

Clause No. 14 in Report No. 2 of the Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting on January 23, 2014.

**EMERGENCY MANAGEMENT PROGRAM  
ANNUAL REVIEW AND BYLAW REVISION - 2013**

**Committee of the Whole recommends adoption of the following recommendations contained in the report dated December 17 2013 from the Executive Director, Corporate and Strategic Planning:**

**1. RECOMMENDATIONS**

It is recommended that:

1. Council receive this report as confirmation that York Region has completed all the necessary compliance elements required by the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04.
2. The Regional Solicitor update the current Emergency Management Program Bylaw to reflect changes to the emergency plan and annexes.
3. The Regional Clerk forwards the list of the Annual Statement of Completion and the Annual Maintenance Checklist (*Attachment 1*) to the Chief, Office of the Fire Marshal and Emergency Management.

**2. PURPOSE**

This report provides an update on the actions taken by York Region to comply with the annual requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 in 2013 and recommend that the Regional Solicitor update the Program Bylaw to reflect changes to the York Region emergency plan and annexes.

**3. BACKGROUND**

**Legislation requires all municipalities and provincial ministries to develop and maintain an emergency management program**

The *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 requires all Ontario municipalities and provincial ministries to maintain an emergency management program. Key elements of the emergency management program include an emergency plan, training and exercises, public education, Hazard Identification and Risk

Assessment (HIRA) and identifying critical infrastructure. The Province provides oversight on an annual basis to ensure municipalities comply with the requirements. The Office of the Fire Marshal and Emergency Management (OFMEM) has developed an Annual Maintenance Checklist to assist municipalities in providing evidence of their annual compliance activities. A field officer from OFMEM assigned to York Region audits the emergency management program to ensure completion of legislated requirements. The completed emergency management program Annual Compliance Checklist and Annual Statement of Completion signed by the Community Emergency Management Co-ordinator and Head of Council are then forwarded to Regional Council for approval. A bylaw adopting the emergency management program and the emergency plan and annexes is then prepared.

York Region has consistently met the annual regulatory compliance for its Emergency Management Program since the legislation came into effect on December 31, 2004.

#### **4. ANALYSIS AND OPTIONS**

##### **York Region has met the required Emergency Management Program elements for compliance in 2013**

York Region has undertaken many initiatives in 2013 to ensure compliance with the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04. Municipalities must conduct an annual review of their Emergency Management Program to ensure that all mandatory activities have been conducted, determine any unmet needs, and outline program activities and initiatives for the coming year. This is done in conjunction with regular work plan reviews.

The Province provides oversight on municipal compliance. On November 29, 2013 a field officer from OFMEM met with York Region's Community Emergency Management Coordinator to audit activities completed and scheduled by York Region required to achieve compliance for 2013. York Region achieved compliance of the Emergency Management Program elements as highlighted in this report and documented in *Attachment 1*.

##### **York Region Critical Infrastructure has been reviewed and updated**

Each municipality must review its Critical Infrastructure within its jurisdiction as defined by OFMEM. Critical Infrastructure is defined as those Regional assets such as water, waste water facilities and EMS stations, which are essential to meet vital human needs, sustain the economy, protect public health and safety and security, and maintain continuity and confidence in government. Each year, York Region partners with all nine local municipalities to review and update our Critical Infrastructure database. York Region Geographic Information Services Branch consolidates the updated database and

provides maps identifying Critical Infrastructure to our municipal partners. The Critical infrastructure data is kept confidential.

### **York Region partnered with the 9 local municipalities to assess and rank existing and emerging hazards and threats**

The foundation of any Emergency Management Program is the evaluation of hazards and associated risks that exist within its jurisdiction. The Hazard Identification and Risk Assessment (HIRA) is a document that identifies the hazards and risks within York Region and must be reviewed annually. York Region conducted a complete refresh of its HIRA in 2013 in partnership with all nine local municipalities. A consultant facilitated a number of workshops to identify and rank the top threats and risks. The top 6 hazards and threats faced by York Region include:

- a human health emergency
- ice storm
- high wind events
- hazardous material incident
- severe summer storms
- energy emergency (supply)

### **The Emergency Response Plan has been reviewed, tested and updated**

Each municipality in Ontario must evaluate and update their emergency response plan annually. The plan outlines how it will respond to emergencies and the roles and responsibilities of the Regional Emergency Control Group (RECG). The Control Group is comprised of senior management and selected regional staff. The legislation requires that the plan be enacted through Bylaw. The York Region Emergency Plan has been reviewed and updated by incorporating revisions from departmental annexes, York Regional Police and the Regional Fire Coordinator and is in compliance with this requirement. There were minor administrative changes to the basic plan and Annexes to reflect the refinement of roles and responsibilities from contributing stakeholders and Regional Departments.

### **York Region collaborated with numerous agencies on our 2013 annual emergency exercise**

Each municipality must conduct an annual emergency practice exercise and ensure that four hours per year of training is provided to members of the Regional Emergency Control Group and other municipal staff as deemed appropriate by the municipality. These exercises are meant to test the emergency response plan and simulate potential events based on the threats/risks to the Region and allow participants to role play so that in a real event the Region is more fully prepared.

This year's exercise, "Exercise Hot Spot" took place on June 7<sup>th</sup> and was a collaborative emergency exercise involving York Region, the Township of King, the Town of Whitchurch-Stouffville, the York Region Accessibility Advisory Committee, York Regional Police, Enbridge Gas, Toronto and Region Conservation Authority, Environment Canada, Non-Governmental Organizations and the York Region Amateur Radio Club. This one exercise enabled three collaborating municipalities to meet their compliance requirements under the *Emergency Management & Civil Protection Act*.

The exercise evaluated the Region's response to multiple incidents, including a large forest fire and hazardous material spills and the support of the local municipal responses to those incidents.

The Regional Emergency Control Group attended the Regional Emergency Operations Center to coordinate the response to the events. Lessons learned from the annual exercise are documented and shared with participants.

In addition to "Exercise Hot Spot", York Region Emergency Management supported and assisted in the planning and delivery of annual emergency exercises with the City of Markham and Town of East Gwillimbury.

### **Emergency Management provides training and education to staff and stakeholders**

York Region Emergency Management continues to provide training to staff and community partners. Throughout 2013 Emergency Management has trained over 460 staff and community partners. A total of 17 classroom based courses were offered ranging from introductory half-day Emergency Management courses such as: Introduction to Emergency Management to multi-day certificate courses in partnership with the Office of the Fire Marshal and Emergency Management and the Justice Institute of British Columbia. Public Education was also offered to numerous community groups.

On November 8, 2013, York Region provided mandatory training to the Regional Emergency Control Group. A half-day workshop included an Emergency Management Program update, and presentations on the use of Social Media in Emergency Management, Crisis Leadership and lessons learned from the City of Calgary floods.

### **The Public Education and Public Awareness Initiatives Program delivered a range of activities in 2013 directly to over 2,000 residents**

The Public Education and Awareness Program includes public education on risks to public safety and on personal preparedness for emergencies. The focus of personal preparedness is self sufficiency for 72 hours. One activity in 2013 included delivering the Emergency Preparedness Program to approximately 1,500 grade 5 students through the Community Safety Village.

Emergency Preparedness week was held from May 6-10, 2013 and included numerous activities involving community and staff outreach. This year's theme emphasized personal emergency preparedness which included an on-line quiz and web based messages. York Region partnered with all nine local municipalities to host the second annual Emergency Preparedness Fair on May 4 at the Regional Administration Centre. It also included participation from York Region Departments, York Regional Police, OPP, Non-Government Organizations including the Red Cross, Amateur Radio Emergency Services, Salvation Army and utility providers including Enbridge, PowerStream, and Hydro One. It was attended by over 500 residents and raised approximately five hundred dollars for the Salvation Army.

The utilization of Social Media surrounding events further enhances our ability to provide information to our residents. Tweets in July and August of this year regarding severe weather events and the 10<sup>th</sup> anniversary of the Blackout in 2003 were some of the most popular.

In addition to the activities noted above, York Region Emergency Management hosted four themed workshops that included participation from over 150 staff, EM professionals and first responders:

1. Pan/Parapan Games Workshop
2. Emergency Preparedness for Agencies supporting people with disabilities
3. CN Rail Emergency Response Course
4. Severe Weather Impacts of Climate Change Workshop

As part of the Public Education program Emergency Management in partnership with local municipalities continues to promote personal emergency preparedness by distributing the Emergency Preparedness Guide Book. The guide book is also available digitally through the regional website and portal. Since 2010, 35,000 guidebooks have been distributed.

### **Link to Key Council-approved Plans**

The Emergency Management Program supports the Strategic Priority Area of strengthening organizational capacity and applying continuous improvement activities to core business systems and processes in the *2011 to 2015 Strategic Plan*. In addition, the program supports *Vision 2051-A Place Where Everyone Can Thrive*, through promoting safe and secure communities, promoting adaptability and sustainability and enhancing our human resources and partnerships. The Emergency Management Program helps to protect public safety and create disaster-resilient communities.

## **5. FINANCIAL IMPLICATIONS**

Costs associated with implementing the York Region Emergency Management Program initiatives and meeting compliance were included in the 2013 budget.

## **6. LOCAL MUNICIPAL IMPACT**

The key to success in emergency management is our partnerships with the local municipalities and key stakeholders. In 2013, York Region partnered with municipalities in updating the HIRA, the Critical Infrastructure database, and in emergency exercises and training. Each year, all municipalities are provided a copy of the updated Critical Infrastructure database and map prepared by our Geographic Information Services Branch. The Region and its municipal partners will continue to benefit from coordinated efforts in emergency preparedness and response.

## **7. CONCLUSION**

The *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 require municipalities to develop and implement an Emergency Management Program including the adoption of the Emergency Plan by Council Bylaw. The Office of the Fire Marshal and Emergency Management has completed an audit of York Region's Program and York Region has successfully met the requirements for compliance for 2013. York Region has met compliance requirements for its Emergency Management Program since the *Act* and Regulations came into effect on December 31, 2004.

The Region will continue to play a key role and partner with the local municipalities to help ensure emergency management capacity through a collaborative emergency management program.

For more information on this report, please contact Morris Faccin, Manager, Emergency Management, at ext. 1212.

The Senior Management Group has reviewed this report.

*Attachment (1)*

# Emergency Management Program 2013 Statement of Completion



**Municipality:** Regional Municipality of York

**Sector:** Lakes Sector

**Verification:**

- Please attach your completed "Municipal Annual Maintenance Checklist" and have officials sign below as indicated.

**We**, the undersigned, declare that the regional Municipality of York has completed all of the necessary requirements of the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.

Morris Fassin  
Community Emergency  
Management Coordinator

Nov 29, 2013  
Date

Bill Friel  
Head of Council

Dec 2, 2013  
Date

**EMO Use Only:**

Data verified by (Field Officer):

[Signature]

Date:

Nov 29 / 2013

Head Office receipt (EMA):

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Date:

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Form C-2-13

Emergency Management Ontario – 2013

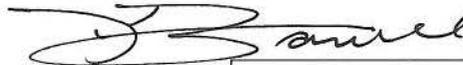
# 2013 Municipal Emergency Management Program Annual Maintenance Checklist

The following checklist has been developed from the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.

**Municipality: Regional Municipality of York**

**Sector: Lakes Sector**

*Rev 29/2013*



	Date (s)
1. When was the Community Emergency Management Coordinator (CEMC) appointed? (O.Reg.380/04,s.10(1))	2006
2. When did the CEMC complete the required training? (O.Reg.380/04,s.10(2))	Mar 2006
3. When did the municipality emergency management program committee last meet? (O. Reg. 380/04, s.11)	2013
4. What is the current by-law # and date for the municipality's adoption of its emergency management program (EMCPA s. 2)	#2013- Jan 2014
5. When was the municipal Community Risk Profile reviewed by the Emergency Management Program Committee? (EMCPA s. 2)	Oct. 2013
6. When was the municipality's Emergency Response Plan reviewed?  When was the most current copy submitted to EMO if revised? (EMCPA s.3.1 (1), s.3.1(6) s. 6.2 (1) )	Oct 2013  Submission with Bylaw Jan 2014
7. What is the current by-law # and adoption date for the municipality's Emergency Response Plan? (EMCPA s. 3 (1))	#2013-1 Jan 2014
8. When was the municipal Emergency Operations Centre designated? (O.Reg.380/04,s.13 (1))	Dec 2004
9. When was the municipality's EOC communications system deemed to be appropriate? (O. Reg. 380/04,s.13 (2))	Dec 2004
10. When was the municipality's Critical Infrastructure reviewed by the Emergency Management Program Committee? (EMCPA s. 2.1 (3))	Oct 2013
11. When were the required 4 (four) hours of annual municipal training conducted for the Municipal Emergency Control Group, staff and others identified in the ER Plan? (EMCPA s.2.1(2), O. Reg. 380/04,s.12 (3))	Nov 8, 2013
12. When was the required municipal annual Exercise for the Municipal Emergency Control Group, staff and others identified in the ER Plan? (EMCPA s.2.1(2), O.Reg.380/04 s. 12 (6))	June 7, 2013
13. When was the municipal designated employee appointed to act as its Emergency Information Officer? (O.Reg.380/04, s. 14 (1))	Dec 2004
14. When was the Public Education Strategy completed? (EMCPA s. 2.1 (2c))	Dec 2013
15. When did the municipality's Emergency Management Program Committee conduct the Annual Review of the Program? (O.Reg.380/04,s.11 (6))	Throughout 2013

Form C-1-13