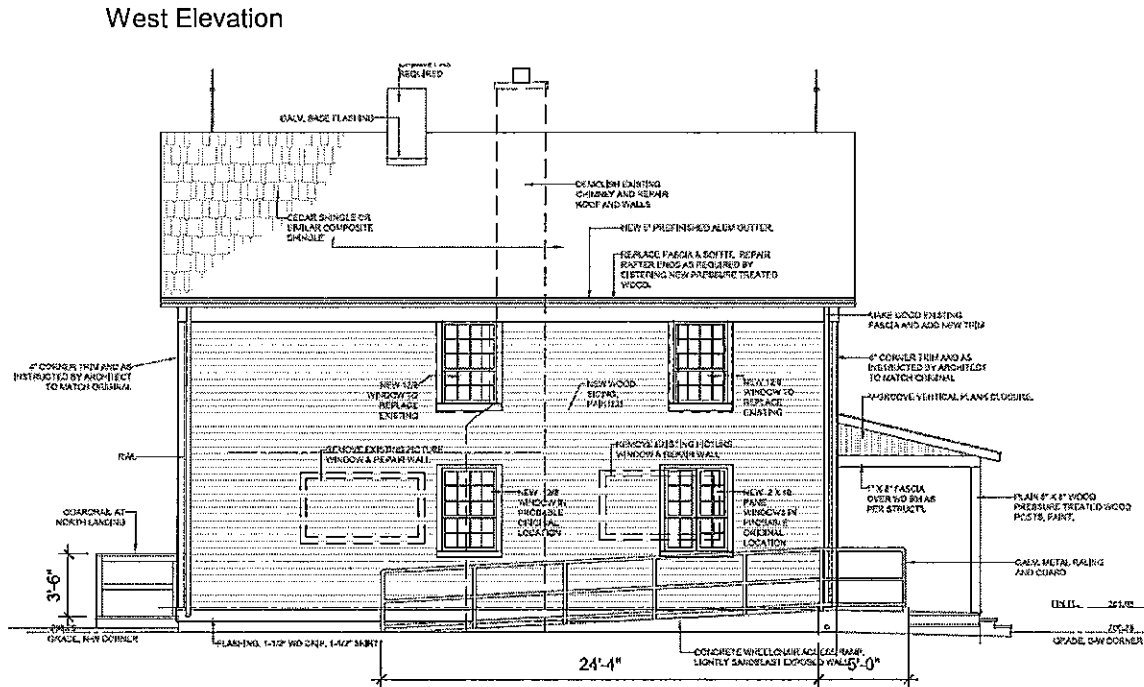


Fig. 9 West Elevation, proposed alterations.

- a) Currently there are two very large picture windows on the ground floor and two windows on the second floor.
- b) The applicant has proposed three 12/8 windows on the upper and lower floors.
- c) Lower right window: More investigation is required to determine the appropriate details of this window. The photos seem to indicate that these may not have the middle rail and that they may be four panes high.
- d) It is evident in this elevation drawing that the east exterior chimney is proposed to be demolished. This chimney is not an original feature, and is not visible on the 1920s historic photos.

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Rear (North) Elevation

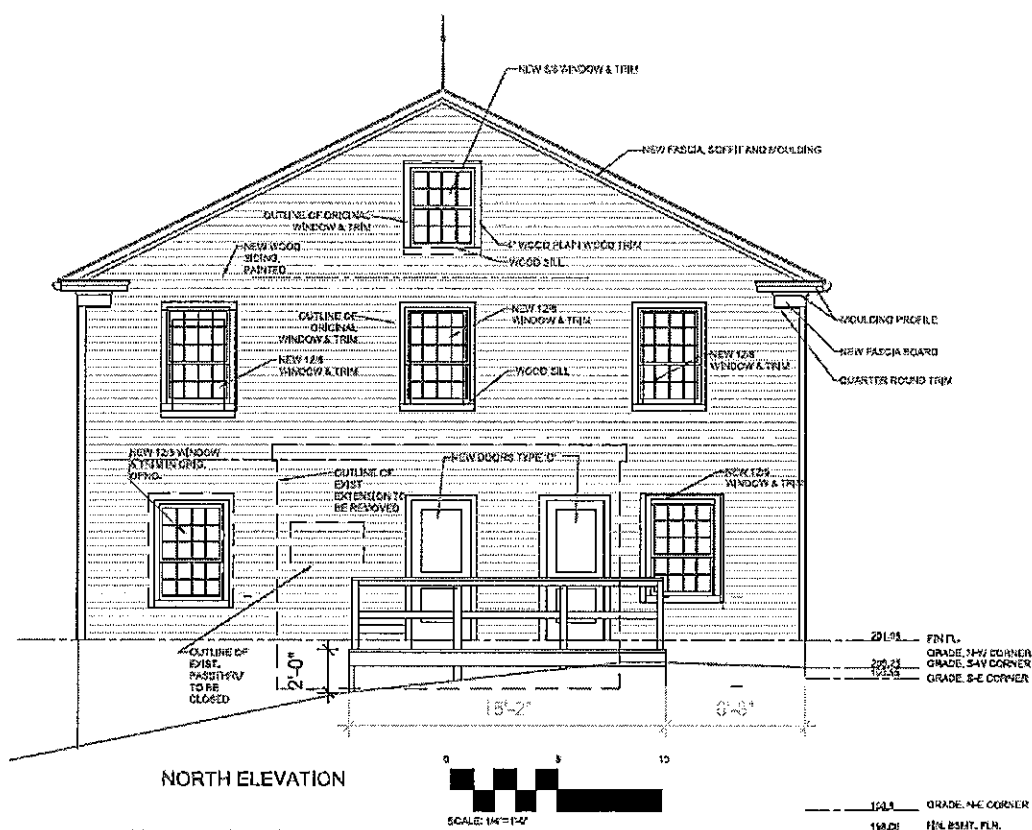


Fig. 9 North Elevation, Proposed alterations

The small addition to the rear appears to be of a later date than the original building, but is identified in both the Building Condition Survey and in the Cultural Heritage Resource Impact Assessment (CHIRA) report that the addition is sympathetic the classical or Georgian design of the original. The Building Condition Survey also states that the addition was boarded up and inaccessible for assessment.

- No original pictures are available of this elevation, however, the applicant has noted that pattern of existing openings closely matches those found on the front elevation.
- Two doors on the rear elevation would correspond to the original two sections of the house. It is proposed to reuse these openings and to install doors of a suitable style similar to the front doors.
- The windows on this elevation are proposed to be 12/8, except for the gable attic window, which, like n the front elevation is 8/8. These windows will correspond to the existing openings.
- The applicant has proposed the demolition of the existing north addition. They state that this addition does not appear to have any heritage value.
- A level access or porch will be built to meet access requirements.
- The applicant is required to reflect the retention of the 1926 chimney in all drawings.

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Structural Changes

In preparation for or after the move, the following structural improvements are anticipated by the applicant:

- a) Reinforce structural framing around stair openings.
- b) Reinforce, supplement or replace sill beams of the exterior walls.
- c) Supplemental framing as appropriate.
- d) Evaluation and reinforcement of attic roof framing and trusses including provision of supplementary post supports if required.

All structural measures should be as non-invasive as possible, and should minimally impact the historic structure, while still ensuring the structural stability of the building.

Cultural Services requests that the applicant specify what will happen to the original sill beam, which will be lost in the relocation of the subject building.

Insulation and Ventilation

The "Specifications and Restoration Strategy for the Carville General Store" proposes the following treatment for the insulation:

Wall insulation: A foamed in type of insulation is recommended. This will achieve maximum insulation value and air barrier properties.

Attic insulation: A blown in type of rock wool or fiberglass or cellulose insulation can be installed to achieve R40 minimum. The existing insulation is cellulose and a similar insulation would be appropriate.

The architect is requested to provide information on the lifespan of the foamed-in-type insulation proposed and its long-term effects on the existing structure in order to determine if this is the most adequate type of intervention. Please include this as a part of the Conservation Plan.

Additional Comments to Applicant:

Cultural services requests that the applicant provide a full set of final drawings, including site plan and all elevations, samples of building materials and paint samples for final approval by Cultural Services staff prior to the issuance of a Heritage Permit. samples of building materials and paint samples.

Cultural Services offers the following comments to the applicant regarding this future submission:

1. Regarding the drawings reflecting the existing conditions:

Please show all dimensions and material notes in particular in the basement plan including the following:

- a) The stone mass that is the potential remnant of the original fireplace and chimney.
 - b) The framing above this mass
 - c) Thicknesses of wall when known
 - d) Submit full size scaled drawings
2. The design and material of the ramp rail should be sympathetic to the aesthetics of the house.
 3. The pilaster material should be noted in the detail drawings as wood for paint
 4. If beaded ceiling joists, identified as having cultural heritage value as original features of the

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structure, must be concealed, the Conservation Plan must propose a sensitive way of doing this work.

5. Cultural Services recommends that if the existing hardwood flooring is removed, that the existing subfloor be retained, and that sympathetic hardwood be reinstalled as a part of the restoration process.

Application Background

Requested submissions:

Cultural Services requested that a Cultural Heritage Impact Assessment be completed to assess the significance and conservation of the subject property. The property owners submitted such a report, dated June 2009 prepared by Unterman-McPhail Associates for the heritage structure at 1076 Rutherford Road, identified as the former Carville Post Office and General Store. This Cultural Heritage Impact Assessment report describes the heritage, cultural, contextual and architectural significance of the subject building and concludes that the building is of local and regional significance.

Previous related Approvals :

The building cannot stay in its present location due to a Region of York right-of-way road widening. Although preservation of the building in-situ is a preferred option, it was established that relocation within the proposed development would be the most acceptable option.

The report recommends that the residence be relocated within the proposed development at the cost of the owner, that a suitable reuse be found for the entire building and that the preservation of the building be a requirement of the owner.

In response to the Cultural Heritage Impact Assessment and comments made in consultation with Cultural Services Staff the property owners have decided that the relocation and revitalization of the building within the proposed development would be the most appropriate course of action. Their intention is to relocate the heritage structure so that it no longer impedes with the York Region right-of-way road widening, and to place it in a location within the development that would allow it to remain as a part of the Carville streetscape.

At the November 2009 Heritage Vaughan meeting, Heritage Vaughan made the following recommendations regarding the relocation, restoration and integration of the subject building as a part of the proposed new development:

- *That Heritage Vaughan recognize and support the intent to relocate the Carville Post Office within the proposed development area and to restore the building for its new use as medical office space; and,*
- *That a letter of credit be obtained from the owner to ensure the building is preserved and maintained during and after its relocation; and,*
- *That Heritage Vaughan request that a comprehensive Conservation Plan for the building be submitted by the owner.*

The applicant has continued to pursue the required approvals for the subject development proposal, and attended a Pre-Application Consultation (PAC) meeting, a Site Plan application requirement, with all relevant city departments in November 2010. At this PAC meeting, Cultural Services reiterated the requirements outlined by Heritage Vaughan.

On January 20th 2011, the applicant submitted the required documents for the subject Site Plan application, specifically, a Building Condition Survey of the existing structure, a full set of elevation

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drawings, floor plans and a site plan indicating where the subject building is to be relocated, and a rationale for the choices made for the revitalization process titled "Outline Specifications and Restoration Strategy for the Carville General Store", the documents have been prepared by McGillivray-Architect, an architectural practice accredited by the Canadian Association of Professional Heritage Consultants (CAPHC), in association with Unterman McPhail Associates.

Overall, the proposed relocation of the subject building, the sympathetic restoration to a state similar to its 1920s incarnation, and its retention as a contributing building within the new development, is sympathetic to the heritage character of the building, and will ensure the long-term conservation and protection of the subject building.

The Building Condition Report is considered to be a comprehensive review of the current existing conditions at the site and includes an analysis of the priorities and phasing, a cost estimate, consultant background, existing photographs and sketches, plans elevations, sections of the existing conditions and historical photographs. The submitted Building Condition Survey meets the expectations of Cultural Services

Furthermore, the report recognizes that the building requires improved protection measures for a prolonged period of vacancy. The report recommends short term mothballing to protect the structure during the period prior to its relocation. The roof is in poor condition, and is rapidly deteriorating. The broken eavestroughs allow water to soak the walls and enter the building.

It is recommended that Heritage Vaughan approve the following:

- a) the proposed 5 Year cycle approach described in the report and summarized above
- b) a Heritage Permit for the actions required to address the Immediate Priorities identified in the Condition Survey as described in the Analysis portion of this report, so that they may be implemented as soon as possible.

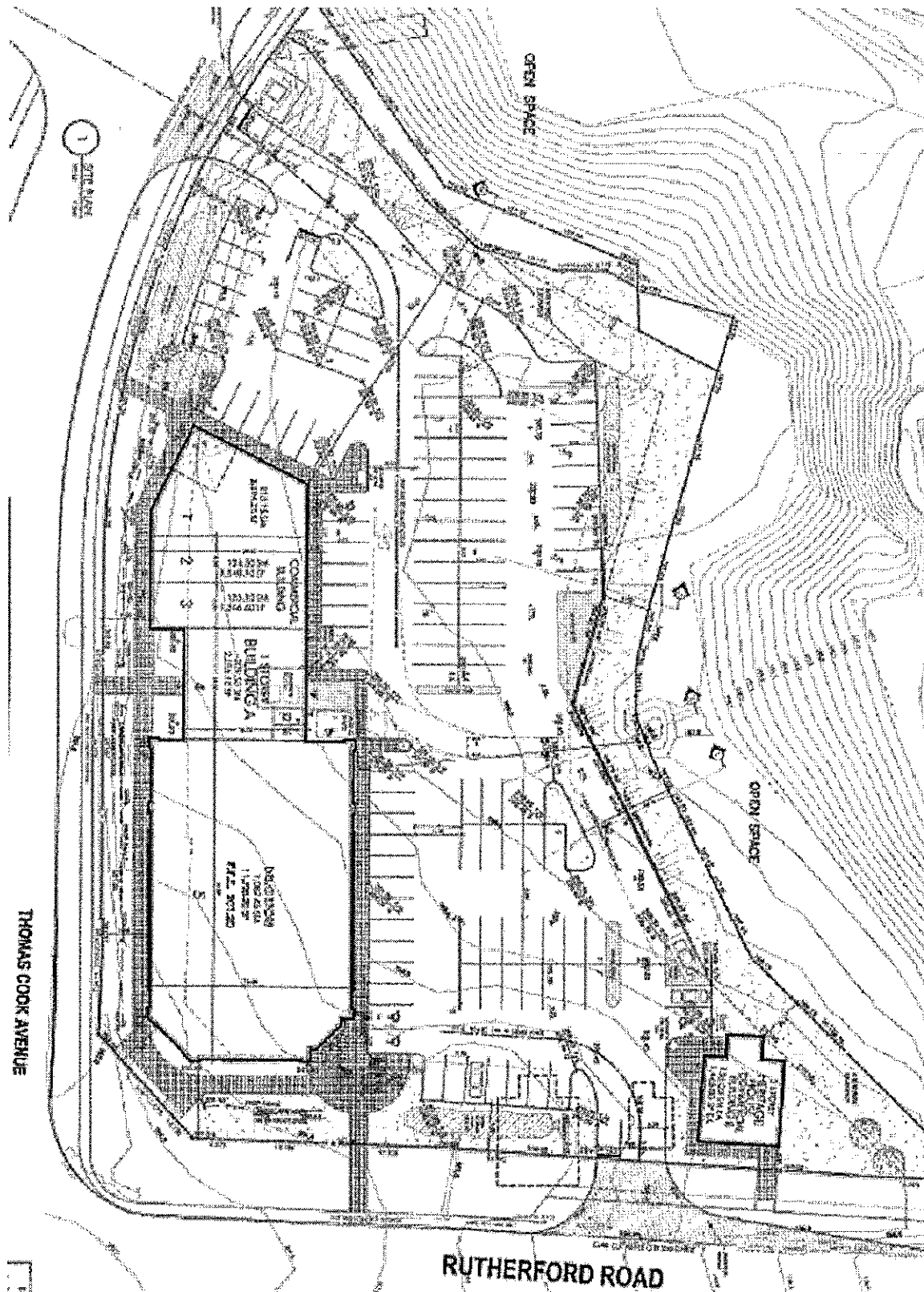
Staff will continue to work with the applicant and consultants in the review of the Condition Survey as it informs the future Conservation Plan, which is required to be submitted by the owner, and reviewed by Cultural Services staff prior to the issuance of a Heritage Permit.

Cultural services also requests:

- a) a letter of credit be obtained from the owner to ensure the building is preserved and maintained during and after its relocation
- b) that the applicant provide a full set of final drawings, including site plan and all elevations for final approval by Cultural Services staff prior to the issuance of a Heritage Permit
- c) that the applicant provide samples of building materials and paint samples for consideration and approval by Cultural Services staff.

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APPENDIX I – Site Plan and Location Maps



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Fig. 10 Proposed Site Plan, dated October 27, 2010. Intra Architect. Inc



Fig. 11 Location of Carville Post Office, 1860 Tremaines Map of the County of York

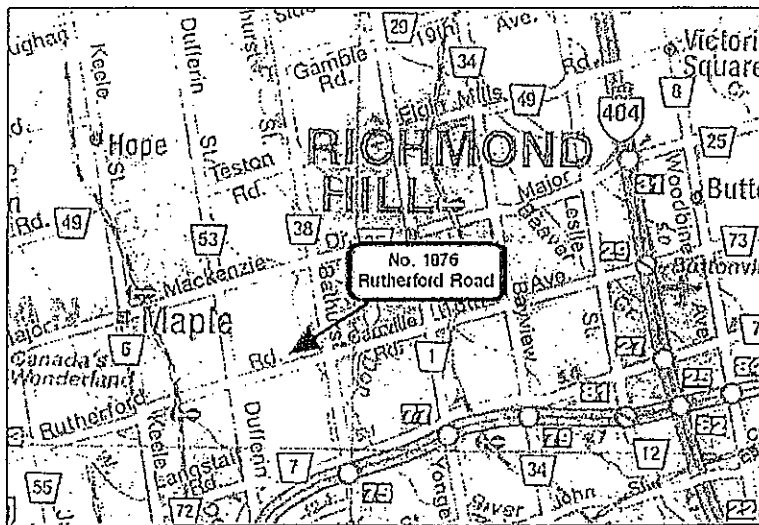


Fig. 12 Location of Carville Post Office, 1076 Rutherford Road, Vaughan, ON

APPENDIX II – Current and Recent Condition Images

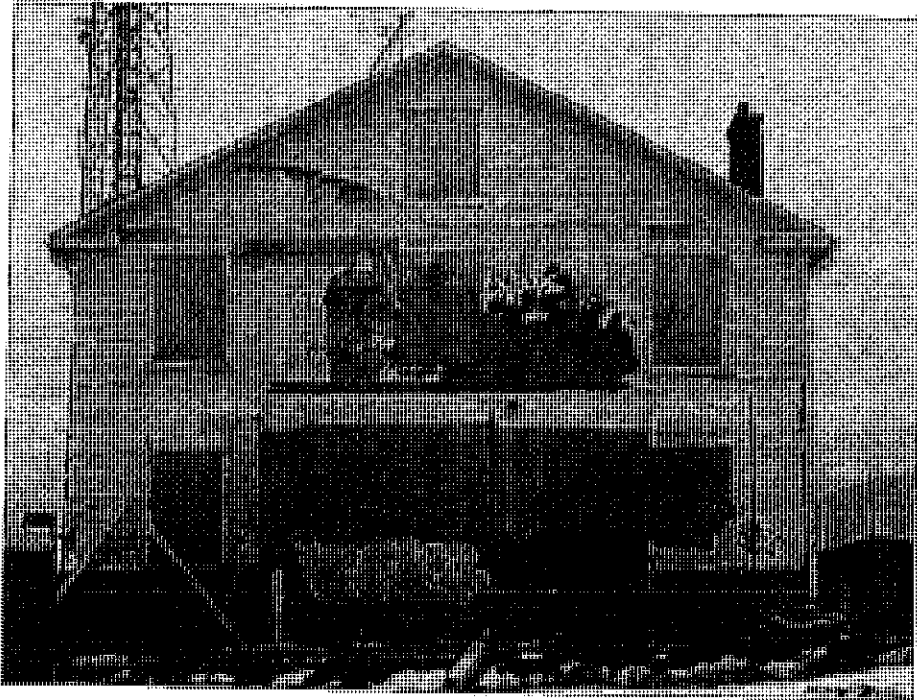
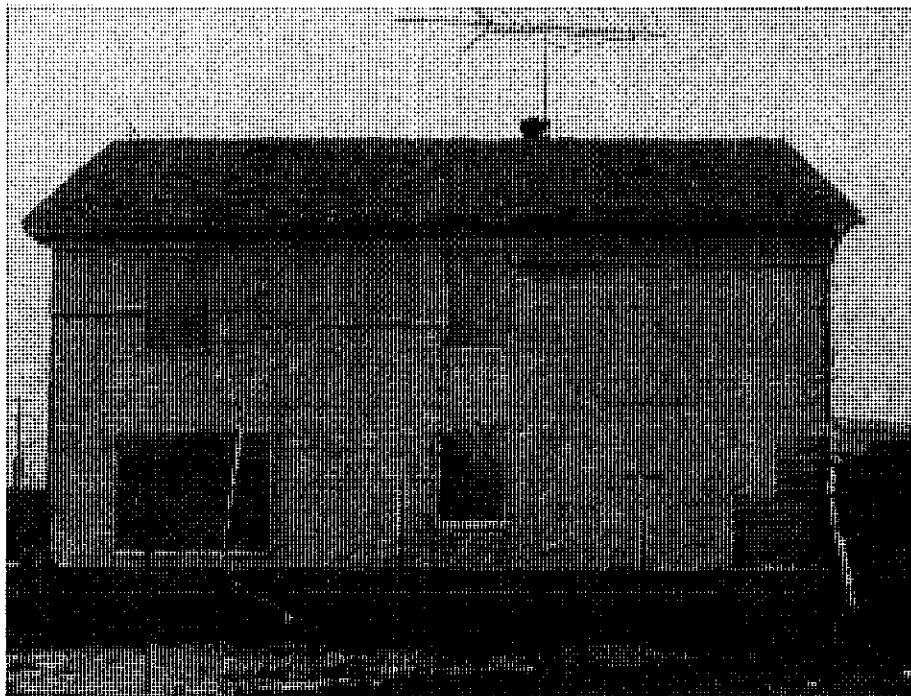


Fig. 13 North Elevation, current condition. Photo:McGillivray Architect



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Fig. 14 Current condition, East Elevation. Photos this page: Building Condition Survey Report

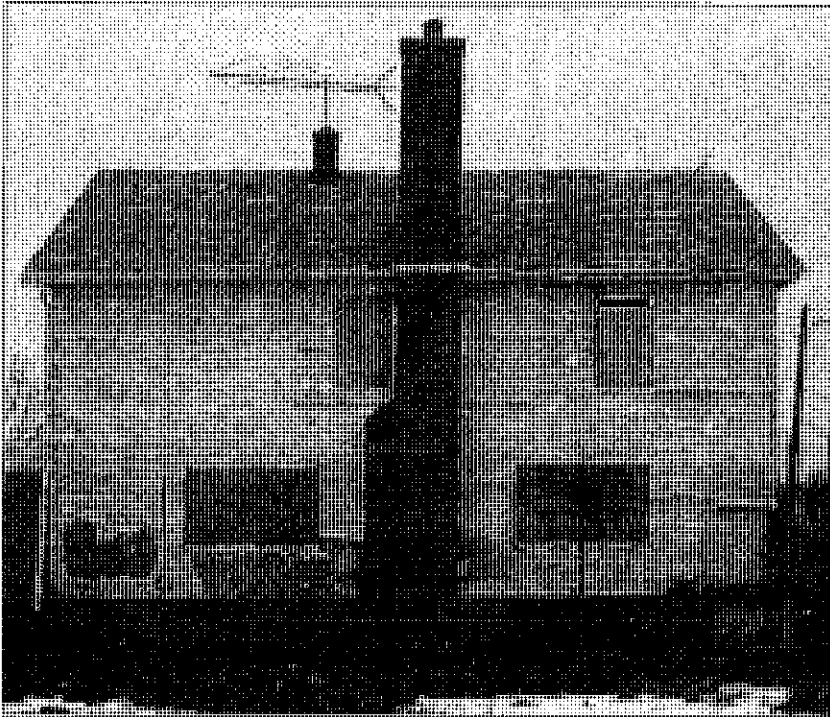


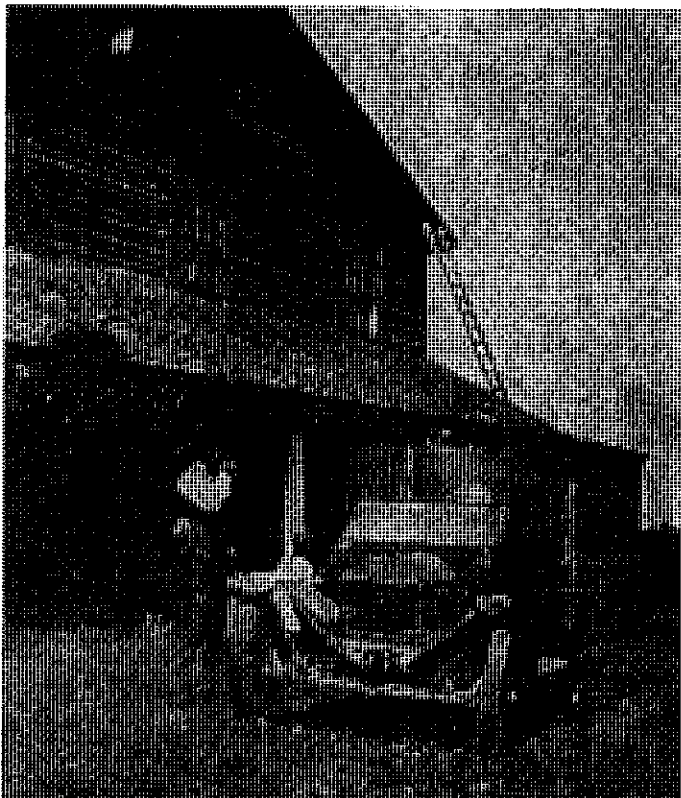
Fig. 15 Current condition, West elevation. Photo: Building Condition Survey report



Fig. 16 Recent condition, prior to boarding, June 2000, City of Vaughan files.

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Appendix III – Historic Images of the Carville Post Office



*Photo source for both photos on this
page: Virginia DeIBrocco*

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Photo source: Virginia DelBrocco



Photo source: City of Vaughan Archives, DelBrocco Collection

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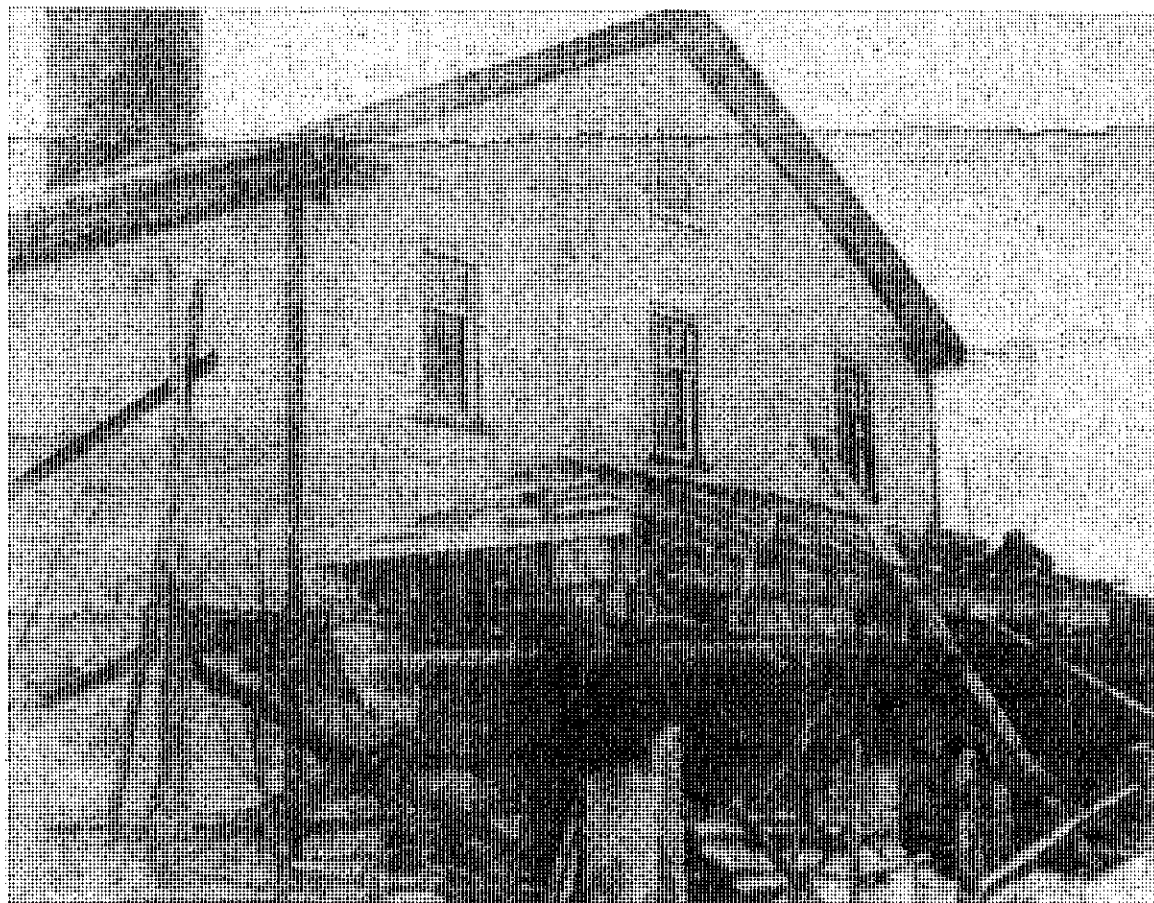
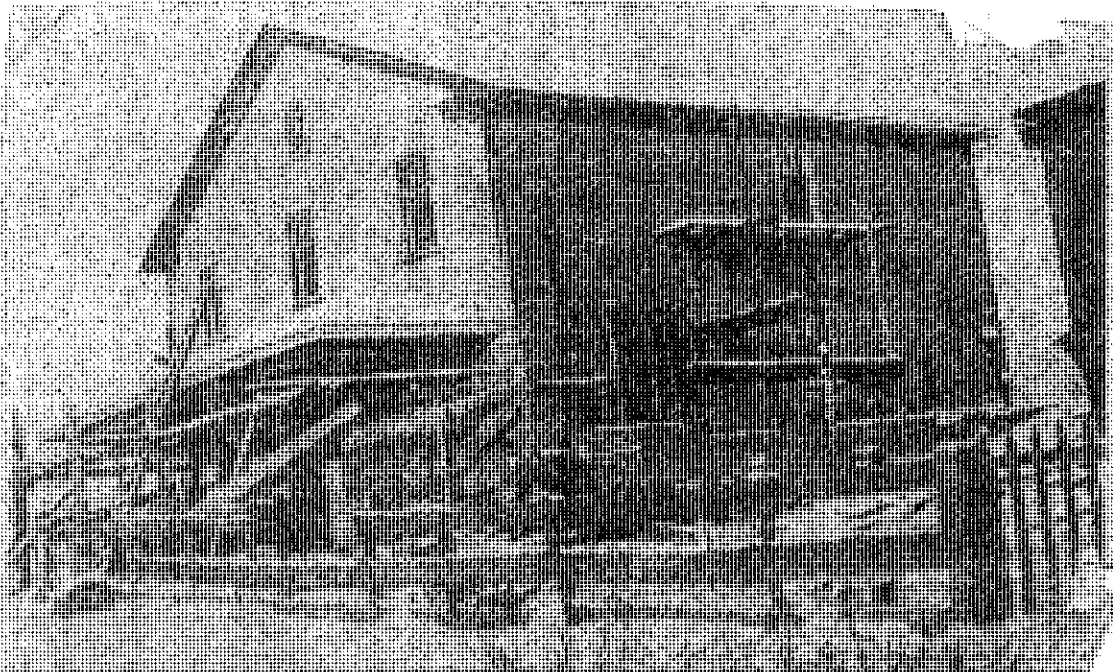


Photo source for both photos above: Virginia DelBrocco

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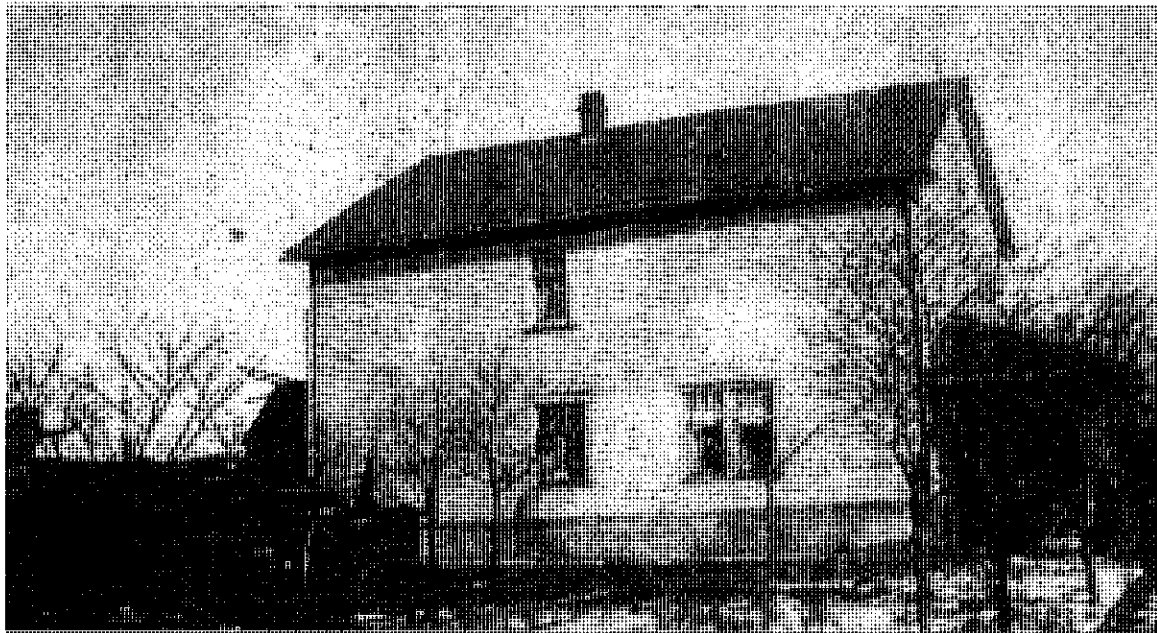
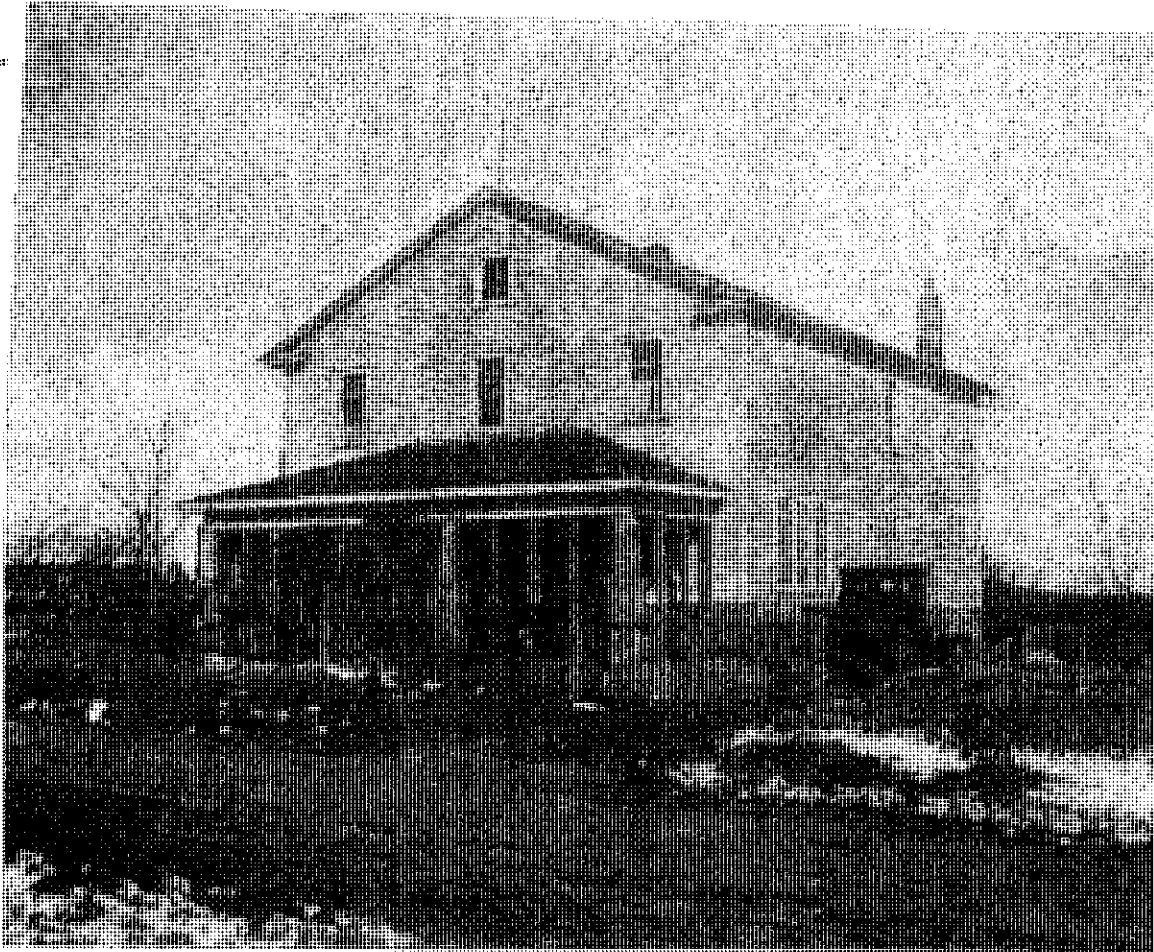


Photo source for both photos above: Virginia DelBrocco

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Relationship to Vaughan Vision 2020/Strategic Plan

This report is consistent with the Vaughan Vision in that it preserves our Heritage & Supports Diversity, Arts & Culture.

Regional Implications

Not applicable.

Conclusion

Attachments

None.

Report prepared by:

Cultural Services

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

John Mifsud, Chair

CITY OF VAUGHAN
REPORT NO. 1 OF THE
EMERGENCY MANAGEMENT PROGRAM COMMITTEE

*For consideration by the Committee of the Whole
of the City of Vaughan
on March 22, 2011*

The Committee of the Whole met at 10:00 a.m. on February 14, 2011.

Present: Bill Robinson, Commissioner of Engineering and Public Works, Chair
Janice Atwood Petkovski, Commissioner of Legal & Admin Services/City Solicitor
Leo Grellette, Director of Building Standards
Jeff Peyton, Director of Building and Facilities
Greg Senay, Fire Chief
Margie Singleton, CEO, Vaughan Public Libraries
Sharon Walker, Manager of Emergency Planning
Dimitri Yampolsky, Chief Information Officer
Madeline Zito, Director of Corporate Communications

The following items were dealt with:

**1 DRAFT POLICIES FOR USING COMMUNITY CENTRES AS MASS IMMUNIZATION CLINICS AND
HEALTH ASSESSMENT CENTRES**

The Emergency Management Program Committee recommends:

- 1) That the recommendation contained in the following report of the Fire Chief and City Manager, dated February 14, 2011, be approved; and
- 2) That the members' comments be incorporated into the draft policies.

Recommendation

The Manager of Emergency Planning, Fire Chief and City Manager recommend that;

1. The committee review the draft policies and provide comment.

Contribution to Sustainability

Not applicable.

Economic Impact

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Based on our experience in 2009 when Vellore Village Community Centre was used as a mass immunization clinic from October 26 to December 13, the total lost revenue and expenses incurred by Buildings and Facilities, Recreation and Enforcement Services was \$91,851.40. These costs were reimbursed by York Region. Use of community centres to support the response to and/or risk of a communicable disease outbreak should be cost recoverable.

Communications Plan

The policies, once approved by Council will be communicated to York Region Community and Health Services and York Region Emergency Management.

Purpose

To provide the committee with draft policies related to utilizing community centres as mass immunization clinics and/or health assessment centres in the event of or risk of communicable disease outbreaks.

Background - Analysis and Options

The Ministry of Health and Long Term Care, Public Health Units (MoHLTC) and municipalities have been engaged in developing emergency plans and procedures for an Influenza Pandemic since 2006 when an especially lethal strain of Influenza A, H5N1, began to appear in the human population. One assumption made by MoHLTC and Public Health Units in their planning for a pandemic was that the population would cease to continue some activities of daily living such as recreation (swimming, fitness, and social groups). Pandemic plans also assumed that the Government would ban mass gatherings and public gathering places such as community centres would be closed. Pandemic Plans included using public buildings for mass immunization clinics and health assessment centres based on the assumption that all recreation activities would be suspended.

In the spring of 2009 a new variation of the Influenza A Virus, H1N1, emerged in Mexico. The first wave spread rapidly through North America and around the globe. The Chief Medical Officer of Health for Ontario directed that all public health units implement pandemic response plans in preparation for the second wave of the pandemic that was expected to arrive between October 2009 and April 2010. Vaccine production was initiated and planning for mass immunization clinics was implemented. The vaccine became available for administration in October 2009. The World Health Organization and Health Canada identified priority groups to receive the vaccine first. York Region Public Health Department made a request to the municipalities to use community centres as the mass immunization sites. City of Vaughan Council approved the use of the Vellore Village Community Centre.

Based on the City's experience with the H1N1 mass immunization clinic and lessons learned, it was identified that Community Centres are not the ideal venue for immunization clinics and health assessment centres. Analysis of other municipalities' responses identified that municipalities who utilized vacant big box store buildings, banquet halls and convention centres had more orderly and efficient mass vaccination clinics and did not have large numbers of people waiting outside in inclement weather. In municipalities where health assessment centres were set up, all used existing vacant office space.

The option of refusing requests from Public Health to use community centres for mass immunization clinics and/or health assessment centres may in the near future no longer be available to the City. The Minister of Health and Long Term Care has put forward Bill 141 (Public Health Emergency Preparedness) to amend the *Health Protection and Promotion Act* that would allow the Minister, on the advice of the Chief Medical Officer of Health to order any publicly owned facility be used for public health purposes at the risk of an outbreak of communicable disease, the outbreak of the communicable disease or the risk to the health of persons anywhere in Ontario.

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Bill 141 is currently in second reading in Provincial Parliament. The Bill has been debated twice in December 2010 and debate will continue the week of February 21, 2011. The Hansard transcripts from the debates to date show that all political parties support the Bill to a degree. There has been very little discussion against the clauses in the Bill that allow the Minister to order publicly owned facilities be used for public health purposes.

The *Emergency Management and Civil Protection Act* also allows for mandatory orders to be issued in a provincially declared emergency by the Premier that can include;

1. "Establishing facilities for the care, welfare, safety and shelter of individuals, including emergency shelters and hospitals."
2. "Closing any place, whether public or private including any business, office, school, hospital or establishment or institution."

Section 7.0.3 (2) of the Act, authorizes the Premier to

1. "Direct and control the administration, facilities and equipment of the municipality in the emergency area, and without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area, whether under an emergency plan or otherwise; and"
2. "Require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance."

It is important to note, that should Bill 141 be enacted, an emergency does not need to be declared for the Minister to order publicly owned facilities be used for public health purposes. The only grounds necessary for making the order is written certification by the Chief Medical Officer of Health of Ontario that she is of the opinion that there exists, or there is an immediate risk of an outbreak of a communicable disease anywhere in Ontario or there may exist an immediate risk to the health of persons anywhere in Ontario.

On the direction of the Chair of the Emergency Management Program Committee and in anticipation of Bill 141 becoming law, two draft policies have been developed for utilizing community centres as mass vaccination clinics and/or health assessment centres. Separate policies were developed as the degree of health and safety risk to staff differs greatly between the two uses.

The clientele of mass vaccination clinics are well citizens while the clientele of health assessment centres are person who are displaying symptoms of the infection and are contagious. Staff would have a higher risk of exposure at the health assessment centre as clientele would be shedding the infectious agent. The agent could potentially be transmitted through contact, inhalation, ingestion or through a vector such as an insect.

Relationship to Vaughan Vision 2020/Strategic Plan

This report is in keeping with the Vaughan Vision specifically

Strategic Goal: Service Excellence

Strategic Objective: Enhance and Ensure Community Safety, Health and Wellness

This report recommends a change from the priorities previously set by Council and the necessary resources have not been allocated.

Regional Implications

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York Region Community and Health Services and municipal governments are responsible for coordinating their efforts to respond to a communicable disease outbreak or risk of outbreak.

Conclusion

Implementing policies related to using community centres as health care facilities ensures that expectations of each party are clearly stated, the process is efficient and disruption of service delivery is minimized.

Attachments

1. Draft Vaccine Clinic Policy.
2. Draft Health Assessment Centre Policy.
3. Bill 141 an Act to amend the *Health Protection and Promotion Act*

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.)

2 **EMERGENCY EXERCISES FOR 2011**

The Emergency Management Program Committee recommends:

- 1) That the recommendation contained in the following report of the Manager of Emergency Planning and the Fire Chief, dated February 14, 2011, be approved; and
- 2) That the Emergency Management Team Training Exercise be scheduled for November 28, 2011.

Recommendation

The Manager of Emergency Planning and Fire Chief, in consultation with the City Manager recommend:

1. That the proposed exercises for 2011 be approved by the Committee.
2. That the Committee Chair selects a date for the Emergency Management Team Training Exercise.

Contribution to Sustainability

Not applicable.

Economic Impact

The economic impact to conduct the proposed exercises is as follows:

Exercise 1 Notification Exercise no cost

Exercise 2 Emergency Shelter Training Exercise

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Miscellaneous Equipment	\$1,000.00
Exercise Development	\$200.00
Staff Training	\$3000.00
Signage	<u>\$1000.00</u>
Subtotal Exercise 2	\$5,200.00
Exercise 3 EMT Annual Exercise	
Consultant Fee (proposed ARR)	\$15,000.00
Food Participants/Evaluators	\$2,000.00
Pre-Exercise Training	\$1,400.00
Materials and supplies	<u>\$500.00</u>
Subtotal	\$18,900.00
Less Joint Emergency Preparedness Program Grant	<u>(\$5,000.00)</u>
Total Exercise #3	\$13,900.00

The total cost of exercises for 2011 is projected to be \$19,100.

The program has made an application to the Federal Government Joint Emergency Preparedness Program (JEPP) for a grant to offset a portion of the cost of the Emergency Management Team exercise. The City will be advised in April if we are approved to receive the grant. This grant request is tied to the Additional Resource Request (ARR) for consulting services. Should the additional resource request for consulting services not be approved in the proposed 2011 budget, the City would need to withdraw the grant application.

Exercise 3 will still be conducted but developed in house with the assistance of the members of the Emergency Planning Working Group. The 2011 proposed Emergency Planning Program Operating Budget provides sufficient funding to conduct these three exercises.

Communications Plan

In collaboration with Corporate Communications, media releases can be issued to demonstrate to the citizens the City's ongoing efforts to be prepared to manage emergencies. The City is also required to issue a media release acknowledging the federal government's financial contribution through the JEPP grant as a condition of the grant process. Internal communications will be issued through Vaughan on Line and Xchg All Users to advise staff in advance of the exercises where applicable.

Purpose

To practice plans and procedures established for managing emergencies affecting the City of Vaughan, identify gaps and continuous improvements to these plans and procedures and to meet the mandatory requirements of 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) mandates that municipalities conduct an emergency exercise annually. Feedback from participants in the exercises conducted from 2004 to 2010 identified the preference for more emergency exercises and training opportunities be available annually for the Emergency Management Team and staff.

The City's Emergency Plan, hazard-specific plans and department sub plans identify procedures and resources that will be used during an emergency. Notification of staff resources, establishing facilities, coordination, communications and management by objective are key components of managing an emergency and are time sensitive. By practicing these aspects of emergency

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management; plans and procedures can be enhanced to ensure that our response is effective, efficient, rapid and streamlined.

Exercise 1 – Notification

The purpose of this exercise is to practice notification of all members of the Emergency Management Team and as an option, key staff identified in the Department Sub Plans during or outside of traditional business hours. As experience has shown, emergencies can happen anytime of the day that necessitates notifying and deploying key personnel to the Emergency Operations Centre, the emergency site and other emergency facilities. This notification exercise would occur between the hours of 9 am and 9 pm on any day of the week.

This exercise will be conducted in May 2011. The exercise will terminate 3 hours from the time of the first notifications to the City Manager, Commissioners and Fire Chief. This exercise is best initiated as a “cold start”. Participants will not be forewarned of the specific date and time that the exercise will take place. The value of the cold start is that the controllers and senior staff will be provided with realistic data on the time it takes to notify all necessary personnel required to manage an emergency situation that occurs.

This exercise will require the participation of all Emergency Management Team members. Commissioners may also choose to exercise the notification procedures as listed in the department-specific sub plans. It is recommended that the EOC Director and Section Chiefs consider contacting scribes during the notification exercise. Training in the notification procedures can be provided if deemed necessary by the Emergency Management Team during the month prior to the exercise.

Exercise 2 – Emergency Shelter Training Exercise at North Thornhill Community Centre

The purpose of this exercise is to provide the opportunity for City Departments who have roles and responsibilities of supporting opening, operating and closing an emergency shelter to learn how to transition a community centre into an emergency shelter rapidly.

This exercise will be conducted jointly with the Canadian Red Cross – York Region Branch. The exercise date and time will be scheduled for a mutually agreeable date and time in consultation with the Red Cross, Recreation and Culture, Buildings and Facilities, Enforcement Services and Emergency Planning. The exercise will also include Fire Prevention and Building Standards.

The exercise will include establishing an efficient flow for an emergency shelter, creating areas for sleeping, eating, check in, registration and inquiry, first aid, pet reception, counseling, financial and material aid and a communications board. City staff will be provided training by the Red Cross and Emergency Planning prior to the exercise.

Exercise 3 – Table Top Exercise for all Emergency Management Team Members (EMT)

The purpose of this exercise is to provide the opportunity for the EMT to practice their individual and collective roles, management by objective, coordination, decision making and become familiar with the new Emergency Operations Centre in a simulated emergency situation.

The exercise date will be selected by the Chair of the Emergency Management Program Committee, (City Manager). Primary and alternate members of the Emergency Management Team are required to participate.

The proposed exercise will be a table top exercise consisting of situation changes being provided by the controller. With the exception of the notification procedure there will be no communication to staff and agencies outside of the Emergency Operations Centre. Information about the development of the situation may be communicated by telephone and/or email to members of the Emergency Management Team one to two days prior to the exercise conduct. Emergency Management Team

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members will be responsible for documenting this information and may initiate incident action planning.

The proposed exercise will be initiated using the emergency notification procedures. All participants will be informed of the exercise date, but not the start time.

Training will be provided for all participants and evaluators during the month prior to the exercise.

Relationship to Vaughan Vision 2020

This report is in keeping with the Vaughan Vision specifically

Strategic Goal: Service Excellence

Strategic Objective: Enhance and Ensure Community Safety, Health and Wellness.

This report is consistent with the priorities previously set by Council and the necessary resources have been included in the proposed 2011 program budget.

Regional Implications

The notification and emergency shelter exercises may involve specific Regional Departments on their request. The Emergency Management Team training exercise provides the opportunity for York Region to exercise components of their emergency plans and procedures in coordination with the City of Vaughan.

Conclusion

Emergency exercises are not only a legislative requirement, but a means to identify continuous improvements to our emergency management procedures and resource requirements. The Notification exercise will provide us with valuable insight into the time required to contact key Emergency Management Team personnel. The Emergency Shelter exercise will provide hands on training for staff in the procedures for establishing an emergency shelter and the Emergency Management Team training exercise provides continuous learning for personnel from the City, York Region and stakeholders and evaluates the relevancy of emergency plans and procedures.

Attachments

None

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.)

3 EMERGENCY PLANNING PUBLIC AWARENESS COMMUNICATION PLAN

The Emergency Management Planning Committee recommends approval of the recommendation contained in the following report of the Manager of Emergency Planning and the Fire Chief, dated February 14, 2011:

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Recommendation

The Manager of Emergency Planning and Fire Chief in consultation with the City Manager recommend that;

1. The Public Awareness Communication Plan be received for information.

Contribution to Sustainability

Not applicable

Economic Impact

The 2011 Emergency Planning Program Proposed Operating Budget provides sufficient funding to implement the Public Awareness Strategy.

Emergency Preparedness Challenge – internal event	\$700.00
Emergency Preparedness Week	\$200.00
Activity books, bags and hand outs from OFM	\$1000.00
Magnets (72 Hour Kit)	\$3400.00
Emergency Preparedness Kit Promotional Item	\$8320.00
Emergency Preparedness Week contest prizes	\$750.00
VIVA/Byte Media Public Service Announcement	\$2200.00
Community Events	\$510.00
Re-order of materials, brochures, and supplies	\$2000.00
Total	\$19,080.00

Communications Plan

The strategy (Attachment 1) identifies several cost effective vehicles to implement a public awareness campaign directed at citizens, staff, Council and the local business community to increase awareness in being prepared for an emergency. The strategy has been developed to relay key emergency preparedness messages to a large audience with in the resources of the program in a consistent manner.

Purpose

The purpose of this report is to provide the strategy to increase awareness of emergency preparedness amongst citizens, staff, Council and business to build a disaster-resilient community.

Background - Analysis and Options

The *Emergency Management and Civil Protection Act* (RSO 1990) mandates that municipalities provide public education on risks to public safety and on public preparedness for emergencies annually.

In recent years disaster have forced over four million Canadians from their homes and caused billions of dollars in damage. The number and intensity of weather related emergencies has been on the rise over the last several years.

Research studies conducted by Public Safety Canada and the Canadian Centre for Emergency Preparedness identified that the level of personal emergency preparedness of Canadians was low. Participants in the studies did indicate that they would make preparations if they thought about

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emergencies more often and understood their responsibilities. Many research participants believed that the government would solve all of the problems in an emergency.

In studies conducted in both the United States and Canada on the impact of public awareness and education in communities that experienced a disaster; citizens who had emergency preparedness knowledge were better able to manage the situation psychologically, recover more quickly and experienced less financial loss.

The challenges in engaging citizens in preparing for emergencies are universal. In both Canada and the United States, researchers identified the same challenges;

1. the belief that emergency responders such as fire, police or emergency personnel would help them,
2. the perception that a disaster would not happen in their community,
3. the perception that a disaster would not happen to them,
4. lack of knowledge of emergencies; and
5. lack of time.

Since 2004, the Emergency Planning Program has provided emergency preparedness information through community events and public education sessions. Year to year the volume of preparedness material distributed has steadily increased along with the number of people reached. The Program distributed over 34,000 emergency preparedness materials in 2010, which was a 48% increase over the amount of materials distributed in 2009.

The number of public education sessions varies from year to year. Public education events and workshops are delivered on demand and dependent on the availability of Program resources.

The Public Awareness Strategy creates a consistent approach to delivering emergency preparedness awareness and education to a larger audience. The strategy utilizes existing City and community events and running an information spots on public transit to promote emergency preparedness.

Public education and awareness initiatives help build understanding in our citizens that being prepared for an emergency is their responsibility, hazards and risks in the community and the City's emergency response procedures.

Relationship to Vaughan Vision 2020/Strategic Plan

This report is in keeping with the Vaughan Vision specifically

Strategic Goal: Service Excellence

Strategic Objective: Enhance and Ensure Community Safety, Health and Wellness.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated in the proposed 2011 Program Budget.

Regional Implications

The Emergency Preparedness Guide Book is a jointly developed by the municipalities and Region and distributed through out York Region by emergency management personnel and fire services to ensure a consistent emergency preparedness message.

Conclusion

Public awareness and education initiatives are not only a legislative requirement, but a means to develop a disaster-resilient community. The Public Awareness Strategy provides a consistent

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methodology to promote emergency preparedness to larger audiences through existing events, partnerships and innovation.

Attachments

1. Emergency Planning Public Awareness Strategy.

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.)

The meeting adjourned at 11:05 a.m.

Respectfully submitted,

Bill Robinson, Chair