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EMERGENCY MANAGEMENT PROGRAM ANNUAL REVIEW AND BYLAW REVISION

The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report dated December 20, 2011, 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 Bylaw to reflect changes to the emergency plan and annexes.
3. The Regional Clerk forward the list of the Annual Statement of Completion and the Annual Maintenance Checklist (*Council Attachment 1*) to the Chief of Community Safety, Emergency Management Ontario.

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 2011 and 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 require 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 and identifying critical infrastructure. The Province provides oversight on an annual basis to ensure municipalities comply. Emergency Management Ontario

developed an Annual Maintenance Checklist to assist municipalities provide evidence of its annual compliance activities. A field officer from Emergency Management Ontario 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. A bylaw adopting the emergency management program and the emergency plan and annexes is prepared.

York Region has met the annual regulatory compliance for the 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 2011

York Region has undertaken many initiatives in 2011 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 15, 2011 a field officer from Emergency Management Ontario met with York Region's Community Emergency Management Coordinator to audit activities completed and scheduled by York Region required to achieve compliance for 2011. York Region achieved compliance of the Emergency Management Program elements as highlighted in this report and documented in *Council Attachment 1*.

Critical Infrastructure Identification and Community Risk Profile has been reviewed and is updated annually

Each municipality must review its Critical Infrastructure within its jurisdiction as defined by Emergency Management Ontario. Critical Infrastructure are those Regional assets that are essential for the functioning of society. Each year, York Region partners with all local municipalities to review and update our Critical Infrastructure database. York Region Geomatics Branch consolidates the database updates and provides maps of the Critical Infrastructure to our municipal partners.

York Region reviews Hazard Identification and Risk Assessment to confirm existing and identify emerging hazards and threats

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 all area municipalities. Each municipality reviews and updates their HIRA annually. The HIRA has been reviewed and completed for 2011. The top five Hazards and threats faced by York Region include: severe travel/business interruption from widespread epidemic disease in humans, multi-day power outage from severe winter storms, flooding from sustained heavy rainfall, widespread property damage from severe summer storms, and a hazardous material incident on a major highway.

Emergency Response Plan has been reviewed, tested and updated

Each municipality must develop and evaluate 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 and is in compliance with this requirement. There were minor administrative changes to the basic plan and revisions to the Emergency Social Services and Fire Mutual Automatic Aid Plan and Program annexes. The Emergency Social Services annex was updated to conform to the format of the other annexes and the Fire and Mutual Automatic Aid plan was updated to reflect changes in terminology used by the Ontario Fire Marshall's Office and available resources.

Joint Emergency Exercise and training with York Region and the Towns of Georgina and East Gwillimbury have been completed

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.

On May 30, 2011, Emergency Management, in partnership with The Towns of East Gwillimbury and Georgina, conducted a functional exercise using a simulation cell. Exercise "Collaborative Storm" involved York Region departments, York Regional Police, York Region EMS, York Region Accessibility Advisory Committee, Environment Canada and CN Rail. The scenario simulated a severe summer weather event resulting in multiple impacts 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. Some lessons include: focused exercises between the Operations and Planning sections, clarification on information management between sections, scribe training and explore a more suitable REOC location.

On October 28, 2011, York Region provided training to the Regional Emergency Control Group. A half-day workshop included an Emergency Management Program review and update, a presentation on the I-35W bridge collapse in Minneapolis, a presentation by Emergency Management Ontario on the Haiti Earthquake response and a presentation on lessons learned from the Region's response to the Sutton townhouse fire.

During the week of November 28 to December 1, 2011 York Region Emergency Management hosted three Emergency Operation Center courses for over 75 Regional and municipal staff. The purpose of this training was to teach Incident Management System principles and processes in an EOC to staff. These courses were delivered by the Justice Institute of British Columbia, a leader in Incident Management System training.

Public Education on emergency preparedness and community outreach initiatives delivered in 2011

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. Some of the activities delivered in 2011 included delivering Emergency Preparedness Program to approximately 5000 grade 5 students through the Community Safety Village. Emergency Preparedness week was held from May 1-7, 2011 and included numerous activities involving community and staff outreach. This years theme "Take the Challenge" included an on-line quiz, lunch and learn sessions, participation in the East Gwillimbury Safety Fair and an interactive display in the Administration building.

In conjunction with Corporate Learning Registration System, York Region Emergency Management has conducted new courses in Introduction to Emergency Management System and Emergency Operations Centre to approximately 90 people. Emergency Management partnered with Emergency Management Ontario with the development and delivery of Incident Management System training that is being rolled out across Ontario. Overall, York Region has provided training to 430 staff and municipal partners.

Seminars and special workshops conducted included:

1. Social Media and Emergency Management
2. Lessons learned from the Joplin Tornado
3. Workshop on emergency preparedness for agencies supporting people with disabilities

4. Lessons learned from the I-35W Minneapolis Bridge Collapse

As part of the Public Education program Emergency Management in partnership with EMO, York Regional Police, Regional departments and all municipalities updated the Emergency Preparedness Guide Book. An additional section focusing on emergency preparedness for people with disabilities was added. The guide book is also available digitally through the regional website. To date, 11,000 guidebooks have been distributed to local municipalities, home shows and community events.

Emergency Management has also participated in the Region's launch of social media including Facebook and Twitter. Emergency Management are exploring ways of integrating social media into emergency preparedness and response.

Link to Key Council-approved Plans

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 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 2011 budget.

6. LOCAL MUNICIPAL IMPACT

The key to success in emergency management is our partnerships with the local municipalities. In 2011, York Region partnered with municipalities in updating the HIRA, the Critical Infrastructure database, and in emergency training and exercises. Each year, all municipalities are provided a copy of the updated Critical Infrastructure database and map prepared by our Geomatics Branch. The Region and 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 requires municipalities to develop and implement an Emergency Management Program including the Emergency Plan by Council Bylaw. 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 2011. York Region has met compliance requirements for an 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 increase 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.

(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

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.

Monis Fassin
Community Emergency
Management Coordinator

Date November 15, 2011

Bill Fink
Head of Council

Date December 6, 2011

EMO Use Only:

Data verified by (Field Officer):

[Signature]

Date:

Nov. 15/11

Head Office receipt (EMA):

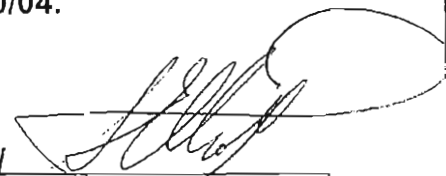
Date:

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

Nov 15, 2011



	Date Confirmed by Field Officer
1. Does the municipality have a Community Emergency Management Coordinator (CEMC)? (O.Reg.380/04,s.10(1))	Nov 15, 2011
2. Has the CEMC (and any alternates) completed the required training? (O.Reg.380/04,s.10(2))	Nov 15, 2011
3. Does the municipality have a community emergency management program committee and has it met? (O.Reg. 380/04, s.11)	Nov, 15, 2011
4. Does the municipality have a current by-law adopting its emergency management program? (EMCPA s. 2)	Nov 15, 2011
5. Has the municipality's Community Risk Profile been reviewed and is it current? (EMCPA s. 2)	Nov 15, 2011
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 15, 2011
7. Is the municipality's by-law adopting its emergency response plan current? (EMCPA s. 3 (1))	Nov 15, 2011
8. Does the municipality have a designated Emergency Operations Centre? (O.Reg.380/04,s.13 (1))	Nov, 15, 2011
9. Does the municipality's EOC have appropriate communications systems? (O. Reg. 380/04,s.13 (2))	Nov 15, 2011
10. Has the municipality's Critical Infrastructure Identification been reviewed and is the list current? (EMCPA s. 2.1 (3))	Nov 15, 2011
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 15, 2011
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 15, 2011
13. Has the municipality designated an employee to act as its Emergency Information Officer? (O.Reg.380/04, s. 14 (1))	Nov 15, 2011
14. Has the municipality completed a Public Education program? (EMCPA s. 2.1 (2c))	Nov 15, 2011
15. Has the municipality's Emergency Management Program Committee conducted an Annual Review of the Program? (O.Reg.380/04,s.11 (6))	Nov 15, 2011