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EMERGENCY MANAGEMENT PROGRAM ANNUAL REVIEW AND BY-LAW REVISION

The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report dated December 7, 2009, from the Chief Administrative Officer.

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 Emergency Management program requirements and date of completion (*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 for 2009 and update the Program By-Law to reflect changes to the emergency plan.

3. BACKGROUND

York Region must comply with emergency management legislation

The *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 require all Ontario municipalities to maintain an emergency management program. Emergency Management Ontario (EMO) has developed a procedure for use by municipalities to provide evidence of its annual compliance activities. A field officer from EMO 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 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 2009

York Region has undertaken many initiatives in 2009 to ensure compliance with the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 (as outlined in *Attachment 1*). Some of the key Emergency Management Program elements are highlighted below.

Critical Infrastructure Identification and Community Risk Profile (Hazard Identification and Risk Assessment - HIRA): Each municipality must review the Critical Infrastructure as defined by Emergency Management Ontario within its jurisdiction. Each year, York Region partners with the area municipalities to review and update our Critical Infrastructure database.

The foundation of any Emergency Management Program is the evaluation of hazards and associated risks that exist within the jurisdiction. 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 area municipalities. The annual risk profile review for 2009 has been completed.

Emergency Response Plan: (Changes to the Emergency Plan for 2009 are administrative in nature.) 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 municipal officials. The legislation requires that the plan be enacted through By-law. The York Region Emergency Plan has been reviewed and updated with minor administrative changes for 2009 and is in compliance with this requirement.

Training and Annual Exercise: 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.

On May 25, 2009, Emergency Management, in partnership with Environmental Services, conducted a functional exercise using a simulation cell. Exercise "Green Day" involved York Region, York Regional Police, EMS, Vaughan Fire and Rescue Services and Central York Fire. The scenario simulated a chlorine gas release in the Keswick Water Pollution Control Plant in the Town of Georgina.

During the week of October 19-23, 2009 York Region Emergency Management hosted the Incident Command System training and Emergency Operations Centre level II training for over 80 regional and municipal staff.

On October 28, 2009, York Region provided training to the Regional Emergency Control Group. A half-day workshop included discussions on H1N1 and a presentation on the Tornado in the City of Vaughan from a York Regional Police perspective.

Public Education: The Public Education and Awareness Program includes public education on risks to public safety and on personal preparedness for emergencies. Some of the activities delivered in 2009 included delivering the Grade 5 Emergency Preparedness Program to more than 2,200 grade 5 students and the launch of our “Seniors To Go” Emergency Preparedness Toolkit (a resource kit offering step by step guidance to help seniors prepare for emergencies and disasters) Also Emergency Management week was held between May 3-9, 2009 and included numerous activities involving community and staff outreach.

Annual Review: 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.

On October 15, 2009 a field officer from Emergency Management Ontario met with York Region’s Community Emergency Management Coordinator (CEMC) to audit activities completed by York Region required to achieve compliance for 2009. York Region achieved program compliance requirements as documented in the attached Annual Maintenance Checklist.

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 and 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 Emergency Management Program initiatives and meeting compliance were included in the 2009 budget.

6. LOCAL MUNICIPAL IMPACT

In 2009, York Region partnered with municipalities in updating the Hazard Identification and Risk Assessment, the Critical Infrastructure database, and emergency training and exercises. 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 2009. 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 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 our emergency management capacity through a collaborative emergency management process.

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

The Senior Management Group has reviewed this report.

(The attachment referred to in this clause is attached to this report.)

Annual Emergency Management Program Statement of Completion



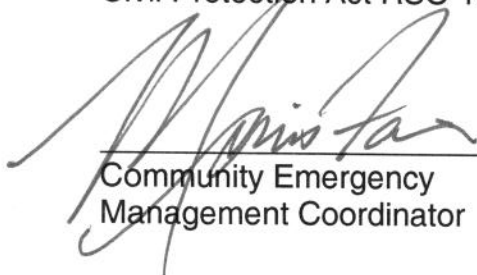
Municipality: Regional Municipality of York

Sector: GTA Sector

Verification:

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

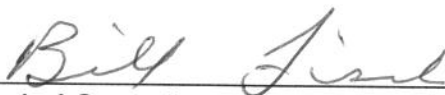
We, the undersigned, declare that the Regional Municipality of York has completed all of the necessary requirements of the Emergency Management and Civil Protection Act RSO 1990 and Ontario Regulation 380/04.



Community Emergency
Management Coordinator

Date

Nov 10, 2009



Head of Council

Date

Dec 2, 2009

EMO Use Only:

Data verified by (Field Officer): _____

Date: _____

Head Office receipt (EMA): _____

Date: _____

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 Sector

	Date Confirmed
1. Does the municipality have a Community Emergency Management Coordinator (CEMC)? (O.Reg.380/04,s.10(1))	October 15, 2009
2. Has the CEMC (and any alternates) completed the required training? (O.Reg.380/04,s.10(2))	October 15, 2009
3. Does the municipality have a community emergency management program committee and has it met? (O.Reg. 380/04, s.11)	October 15, 2009
4. Does the municipality have a current by-law adopting its emergency management program? (EMCPA s. 2)	October 15, 2009
5. Has the municipality's Community Risk Profile been reviewed and is it current? (EMCPA s. 2)	October 15, 2009
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))	October 15, 2009
7. Is the municipality's by-law adopting its emergency response plan current? (EMCPA s. 3 (1))	October 15, 2009
8. Does the municipality have a designated Emergency Operations Centre? (O.Reg.380/04,s.13 (1))	October 15, 2009
9. Does the municipality's EOC have appropriate communications systems? (O. Reg. 380/04,s.13 (2))	October 15, 2009
10. Has the municipality's Critical Infrastructure Identification been reviewed and is the list current? (EMCPA s. 2.1 (3))	October 15, 2009
11. Has the municipality conducted its required annual training for the Community Control Group and and staff? (EMCPA s.2.1(2), O.Reg. 380/04,s.12 (3))	October 15, 2009
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))	October 15, 2009
13. Has the municipality designated an employee to act as its Emergency Information Officer? (O.Reg.380/04, s. 14 (1))	October 15, 2009
14. Has the municipality completed a Public Education program? (EMCPA s. 2.1 (2c))	October 15, 2009
15. Has the municipality's Emergency Management Program Committee conducted an Annual Review of the Program? (O.Reg.380/04,s.11 (6))	December 2009