

THE REGIONAL MUNICIPALITY OF YORK

**REPORT NO. 3 OF THE
CHIEF ADMINISTRATIVE OFFICER**

**For Consideration by
The Council of The Regional Municipality of York
on December 16, 2010**

**1
EMERGENCY MANAGEMENT PROGRAM
ANNUAL REVIEW AND BY-LAW REVISION**

1. RECOMMENDATIONS

It is recommended that:

1. Council receive this report as confirmation that York Region has completed all the necessary requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04.
2. The Regional Solicitor update the current Emergency Management Program By-law to reflect changes to the emergency plan.
3. The Regional Clerk forward the list of the Annual Statement of Completion and the Annual Maintenance Checklist (*Attachment 1*) to the Chief of Community Safety, Emergency Management Ontario.

2. PURPOSE

The purpose of this report is to provide 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 2010 and update the Program By-law to reflect changes to the York Region Emergency Plan.

3. BACKGROUND

York Region must comply with emergency management legislation

The *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 requires all Ontario municipalities and provincial ministries to implement and maintain an emergency management program. Collectively these statutory requirements mandate how municipalities must prepare for and respond to, emergency situations occurring within their jurisdictions. The province provides oversight on an annual basis to ensure municipalities comply. Emergency Management Ontario developed a procedure for use by municipalities to provide evidence of its annual compliance activities. A field officer from Emergency Management Ontario who is 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 CEMC and Head of Council is then forwarded to Regional Council for approval.

York Region has met the annual regulatory compliance for an Essential Level Emergency Management Program since it came into effect on December 31, 2004.

4. ANALYSIS AND OPTIONS

York Region has met the required Emergency Management Program elements for 2010

York Region has undertaken many initiatives in 2010 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.

The province provides oversight on municipal compliance. On November 24, 2010 a field officer from Emergency Management Ontario met with York Region's Community Emergency Management Coordinator to audit activities completed by York Region required to achieve compliance for 2010. York Region achieved compliance of the Emergency Management Program elements as highlighted in this report and documented in the *Attachments*.

Critical Infrastructure and Community Risk Profile must be reviewed and updated annually

Each Municipality must review the Critical Infrastructure as defined by Emergency Management Ontario within its jurisdiction. Critical Infrastructure are assets such as

water treatment plants, waste water treatment plants and EMS stations. Each year, York Region partners with the local municipalities to review and update our Critical Infrastructure database. York Region Geomatics consolidates the database updates and provides maps of the Critical Infrastructure to our municipal partners.

York Region reviews Hazard Identification and Risk Assessment (HIRA)

The foundation of any Emergency Management Program is the evaluation of hazards and associated risks that exist within its jurisdiction. The risks are communicated to the community through our Public Education Program. The Hazard Identification and Risk Assessment (HIRA) identifies the hazards and risks within York Region and must be reviewed annually. York Region conducted a complete refresh of its HIRA in 2008/09 in partnership with the local municipalities. York Region's annual risk profile has been reviewed and completed for 2010 and the top risks in York Region continue to be widespread infectious disease, severe winter/summer storms and floods. Each municipality reviews and updates their HIRA annually.

Emergency Response Plan has been reviewed and updated with an Evacuation Annex

Each municipality must develop and evaluate annually, an emergency response plan that outlines how it will respond to emergencies and the roles and responsibilities of the Regional Emergency Control Group. The Control Group is comprised of senior Regional officials and is responsible for coordinating responses to a significant emergency event or disaster. The legislation requires that the Regional Emergency Plan be enacted through By-law. The Plan has been reviewed and updated with the addition of an Evacuation Annex. (The Evacuation Annex includes high level roles and responsibilities of first responders and Regional departments.) The Emergency Plan is in compliance with this requirement.

Annual exercise for the Regional Emergency Control Group and training have been completed

Each municipality must 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 simulate potential emergencies based on the threats/risks to the Region and allows participants to role play so they are more prepared, should a real emergency occur.

On May 31, 2010, Emergency Management, in partnership with Environmental Services, conducted a simulated emergency exercise. Exercise "Strike Three" involved York Region, York Regional Police, York Region EMS, City of Vaughan, Town of Markham and two members of the York Region Accessibility Advisory Committee. The scenario simulated a severe weather event resulting in multiple events in two municipalities. The Regional Emergency Control Group attended the Regional Emergency Operations Center

to coordinate the response to the events. The lessons learned from the annual exercise form the basis for improvements in the emergency management program.

During the week of November 1-5, and on December 6 and 7, 2010 York Region Emergency Management hosted three “Emergency Operations Center Essentials” courses for over 90 Regional and local municipal staff. The purpose of this training was to teach Incident Management System principles and processes in an Emergency Operations Centre to staff. These two day courses were delivered by the Justice Institute of British Columbia, a leader in Incident Management System training.

On November 1, 2010, York Region provided training to the Regional Emergency Control Group. A half-day workshop included an Incident Management System review, severe weather presentation, a Critical Infrastructure enhancement presentation and a Business Continuity exercise.

Public Education on emergency preparedness and community outreach initiatives for 2010

The Public Education and Awareness Program concentrates on risks to public safety and personal preparedness for emergencies. The focus of personal preparedness is self sufficiency for 72 hours. Some of the activities delivered in 2010 included delivering emergency preparedness to approximately 5000 grade 5 students through the Community Safety Village. Emergency Preparedness Week was held from May 3-9, 2010 and included numerous activities involving community and staff outreach. This years theme “Take the Challenge” included an on-line quiz, a Regional Emergency Operations Center open house, lunch and learn sessions, and an interactive display in the Administration building. Some of the community events included participation in the grand opening of the Town of Whitchurch Stouffville’s fire hall and Public Works Week activities.

On January 26 and February 23, 2010 York Region Emergency Management worked collaboratively with the York Region Accessibility Advisory Committee, community agencies, and first responders to conduct two Focus Groups. The purpose of the sessions was to listen to the issues and concerns being raised by people with disabilities with regards to emergency management. The group was also given the opportunity to comment on several recommendations.

As a result of the Focus Group Sessions, the following four strategies were recommended:

1. Enhance emergency preparedness education for people with disabilities
2. Include people with disabilities in emergency exercise design
3. Invite representatives from the York Region Accessibility Advisory Committee to attend the annual exercise as observers
4. Share the results of the Focus Group sessions with emergency management partners

Staff have completed the recommended activities identified in the strategies and will continue to work with the York Region Accessibility Advisory Committee going forward.

Relationship to Vision 2026

The Emergency Management Program represents another initiative towards achieving the goals in *Vision 2026* through:

- supporting safe and secure communities
- promoting adaptability and sustainability
- enhancing our human resources and partnerships

The emergency management program best protects public safety and creates disaster-resilient communities.

5. FINANCIAL IMPLICATIONS

Costs associated with implementing the York Region Emergency Management Program initiatives and meeting compliance were included in the 2010 budget.

6. LOCAL MUNICIPAL IMPACT

The key to our success in emergency management is our partnerships with the Local Municipalities. In 2010, York Region partnered with Municipalities in updating the HIRA, the Critical Infrastructure database, and in emergency training and exercises. Each municipality is provided a copy of the updated Critical Infrastructure database and map annually. The Region and municipal partners will continue to benefit from coordinated emergency response.

7. CONCLUSION

The *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 requires municipalities to develop and implement an Emergency Management Program including the Emergency Plan by Council By-law. Emergency Management Ontario has completed an audit of York Region's Program and York Region has successfully met the requirements for compliance under the Act and Regulations for 2010. York Region has met compliance requirements for an Essential Level Emergency Management Program since the Act and Regulations came into effect on December 31, 2004.

It is recommended that Council approve the Emergency Management Program By-law and revised Emergency Plan, and that the Statement of Completion executed by the

Regional Chair be sent to the Chief of Community Safety, Emergency Management Ontario.

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

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

The Senior Management Group has reviewed this report.

(The two attachments referred to in this clause are attached to this report.)

Respectfully submitted,

**December 7, 2010
Newmarket, Ontario**

**B. Macgregor
Chief Administrative Officer**

(Report No. 3 of the Chief Administrative Officer was adopted without amendment, by the Council of The Regional Municipality of York at its meeting on December 16, 2010.)

Annual Emergency Management Program Statement of Completion



Municipality: Regional Municipality of York

Sector: GTA

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.

Munis Fawcett
Community Emergency
Management Coordinator

Date

November 26, 2010

Bill Fink
Head of Council

Date

December 6, 2010

EMO Use Only:

Data verified by (Field Officer): _____

Date: _____

Head Office receipt (EMA): _____

Date: _____

Form C-2-10

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: GTA

[Signature] (Nov. 24/10)

	Date Confirmed by Field Officer
1. Does the municipality have a Community Emergency Management Coordinator (CEMC)? (O.Reg.380/04,s.10(1))	Nov. 24, 2010
2. Has the CEMC (and any alternates) completed the required training? (O.Reg.380/04,s.10(2))	Nov. 24, 2010
3. Does the municipality have a community emergency management program committee and has it met? (O.Reg. 380/04, s.11)	Nov. 24, 2010
4. Does the municipality have a current by-law adopting its emergency management program? (EMCPA s. 2)	Nov. 24, 2010
5. Has the municipality's Community Risk Profile been reviewed and is it current? (EMCPA s. 2)	Nov. 24, 2010
6. Has the municipality's Emergency Response Plan been reviewed and has a copy been submitted to EMO if revised? (EMCPA s.3.1 (1), s.3.1(6) s. 6.2 (1))	Nov. 24, 2010
7. Is the municipality's by-law adopting its emergency response plan current? (EMCPA s. 3 (1))	Nov. 24, 2010
8. Does the municipality have a designated Emergency Operations Centre? (O.Reg.380/04,s.13 (1))	Nov. 24, 2010
9. Does the municipality's EOC have appropriate communications systems? (O. Reg. 380/04,s.13 (2))	Nov. 24, 2010
10. Has the municipality's Critical Infrastructure Identification been reviewed and is the list current? (EMCPA s. 2.1 (3))	Nov. 24, 2010
11. Has the municipality conducted its required annual training for the Community Control Group and staff? (EMCPA s.2.1(2), O.Reg. 380/04,s.12 (3))	Nov. 24, 2010
12. Has the municipality conducted its required annual Exercise for the Community Control Group ? (EMCPA s.2.1(2), O.Reg.380/04 s. 12 (6))	Nov. 24, 2010
13. Has the municipality designated an employee to act as its Emergency Information Officer? (O.Reg.380/04, s. 14 (1))	Nov. 24, 2010
14. Has the municipality completed a Public Education program? (EMCPA s. 2.1 (2c))	Nov. 24, 2010
15. Has the municipality's Emergency Management Program Committee conducted an Annual Review of the Program? (O.Reg.380/04,s.11 (6))	January, 2011 December 2010 <i>[Signature]</i>

Form C-1-10

Emergency Management Ontario – 2010