

The Regional Municipality of York

Committee of the Whole
Finance and Administration
January 16, 2020

Report of the Chief Administrative Officer

Emergency Management Program Annual Compliance Review and By-Law Revision 2019

1. Recommendations

1. The Regional Solicitor amend the current Emergency Management Program Bylaw to adopt changes to the Emergency Plan and Annexes.
2. The Regional Clerk forward the Program Bylaw and Emergency Plan to the Office of the Fire Marshal and Emergency Management.

2. Summary

This report provides an update to Council on activities undertaken by York Region to comply with annual requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 in 2019. It recommends the Regional Solicitor update the program bylaw to reflect changes to the York Region Emergency Plan and Annexes as required under legislation. This report also provides an overview of other emergency preparedness activities undertaken by the Emergency Management Program, in addition to legislative requirements, to enhance York Region's resilience.

Key Points:

- York Region has completed all requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04 in 2019
- The York Region Emergency Plan and Annexes have been reviewed, tested and updated as required under legislation
- The members of the Regional Emergency Control Group have been trained as required by the Chief, Office of the Fire Marshal and Emergency Management
- York Region Emergency Management continues to support the northern six municipalities to deliver emergency management programs on a cost recovery basis (current agreement to 2022)

- York Region’s Business Continuity Program continues to support Departments in planning to respond to business interruptions and emergencies impacting Regional services

3. Background

All municipalities and provincial ministries must 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 develop and maintain an Emergency Management Program. The Province provides oversight to ensure municipalities fulfil their emergency management obligations and can respond to, and recover from, major incidents in the community. Emergency Management Programs require several key elements including:

- Hazard identification and risk assessment
- Identification of critical infrastructure
- An emergency plan
- Training and exercises
- Public education

York Region has consistently met the annual regulatory compliance for its Emergency Management Program since the legislation came into effect in 2004

Each year Council receives an update on York Region’s Emergency Management program and any necessary updates to the bylaw and/or Emergency Plan. To fulfill the Province's requirements, municipalities must verify they have completed all the requirements outlined in the EMCPA.

4. Analysis

In addition to completing all mandatory elements for 2019, York Region partnered with local municipalities to assess and rank hazards and threats

The annual Hazard Identification and Risk Assessment (HIRA) is one of the cornerstones of the York Region Emergency Management Program. Each municipality must conduct an annual hazard identification and risk assessment to ensure that Emergency Management Programs are based on the identification and assessment of local hazards.

In June 2019, a Hazard Identification and Risk Assessment workshop was co-facilitated by the York Region Emergency Management Program and the provincial Office of the Fire Marshal and Emergency Management. It enabled local municipalities and York Regional Police to compare hazard types and rankings across the Region, using the new provincial assessment methodology.

The top hazards as identified through this exercise are noted in Table 1 below.

Table 1
Top Hazards on the 2019 York Region HIRA

Hazard	Level of Risk
Winter weather	High
Electrical Energy Outage	Moderate
Tornado	Moderate
Infectious Diseases	Moderate
Extreme Heat	Moderate
Flood	Moderate
Cyber Attack	Moderate

The Emergency Plan has been reviewed and updated

Each municipality must evaluate and update its emergency response plan annually. The Regional Municipality of York Emergency Plan (the Plan) outlines how the Region will respond to emergencies. The Plan identifies the members of the Regional Emergency Control Group and summarizes their roles and responsibilities.

In 2019, the Plan was revised to reflect lessons learned from emergency exercises and previous Regional Emergency Operation Centre activations. The following revisions have been made to the Plan:

1. The Plan now outlines four levels of Regional Emergency Operations Centre activation to clarify how the Region responds to smaller scale incidents which do not require all resources
2. Emergency notification procedures will now alert Regional Emergency Control Group members through a mass notification system
3. A Crisis Communications Annex has been included in the Plan
4. The Cyber Breach Framework is referenced in the Plan

In partnership with all nine local municipalities, the critical infrastructure database has been reviewed and updated

Each municipality must review and update critical infrastructure within its jurisdiction. Critical infrastructure is defined as those Regional assets such as water, waste water facilities and Paramedic stations, which are essential to meet vital human needs, sustain the economy, protect public health, ensure safety and security and maintain continuity and confidence in government.

In York Region, critical infrastructure is defined as infrastructure that may be deemed to be critical if its failure or disruption may significantly jeopardize safety and security of the community or region.

In 2019, York Region partnered with all nine local municipalities and York Regional Police to review and update the critical infrastructure database. York Region Data, Analytics and Visualization Services consolidated the updated database and provided maps identifying critical infrastructure to our municipal partners and contributing stakeholders.

The Region conducted an annual emergency exercise

Each municipality in Ontario must conduct an emergency exercise to test its emergency plan and to train Regional Emergency Control Group members.

The 2018 Hazard Identification and Risk Assessment identified severe weather (including damaging wind) as one of York Region's top threats. As a result, the annual emergency exercise was developed to test the Plan's response to a tornado. Exercise materials were developed by a planning team represented by all York Region Departments, York Regional Police, King Township and the Town of Newmarket.

The tabletop exercise simulated an F1 tornado touching down in King Township and tracking from south-west to the north-east across the Town of Newmarket ending in East Gwillimbury. Seventy-five Regional and local municipal staff and partners participated in the exercise on May 3rd, 2019

An after-action report was written by York Region Emergency Management staff post exercise that included opportunities and recommendations to improve our readiness for future emergency events.

In 2019, Emergency Management trained over 280 York Region staff and partners on their roles and responsibilities in emergency response and recovery activities

The York Region Emergency Management team offers the following emergency management training courses to staff and partners:

- Introduction to Emergency Management
- Introduction to Emergency Operations
- Introduction to Business Continuity
- Incident Management System Planning
- Incident Management System Operations
- Incident Management System Command
- Incident Management System Finance and Logistics

On December 2, 2019 Regional Emergency Control Group members participated in training. The purpose was to ensure knowledge of all the components of the municipal Emergency Management program including the Plan, activation of the Plan, roles and responsibilities,

notification procedures, and the operational capacity of the Regional Emergency Operations Centre.

Emergency Management partnered with all nine local municipalities, York Regional Police and other community stakeholders to provide training and public education

The Public Education and Awareness Program provides public education on local hazards and personal preparedness for emergencies. Elements of the program include:

- Community Safety Village
- Emergency Preparedness Week
- Emergency Management workshops
- The [Emergency Preparedness Guide](#)
- Control Group Training and Education Conference

The Community Safety Village (a partnership between the Emergency Management Program, York Regional Police, Paramedic Services and the Regional Fire Coordinator) continues to teach students about fire life-safety and emergency preparedness. In 2019, approximately 4,600 students completed the Emergency Preparedness Program.

York Region partnered with York Regional Police to host its annual Emergency Preparedness Fair at the Community Safety Village during Emergency Preparedness Week (May 11, 2019). Over 3,500 local residents attended the event which included participation from local municipalities, York Regional Police, Paramedic and Seniors Services, Public Health, Fire Services, Conservation Authorities and other Non-Governmental Organizations.

In 2019, over 5,500 copies of the Emergency Preparedness Guide were distributed throughout the Region by local municipal partners. The Guide is also available on the Region's website electronically.

Emergency Management Stakeholder Collaboration Day enabled partners to connect and learn about York Region's Emergency Management Program

In response to requests made by the local municipalities through their Community Emergency Management Coordinators, York Region Emergency Management hosted a half day networking event for emergency management stakeholders in York Region. The event was designed to increase knowledge of the Emergency Management Program and encourage networking in the York Region emergency management community. Participants included Community Emergency Management Coordinators, municipal fire and emergency services, law enforcement, health sector partners, York Region staff, non-governmental organizations, school boards and utility providers.

Evaluation of the Region's Business Continuity Program has improved the organization's resiliency

York Region maintains a state of readiness to respond to business disruptions resulting from a loss of staff, loss of facility or loss of technology. The continuity of critical functions is managed using business continuity plans. These plans may be used independently or in conjunction with the York Region Emergency Plan.

In 2019, the Office of the Chief Administrative Officer's Emergency Management Program Team was one of four finalists for the Disaster Recovery Institute International award for Team of the Year. This award recognizes excellence in business continuity teams, demonstrating exceptional teamwork across the organization and with external partners.

York Region provides emergency management support to the northern six municipalities

Since 2017, York Region Emergency Management has been engaged through a Memorandum of Understanding on a cost recovery basis supporting the emergency management programs of the northern six municipalities (Aurora, East Gwillimbury, Georgina, King, Newmarket and Whitchurch-Stouffville). The agreement provides emergency management support through 2022.

In 2019, this program supported these municipalities through the following activities:

1. Emergency Management Training: provided to municipal staff in accordance as required by the Office of the Fire Marshal and Emergency Management
2. Public Education: Provided a common forum for all emergency management partners to coordinate and participate in annual Emergency Preparedness Week activities (May 2019) at the Community Safety Village.
3. Emergency Exercises: Designed and conducted Emergency Operations Centre exercises for all northern six municipalities. In addition, Emergency Social Services orientations and facility exercises were conducted at select recreation centres in Aurora, Georgina, King, Newmarket and Whitchurch-Stouffville.
4. Emergency Program Reviews: All six municipal emergency management programs were reviewed. This included reviewing and/or updating emergency plans and by-laws, hazard identification risk assessments, and critical infrastructure data.

5. Financial

Costs associated with implementing the York Region Emergency Management Program initiatives and meeting legislated compliance were included in the 2019 operating budget.

6. Local Impact

The key to success in emergency management is our partnership with local municipalities and key stakeholders. In 2019, York Region Emergency Management partnered with municipalities in Hazard Identification and Risk Assessment, critical infrastructure database updates, emergency exercises and training, and offering the Emergency Preparedness Guidebook to residents.

7. Conclusion

York Region's Emergency Management Program has completed all legislative requirements for emergency planning in 2019. The program continues to support all nine municipalities in emergency planning activities including staff training and education, public education and awareness, hazard identification and risk assessment, and critical infrastructure identification and mapping. It is recommended that Council receive this annual update, and that the Regional Solicitor update the Bylaw to adopt changes to the Emergency Plan and Annexes. Furthermore, it is recommended that the Regional Clerk forward the updated Bylaw and Plan to the Office of the Fire Marshal and Emergency Management as required.

For more information on this report, please contact Morris Faccin, Manager, Emergency Management Program at 1-877-464-9675 ext. 71212. Accessible formats or communication supports are available upon request.

Recommended by:

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Approved for Submission:

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