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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, March 2, 2006, from the Chief Administrative Officer:

1. RECOMMENDATIONS

It is recommended that:

1. Council revise the current by-law to adopt an Emergency Management Program in accordance with the *Emergency Management Act*, R.S.O. 1990, c.E.9. and Ontario Regulation 380/04.
2. The Regional Solicitor be directed to prepare a by-law for presentation to Council.
3. Council appoint the Executive Director, Strategic Initiatives and Administration, Office of the Chief Administrative Officer, as Chair of the York Region Emergency Management Program Committee.
4. Council receive this annual review of the emergency management program as substantiation of compliance with the requirements of the *Emergency Management Act* and Ontario Regulation 380/04. The Annual Emergency Management Program Statement of Completion must be signed and submitted to Emergency Management Ontario. See attachment 1.

2. PURPOSE

The purpose of this report is to provide an update on the actions taken by the Region of York to comply with the requirements of the *Emergency Management Act* and Ontario Regulation 380/04.

3. BACKGROUND

In the aftermath of the September 11th, 2001 terrorist attack on the United States, the Ontario Government moved to implement comprehensive reforms to emergency and disaster management, consistent with international best practices. Bill 148 changed the name of the *Emergency Plans Act* to the *Emergency Management Act*. The revised Act mandated provincial ministries, municipalities and designated agencies, boards, and

commissions to be prepared for major emergency situations. The proclamation of the *Emergency Management Act* in 2003 also shifted the focus for dealing with emergencies.

Previously, the focus was on preparation of plans, covering mainly emergency preparedness and response arrangements. Now, the focus has shifted to the development, implementation and maintenance of comprehensive emergency management programs, which are mandatory for Ontario communities and provincial ministries. These programs must be premised on a risk management approach and will ultimately incorporate a full range of measures to reduce priority risks, including prevention/mitigation; preparedness, response, and recovery measures.

Under the *Emergency Management Act* and Regulation 380/04, the Minister of Community Safety and Correctional Services has been granted authority to make regulations setting standards for the development, implementation and maintenance of emergency management programs required by communities and provincial ministries. To address the increasing public safety risks in Ontario, the *Emergency Management Act* requires each municipality to develop a Community Emergency Management Program in compliance with the essential program regulations.

3.1 Emergency Management Act

The *Emergency Management Act* requires municipalities to develop and implement an emergency management program and adopt it by a By-law of Council. The By-Law must include:

1. An Emergency Plan;
2. Identification and assessment of various hazards and risks to public safety that could give rise to emergencies and identification of the facilities and other elements of the infrastructure that are at risk of being affected by emergencies;
3. Annual training and exercises for employees of the Region and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
4. Public education on risks to public safety and on public preparedness for emergencies; and
5. Any other element required by the standards for emergency management programs as prescribed by the *Emergency Management Act*.

3.2 Regulation 380/04

Regulation 380/04 came into force on December 31, 2004 and describes the essential level emergency management standards for Ontario Ministries and Municipalities. The specific municipal requirements are described below.

1. Every municipality shall designate an employee or a member of Council as its community emergency management program co-ordinator (CEMC) who shall complete training, as required by the Chief, Emergency Management Ontario.
2. The CEMC shall co-ordinate the development and implementation of the emergency management program within the Region and in so far as possible with the emergency

- management programs of other municipalities, Ontario ministries and of organizations outside government that are involved in emergency management.
3. The CEMC shall report to the Region's Emergency Management Program Committee on the above program.
 4. Every municipality shall have an Emergency Management Program Committee composed of: the CEMC, a senior municipal official appointed by Council; and such other persons that may be appointed by council.
 5. Every municipality shall have a municipal emergency control group to direct the municipality's response in an emergency and which will complete the annual mandatory training.
 6. Every municipality shall have an annual practice exercise for a simulated emergency incident training.
 7. Every municipality must have a emergency operations centre with appropriate communications systems.
 8. Every municipality shall designate an employee of the municipality as its Chief Information Officer to act as the primary media and public contact in an emergency.

Commissioner Julian Fantino, Commissioner of Emergency Management presented the Essential Level Certificate of Achievement for the year 2004 to Regional Council on September 22, 2005.

4. ANALYSIS AND OPTIONS

The Region has undertaken the following actions to maintain and enhance compliance with these mandatory requirements.

4.1 Regional Emergency Plan

The Plan has been updated administratively to ensure the accuracy of contact information and general procedures and to conform to *Emergency Management Act* requirements and terminology.

The introduction of the Incident Management System (IMS) and changes to the composition of the Regional Emergency Control Group (RECG) will facilitate a coordinated response to any emergency. The roles and responsibilities of RECG members have been updated to reflect changes to business units within departments.

The Business Continuity/Emergency Management (BC/EM) Steering Committee was established in 2005 to facilitate the revisions to the Emergency Plan.

4.2 Business Continuity Program

The BC/EM Steering Committee also provided oversight for the Business Continuity Program. Although not a requirement of the *Emergency Management Act*, business continuity is a cornerstone of any effective Emergency Management Program.

In 2005, the Region completed the first phase of the Business Continuity Program with the completion of 75 Business Impact Analysis Interviews and the development of Recovery Time Objectives (RTO) matrices for each Regional Department. The next phase will identify recovery strategies and the development of departmental business continuity plans for critical businesses.

4.3 Identification of Critical Infrastructure and Hazard Analysis and Risk Assessment

The Region retained the services of the Zeta Group in early 2003 for the purpose of conducting a Hazard Analysis and Risk Assessment to serve as a rational foundation to plan and develop risk mitigation strategies and emergency preparedness programs and services in York Region and its constituents. Since hazards and risks are not constrained by municipal boundaries, the approach of the study was to perform a region-wide risk analysis including the nine area municipalities in the Region. Therefore, the report contains sections that pertain to the Region and its constituent municipalities as a whole, as well as a separate Appendix for each jurisdiction containing its risk analysis and critical infrastructure identification and categorization results.

The Critical Infrastructure database and maps must be updated annually and were updated in the fall of 2005 by the Geomatics Branch in conjunction with our municipal partners and key external stakeholders.

4.4 Training and Exercises

The *Emergency Management Act* requires that the emergency management program contain training programs and exercises for York Region employees and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities. The Region provides training in partnership with our emergency management stakeholders and conducts exercises to support the Region's emergency plan.

The Regional Emergency Control Group was provided with an Emergency Operations Center Workshop on November 14, 2005 on the use of IMS in the EOC. This was followed by an emergency tabletop exercise "Operation Whiteout" on November 28, 2005 partnering with the Town of Richmond Hill, Town of Newmarket and Town of Aurora.

York Region and CN Rail partnered to host an Incident Command Course for Police, Fire, EMS and Emergency Management officials on September 6, 2006. This course focused on site management of a train derailment involving hazardous materials.

4.5 Public Education and Awareness Program

The Public Education and Awareness Program must include public education on risks to public safety and on public preparedness for emergencies. Key regional activities in this area include:

- Creation and publishing of the Emergency Preparedness Guide in partnership with the local area municipalities. This is a practical guide on what you can do to prepare for emergencies in York Region. The guide is available on York Region's website, at municipal offices, and at the Community Safety Village.
- Participation in the Richmond Hill Emergency Preparedness Fair and East Gwillimbury Emergency Preparedness Fair.

4.6 Emergency Management Program Committee

The *Emergency Management Act* requires an annual review of the program and a statement of completion signed by the head of Council. The purpose of this committee is to develop recommendations for the enhancement of the Emergency Management Program with a goal to build a disaster resilient York Region.

The appointment of the Executive Director, Strategic Initiatives and Administration, as Chair of the York Region Emergency Management Review Committee will ensure the emergency management program meets the regulatory requirements and that the Statement of Completion signed by the Head of Council is forwarded to Emergency Management Ontario.

4.7 Next Steps

Emergency Management is the process of coordinating and applying the necessary resources to deal with emergencies and their effects, thereby saving lives, protecting public health and safety, property, and the environment and reducing economic and social losses.

Work is underway to enhance the Region's emergency management program components against the Framework for Community Emergency Management Program, advocated by Emergency Management Ontario. The key Emergency Management Program initiatives for 2006 will include:

- Updating the departmental Annexes to the Regional Plan
- Proceeding to the next phase of the Corporate Business Continuity Program involving the development of business continuity plans;
- Expand employee training;
- Continue to provide the public and regional employees with information on emergency preparedness;
- Continue to partner with area municipalities and external stakeholders in risk assessments, public education, emergency training and exercises; and

- Reviewing and maintaining preparedness arrangements such as Mutual Aid Agreements, and Memoranda of Understanding.

4.8 Relationship to Vision 2026

The Emergency Management Program represents another initiative towards achieving the goals in *Vision 2026* through supporting safe and secure communities 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 key Emergency Management Program initiatives planned for next year have been identified in the council approved 2006 budget.

6. LOCAL MUNICIPAL IMPACT

In 2005, the Region partnered with municipalities in emergency training and exercises, public information, and Critical Infrastructure database maintenance. These partnerships will continue to be expanded in 2006. The Region and all municipal partners will benefit from improved emergency response and increased disaster resiliency.

7. CONCLUSION

The *Emergency Management Act* requires municipalities to develop and implement an Emergency Management Program including the Emergency Plan by Council by-law. As a result of the actions take by the Region to comply with the five legislative program requirements prescribed by the *Emergency Management Act*, it is recommended that Council approve the Emergency Management Program By-law and revised Emergency Plan. The Plan has been updated to administratively conform to the *Emergency Management Act*.

The appointment of the Executive Director, Strategic Initiatives and Administration, as Chair of the Emergency Management Program Committee will ensure the program fulfills the requirements of the Emergency Management Act and Regulation 380/04.

The Region will continue to play a key role as a service provider and a partner to the local municipalities by assisting them to increase their emergency management capacity through a joint emergency management process.

The Senior Management Group has reviewed this report.

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